**28.02.2022**

Project:

**Planning Project of New Central Blood Bank, Baabda**

**Terms of Reference**

**Planning Project of New Central Blood Bank Baabda Plot #2646**

Date: ……………………………………….

Signature ………………………………………..

1. **General Condition for the Planning Work**

**Background**

The Lebanese Red Cross started blood transfusion services in 1964 with the opening of the first blood bank in Beirut. Today, LRC has 13 transfusion centres and covers more than 20% of the estimated national blood needs (51,000+ blood products in 2021). Whereas, the Lebanese Red Cross Blood Transfusion Services are the only standalone blood transfusion services centres ready to receive voluntary donors to serve patients and hospitals across Lebanon.

Today LRC BTS perform collection testing preparation, storage and distribution of blood in all its centers.

Accordingly, Lebanese Red Cross Blood Transfusion Services core rationale of this project is to realize the planning works for the construction of new Central Blood Bank Center that will:

* Receive collected whole blood units and samples from LRC Blood Transfusion Centers and/or blood drives
* Test the samples received
* Prepare blood components from whole blood units received (RBC, Plasma, Platelets)
* Store blood components in storage devices
* Distribute blood products

**Program**

The offer should contain the necessary cost of the planning works with its related planning shop drawings, BOQ and the marketing collateral material for constructing the new BTS Central Blood Bank Center – Baabda.

The base for the project of the BTS Baabda Central Blood Bank Center planning is the feasibility study and drawings prepared and the “Design Guidelines of the Central Blood Bank”.

The given surfaces and volumes in the drawings must be achieved.

The planning will be done for the Plot #2646 in Baabda area (Zone A.1 & A.1.3) in total of 1,133m² with a Total Build-Up Area (BUA) = 3,364m2 including balconies. The design must be compliant to the American Association Blood Bank (ABBB) guidelines.

1. **Planning structure**

We ask the bidder to specify his financial offer according to the given project structure.

* **LRC Baabda Central Blood Bank Center Planning Drawings (exterior/interior), BOQ, Marketing Collateral**
* **Apply for the Building Construction Permit**
* **Evaluate Bidders Proposals and Supervise Construction Execution Works**

The bidder should also specify the needed working days for each step in his offer.

The LRC reserves the right to stop the project after each step without the obligation of paying for any loses due to the cancellation of the project. The steps must at least include the following:

**Design and Planning Works on the proposed center**

* Kickoff meetings with the client in order to understand the needs and functioning of a blood bank and discuss schedule of space and flow of work.
* Start the design phase
* Submit and review all the required documents (shop drawings, as built drawings and others) to the LRC BTS consultant for approval
* Submit periodical reports after finalizing each step of the project (drawings, BOQ, collateral material)
* Submit final report after closing the design project
* Apply for construction and building permit
* Supervise the building and construction works
1. **Deliveries with the Offer**

The offer should be sent in a written (on Paper) form and at least include the following documents.

Financial quotation for the mentioned planner work structured to the following:

* Design Planning Drawings Works exterior/interior (Architectural, Mechanical, Electrical and others)
* BOQ Works
	+ Including an estimated costing for the project
* Apply for Construction and Building Permit in coordination with the assigned Consultancy Bureau (Bureau de Controle)
* Marketing Collateral Material
	+ Short video of 2 minutes showing:
		- Exterior 4 Sides Design
		- Interior All Floors Layout
	+ Project PowerPoint Presentation
	+ Project Brochure Design
	+ Project Poster & Rollup Banner Design
* Assist in Construction Tender Process (TOR) and Bidders Proposal Evaluation
* Supervision of Construction Execution Works with periodic reporting (weekly & on end of each phase) and Review all documentation submitted by supplier

Two Reference projects of similar complexity in the medical and health sector done by the Supplier.

* Project of similar complexity and volume including Name and Reference persons

Personal experiences of the planner in charge

* (Diploma, Experiences, Projects implemented in Lebanon)

**Evaluation scheme:**

The documents will be analyzed and rated according to the schedule below to select the best offer overall.

**Price** financial quotation 40%

**2 Reference projects** of similar complexity (each 20%) 40%

of the Planners office

**Personal experiences** of the planner in charge 20%

(Education, Projects implemented etc.)

**Reservations**

The present tender process is not under the public law therefore the Lebanese Red Cross reserves the right to select according to its own criteria. There will be no possibility of a juristic contestability of the selection process.

1. **Timeline**

The following timeline for the implementation of the Planning works and marketing collateral material is foreseen.

Selection process of the Planner

* March 4th week 2022

Kickoff workshop with the planner and representatives of the Red Cross/Blood Bank

* April 2022 2st week

Presentation of the first draft project

* May 2022 – 4th week

Feedback to the planner by the Red Cross

* June 2022 – 2nd week

Presentation of the reviewed project

* July 2022 – 4th week

Cost estimate

* August 2022 – 4th week

Final project document

* September 2022 – 4th week

Assist in Construction Tender process (TOR) and Bidders Proposal Evaluation

* Date to be confirmed

Supervise Building construction with periodic reporting and review of project drawings and documents submitted

* Date to be confirmed

N.B: Apply for Building and Construction Permit 2022 based on LRC BTS approval, once the drawings and documents are ready and imprinted by Consultancy Bureau with respect to the general conditions and guidelines.

The proposal should include the bidder cost to apply and follow up on the building permit excluding the fees cost required to acquire the building permit such as the OEA, Municipality Fees and Urban Authorities Fees (التنظيم المدني)

**E. Questions about the Process**

Any question in related to the tender can be send latest by …. in a written form to the following address. After this date no more questions will be answered. The Answers will be sent to each bidder.

**Annex:**

* Feasibility Study
* Geotechnical Study
* Design Guidelines Antelias Blood Bank