



Promoting Sustainable Management of Water Services and Resources in  
Countries Affected by the Syrian Crisis TF-MADAD/2016/T04.20



# **Tender Procedure for**

## **Design for water supply systems improvement and supervision of works execution in Baalbeck Governorate (Beqaa)**

**Reference: GVC/LEB/MAD2017/NP01**

# **DOSSIER**

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## List of Acronyms

ACWUA	Arab Countries Water Utilities Association
BoQ	Bill of Quantities
CAPEX	CAPital EXpenditure
EIA	Environmental Impact Assessment
MoEW	Ministry of Energy and Water
NRW	Non revenue water
O&M	Operation and Maintenance
OPEX	OPerating EXpenditure
WE	Water Establishment



## Preamble

GVC - Gruppo di Volontariato Civile intends to launch a procedure in the framework of the project entitled “Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis” TF-MADAD/2016/T04.20. It is expected that the European Commission will establish the final amount of the grant and will liquidate it to GVC on completion of the operation based on the expenses presented and declared eligible. No party other than GVC shall derive any right from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will the Commission entertain any request for indemnity or payment directly submitted by the humanitarian organization’s Suppliers.

The procedures applied by GVC in the present tender are inspired by the principles of:

- Transparency in the procurement procedures;
- Proportionality between the procedures followed for awarding contracts and the value of the contracts;
- Equal treatment and non-discrimination of potential contractors and donors.

## Background of the Project

The program will provide reliable access to water to Syrian refugees and Lebanese host communities through the improvement of existing water infrastructures, including drilling or upgrading of existing boreholes, rehabilitation and extension of networks, increasing of water storage capacity, and reduction of water losses in the network. The target population will be provided with a reliable potable water service, thus improving the relation with the Beqaa Water Establishment (subscription, payment of fees, etc.). Furthermore, the water expenditure in the target population will decrease, as the public service will fulfil all of the daily water needs (drinking and domestic use), reducing dependence from alternative sources and private suppliers.

### Geographic location

LEBANON, BEQAA. Municipalities of: El Qaa, Al Ain, Labwe, Nabi Osmane, Bejeje-Jabboule, Zabboud, Moqraq, Bezalieh, Khoder

### Overall Objective

Provision of reliable and sustainable water services to Syrian refugees and host communities by strengthening infrastructural and managerial capacities of local Water Establishments

### Outcomes

- Oc 1 Increase access to potable water through construction and rehabilitation of water infrastructure
- Oc 2 Increase management capacity of Water Establishments (WEs) to provide quality services to all customers and ensure appropriate collection of fees;
- Oc 3 Reduce household expenditure on water by providing reliable public water supply;
- Oc 4 Increase regional learning and cooperation on mitigation of water shortages and sustainable water management.



## Outputs

- Op 1.1. – Water production increased through the drilling/rehabilitation, testing and equipping of boreholes
- Op 1.2. – Water supply systems improved through the execution of civil and hydraulic works
- Op 1.3. – House connections and water meters installed

- Op 2.1 - WEs staff trained on NRW approach
- Op 2.2 - NRW reduction approach applied
- Op 2.3 - WEs Customer Data Base Set-up or updated

- Op 3.1 - Metering and volumetric tariff adopted according to national legislation
- Op 3.2 - Collaboration between WEs, Municipalities and Communities is in place
- Op 3.3 - Awareness among customers on water conservation, sustainable environmental management and water cost recovery raised

- Op 4.1 – Experiences from each pilot project capitalized
- Op 4.2 – NRW regional toolkit set up in the Lebanese context
- Op 4.3 - Program experiences and adapted NRW toolkit are shared in the region through ACWUA network
- Op 4.4 – Framework for integration of future stabilization projects within long-term strategies of WEs in Lebanon set-up

## Activities

### **Oc.1 Improved access to potable, water supply for vulnerable population affected by the Syrian crisis**

- 1.1 Selection of consultants for technical assistance, design and construction works supervision
- 1.2 Conduction of hydrogeological and geo-physical investigations for boreholes location
- 1.3 Conduction of feasibility studies, IEE/EIA (where necessary) and final technical design
- 1.4 Selection of contractors for the works execution
- 1.5 Implementation of works
- 1.6 Handover of the water facilities to the MoEW
- 1.7 Procurements and installation of house connections and water meters

### **Oc.2 Improved capacity of Lebanese Water Establishments (WEs) to provide a quality service to all customers and collect water payment fees**

- 2.1 Initial workshop for defining modalities of application of NRW reduction tool to Lebanese context and planning of trainings
- 2.2 Capacity building for WEs managerial staff (national level) on water production and consumption measurement, water balance calculation, reduction of physical and commercial losses, set up strategy for pilot areas
- 2.3 Elaboration of strategy for application of volumetric tariff and promotion of subscriptions
- 2.4 Capacity building for WEs technical staff (local/national level) through trainings on O&M, 24 hours service assistance, water meters reading, billing and fees collection
- 2.5 Collection of data measuring effects of control of demand on water resources



- 2.6 Provision of tools to WEs for customers DB upgrade (GPS equipment) and setup of online database for publication of data
- 2.7 Mapping of existing customers and identification of illegal connections
- 2.8 Regular analysis about water quality and publication of results
- 2.9 Reading of meters with 2 months frequency and calculation of NRW per water system or DMA
- 2.10 Capacity building for WEs staff (regional and local) in decentralized customer services and follow-up

### **Oc.3 Reduced HH expenditure on water**

- 3.1 Baseline survey for assessment of beneficiary needs and recommendations and publication of results
- 3.2 Organization of public meetings (WE, Municipalities and communities) for projects information and validation
- 3.3 Informative Campaigns addressed to citizens on cost-recovery, water conservation and water meters installation
- 3.4 School campaigns for water conservation
- 3.5 Awareness campaigns addressed to the community on bill structure assisting consumers in reading invoices to optimize HHs consumption and expenditure
- 3.6 Publication of data related to subscriptions, payments and NRW at Municipal level and on website
- 3.7 Mass communication campaigns (national level) for promoting water meters installation and future replication of the experience

### **Oc.4 Increased regional knowledge sharing between countries affected by the Syrian crisis on the impact of the crisis on water supply and management.**

- 4.1 Production of reports about surveys conducted to be shared with national actors
- 4.2 Organization of workshops in Lebanon to spread outcomes of the program and participation to international water conferences in the Region and in Europe
- 4.3 Promotion of a strategic framework for integrating stabilization projects in water sector with long-term strategies of MoEW and WEs
- 4.4 Validation and upgrade of ACWUA NRW toolkit with Lebanon experience and with set of recommendations for collaboration between Utilities and international organizations



## CONTENT

### 1. Service to be provided

1.1 The subject of the tender procedure is the realization of the following service, as specified in the Chapter “Detailed Terms of Reference of the Consultancy” (Articles 25 to 31):

Description
<p>The technical assistance will concern the design and supervision of the extension, rehabilitation and upgrade of the following existing water supply systems:</p> <ul style="list-style-type: none"><li>• El Qaa Municipality system;</li><li>• El Ain Municipality system;</li><li>• Labwe Municipality system;</li><li>• Nabi Osmane Municipality system;</li><li>• Bejjeje-Jabboule and Zabboud Municipalities system;</li><li>• Moqraq and Bezalieh Municipalities system;</li><li>• Khoder Municipality system.</li></ul> <p>The Consultancy Service, to be conducted in full coordination with the Contracting Authority’s and the WE’s representatives, shall include for each locality the following tasks:</p> <ol style="list-style-type: none"><li>1. Baseline Assessment of existing networks and facilities and Preliminary Design of additional interventions to assure reliable service</li><li>2. Preparation of the technical final design of all the main components of the water supply systems</li><li>3. Drawing up of the Tender Documents for the Execution of the Works and Assistance during the tendering period and tender evaluation</li><li>4. Supervision of the execution of the works</li></ol>

1.2 The service must comply with the specifications set out in “Detailed Terms of Reference of the Consultancy” (Articles 25 to 31) and conform in all respects with description, and other instructions.

1.3 The Bidder must bid for the whole Consultancy Services required by the present dossier. Bids will not be accepted for incomplete proposals.

1.4 GVC reserves the right to include in the contract one, more than one, or all the services detailed as per BOQ (Annex ...). The unit price for each sub-activity (B.1, B.2, etc...) will determine the total value of the contract, with no obligation of GVC to contract the whole package of activities and services

1.5 The Service Provider (neither any of its key experts) will not be authorized to participate to the works tenders that will be launched as a result of this consultancy contract.

1.6 The contract will be a unit-price contract, based on the unit prices as per BOQ (Annex 2)

### 2. Timetable of the tender process

	Date	Time	Location
Site visit and information meeting	Tuesday 09-May	09:30	GVC office in Ain



Deadline for requesting clarification from the Contracting Authority	Saturday 20-May	18:00	N/A
Deadline for the Contracting Authority to issue clarification	Tuesday 23-May	18:00	N/A
Deadline for submission of Tender	Monday 12-June	18:00	GVC offices in Zahle
Tender opening session	Tuesday 13-June	10:00	GVC office Beirut
Contract award notification (estimated)	Wednesday 21-June		N/A
Contract signature date (estimated)	Wednesday 28-June		N/A

### 3. Submission of the Tender

- 3.1. Tenders must be submitted before the deadline specified in the timetable above (in case of posting, the post office stamp will attest the date) and must include the documents listed below. They must be sent or hand-delivered to the following address:

To: Guglielmo Mortari (Project Administrator)  
Tony Mousallem Buildings, Saint George Street 3821, Zahle-Ksara, Lebanon

- 3.2. All Tenders must be submitted in one original copy, type- or hand-written in ink. All Tenders must be received by registered letter with acknowledgement of receipt or hand-delivered against receipt signed by GVC Project Manager or his/her representative. All Tenders, including annexes and supporting documents must be submitted in a sealed envelope bearing only:
- the above address;
  - the Reference of this Tender Procedure (GVC/LEB/MAD2017/NP01);
  - the name of the Bidder (in English).

The sealed envelope must contain three packets stamped and initialled on the closing flaps, bearing the following inscription:

- PACKET 1. Administrative Offer
- PACKET 2. Technical Offer
- PACKET 3. Financial Offer

- 3.3. **Packet 1. ADMINISTRATIVE OFFER** – It must contain all Documents and Annexes related to the bidder duly filled in, stamped and signed by the person empowered by the power of attorney:

- The present Request for Quotation;
- General Information about the Company (Annex 4);
- Financial Identification (Annex 5);
- Tender's Declaration (Annex 6)
- Legally certified copies of original documents defining the constitution or legal status, place of registration and address of business;
- A written power of attorney authorizing the signatory of the bid to commit the bid;
- I.D. Bidder's person empowered by the power of attorney (in case this person is not the one indicated in the company registration certificate);
- Certificate of registration at Ministry of Finance;





- Proof of registration at Ministry of Energy and Water and CDR;
- VAT registration certificate (if available);
- Information regarding any current litigation in which the Bidder is involved;
- Minute of Site Inspection;
- Any other information considered useful.

3.4. **Packet 2. TECHNICAL OFFER** – It must contain the following documents and annexes related to the Design and Supervision of the Execution of the Works and relevant documentation related to the Consultancy Service, duly filled in, stamped and signed by the person empowered by the power of attorney. The Technical Offer shall include the following:

- a) List of Similar Consultancies performed and corresponding amount during the past 10 years in Lebanon (Annex 3);
- b) Detailed Methodology of the Consultancy Service for the “Design of water supply systems improvement” and the list of the proposed related outputs. The methodology has to include the organization chart, the function description of the assigned personnel and staff man months for the design;
- c) Preliminary Technical Proposal, to be validated during the Consultancy Service, that should include details on the sites to be surveyed, type and nature of technical investigations to be undertaken, characteristics of facilities to be designed, lengths of lift, transmission and distribution lines to be surveyed and designed, number of house connections to be designed, number and foreseen dimensions of the water storage tank(s) to be designed.
- d) Detailed Methodology of the Consultancy Service for the “Supervision of the Execution of the Works” and a list of the proposed related outputs. The methodology has to include the organization chart, the function description of the assigned personnel and staff man months for the supervision.
- e) The Names and the CVs of the key personnel for the execution of this Consultancy Service (based on the structures proposed in the Detailed Methodologies), specifying who will be allocated for the Design and for the Supervision including the certificates from the Order of Engineers or other certifications inherent to the functions;
- f) Time table of the activities to be implemented to fulfil the Consultancy Service;
- g) Any other information considered useful.

3.5. **Packet 3. FINANCIAL OFFER** – It must contain the following documents and annexes duly filled in, stamped and signed by the person empowered by the power of attorney:

- Offer for the Consultancy Service (Annex 1);
- Bill of Quantities and Technical Specifications of the consultancy (Annex 2).



## CONDITIONS OF THE TENDER

### 4. Eligibility

- 4.1 Participation in tendering is open on equal terms to natural and legal persons.
- 4.2 The Contracting Authority will exclude from participation in the procurement procedure candidates or bidders who are not in the position of signing Annex 6 of the present Tender.
- 4.3 To be eligible for the participation in this tender procedure, bidders must be able to issue regular invoices and to declare that they comply with the General Conditions stated with reference to Annex 6 of this Tender Dossier.
- 4.4 The Bidder shall provide any detailed information requested by the Contracting Authority, the European Commission, the European Anti-Fraud Office (OLAF), and the Court of Auditors, or by any other qualified outside body chosen by the Commission or by the Contracting Authority for the purposes of checking that the activities implemented in the context of the present contract are being properly carried out. The Supplier therefore allows the Contracting Authority, the European Commission, the European Anti-Fraud Office (OLAF), and the Court of Auditors to carry out the documentary and on-the-spot checks deemed necessary by the abovementioned authorities.
- 4.5 The nationality of the service provider has to be among the eligible countries, as listed in the Annex A2a of PRAG 2014, published on Europeaid website.

### 5. Language of offers

- 5.1 The language of the tender is English.
- 5.2 The offers, all correspondence and documents related to the Tender exchanged by the Bidders and the Contracting Authority shall be written in English.

### 6. Period of validity

- 6.1 Bidders shall be bound by their Tenders for a period of 30 days from the deadline for the submission of Tenders.
- 6.2 The successful Bidder will be bound by the Tender for a further period of 60 day following receipt of the notification that the Bidder has been selected.

### 7. Currency and pricing

- 7.1 The prices of the offer will be expressed in Euro (EUR).
- 7.2 The prices will be VAT EXCLUDED.
- 7.3 The prices will be considered fixed and valid for the entire duration of the contract until the complete execution of the delivery. No additional charge of whatsoever nature and type will be accepted by the Contracting Authority.

### 8. Tender expenses

- 8.1 The tender will bear all costs associated with preparation and submission of the tender.



## 9. Ownership of tenders

- 9.1 The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

## 10. Joint venture or consortium

- 10.1 If a bidder is a joint venture or consortium of two or more persons, the tender must be single with the object of securing a single contract; each person must sign the tender and shall be jointly and severally liable for the tender and any contract. Those persons shall designate one of their members to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior consent in writing of the Contracting Authority.
- 10.2 The tender may be signed by the representative of the joint venture or consortium only if he has been expressly so authorised in writing by the members of the joint venture or consortium, and the authorising contract, notarial act or deed must be submitted to the Contracting Authority in accordance with article 4 of this Tender Dossier. All signatures to the authorising instrument must be certified in accordance with the national laws and regulations of each party comprising the joint venture or consortium together with the powers of attorney establishing, in writing, that the signatories to the tender are empowered to enter into commitments on behalf of the members of the joint venture or consortium. Each member of such joint venture or consortium must provide the proof required under Annex 6 as if it, itself, were the bidder.

## 11. Type of contract

- 11.1 The contract that will be signed between the successful bidder and the Contracting Authority will follow the template shown in Annex 7.

## 12. Timeframe of the consultancy service

- 12.1 The Baseline Report and Preliminary Study shall be completed within 60 days from the signing of the contract
- 12.2 The Final Design and the Tender Documents for the Execution of the Works shall be completed within 25 days from the written approval of the chosen study by the Contracting Agency
- 12.3 The Supervision of the Execution of the Works will start from the Delivery of the Works to the Contractor, will last for the whole duration of the Works and will end with the issue of the Preliminary Acceptance of the Works. The duration of the Works Execution is estimated approximately in 1.5 years and the Defects Liability Period will last 12 months
- 12.4 The tasks shall be completed ensuring the regular feedback of the main outputs to the Contracting Authority.
- 12.5 For each day of delay attributable to a fault of the Service Provider and not agreed with the Contracting agency, a penalty of 5/1000 of the value of the total contract will be deducted from the total up to a maximum of 15% of the total contract price.



### 13. Non conformity of delivery

- 13.1 All the deliverables (Baseline report; Preliminary design; Final design; Tender Documents; Final Design of the Water Facilities; any other relevant documentation) shall be approved and validated by the Contracting Agency, within 20 days from the submission by the Service Provider.
- 13.2 Should the quality of the deliverables not satisfy the requirements of the contract, they must be revised by the Service Provider at its own expenses.
- 13.3 The revision must be executed as soon as possible, at the latest within 15 days from the notification of the non-compliance by the Contracting Agency. The revised deliverables are again subject to the rules laid down in the signed contract.

### 14. Payment procedure

- 14.1 The Contracting authority will pay the Service Provider based on the time schedule, the activities charged to the Consulting Service and the works completed by the Contractor.
- 14.2 Payments will be made upon request by the Service Provider with a certified statement of the progress of the work, and after acceptance and approval by the Contracting Authority, and not by way of a lump sum.
- 14.3 Payments shall be made in EUR into the bank account notified by the Service Provider to the Contracting Authority.
- 14.4 The payment for the Consultancy Service will be settled as follows:
  - a. 85% of the value for the "Baseline Assessment and Preliminary Design" (GROUP A) at the completion of all the activities
  - b. 85% of the value for the "Final Design and Tendering Process for the Work Execution" (GROUP B) at the completion of all the activities, i.e. after approval from BWE is achieved and the tender for the works closed;
  - c. 45% of the value for the "Supervision of the Execution of the Works" (GROUP C) at the completion of 50% of all the works;
  - d. 40% of the value for the "Supervision of the Execution of the Works" (GROUP C) at the completion of all the Works and after the commissioning to BWE of the works realized by the Contractors;
  - e. 15% of the value for the total contract (GROUPS A+B+ C) as retention guarantee at the end of the Defects Liability Period (12 months after the completion of all the works).
- 14.5 All correspondence relating to payments, including invoices and interim and final payment certificates, must be sent to the Contracting Authority in the language of the procedure.
- 14.6 In case some activities related to GROUPS A or B are delayed for more than 30 days for reasons beyond the control of the Service Provider, the payments for the activities can be split in instalments, upon request of the Service Provider and approval of the Contracting Authority. The instalments will correspond to the unit cost of the activities for a specific locality, as specified in Annex 2.

### 15. Insurance

- 15.1 At the latest together with the return of the countersigned contract, and for the period of implementation of the tasks, the Service Provider shall ensure that itself, its staff and any person for which the Service Provider is answerable, are adequately insured with insurance companies recognized on the international insurance market, unless the Contracting Authority has given its express written consent on a specific insurance company.



## **16. Damages for delay, abandonment and cessation of service by the Service Provider**

- 16.1 In the event of delay in the completion of the Services beyond the time specified, the Service Provider shall pay the Contracting Authority as liquidated damages a daily penalty equivalent to 5‰ (five per thousand) of the total cost of the contract up to a total amount of 10% (ten percent) of its cost. Such liquidated damages may be deducted from any sums due to the Service Provider under the Contract and/or recovered from the Security Deposit without any notice, notarial or otherwise, as the expiration of the time of the completion is considered as sufficient notice in this respect.
- 16.2 In the event that it becomes apparent that the service is progressing so slowly that it cannot reasonably be completed by the date fixed, the Contracting Authority may, after due notice to the Service Provider, cancel the Contract and make other arrangements for the completion of the service. In this event, the Contracting Authority shall hold the Service Provider liable for all expenses incurred together with a charge of ten per centum (10%) for overhead expenses and the Contracting Authority may apply any sums due to the Service Provider to the debt without prejudice to any other rights, which it may have in law or equity.



## TENDER PROCESS

### 17. Additional information

- 17.1 Prospective Bidders will have the chance to request additional information on the tasks to be executed under this contract, before the deadline for submission of Tenders. This request must be addressed in a written form within the deadline specify in the timetable (Article 2)
- 17.2 The Contracting Authority will provide written clarifications to all Bidders according to the deadline specify in the timetable (Article 2)

### 18. Site Inspection

- 18.1 A site Inspection will be held on Tuesday 09<sup>th</sup> May 2017 from 09:30 am to 15:30 at GVC Office in Ain. The Bidders must contact the Contracting Authority for confirming the visit
- 18.2 GVC will draw up minutes of the Site Inspection, which will be delivered to the Bidders, to be signed for approval.

### 19. Alteration or withdrawal of tenders

- 19.1 Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- 19.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 3. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- 19.3 No tender may be withdrawn in the interval between the deadline for submission of tenders referred to in Article 3 and the expiry of the tender validity period.

### 20. Cancellation of the Tender Procedure

- 20.1 In the event of a Tender Procedure's cancellation, Bidders will be notified by the Contracting Authority. Cancellation may occur where:
  - a. the Tender Procedure has been unsuccessful, namely where no qualitatively or financially worthwhile Tender has been received or there has been no response at all;
  - b. the economic or technical parameters of the project have been fundamentally altered;
  - c. exceptional circumstances or force majeure render normal performance of the project impossible;
  - d. all technically compliant Tenders exceed the financial resources available;
  - e. there have been irregularities in the procedure, in particular where these have prevented fair competition.
  - f. the projects set to finance the operation would not been approved by the Italian Cooperation

In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a Tender, even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit the Contracting Authority to implement the programme or project announced.



## 21. Opening of Tenders

- 21.1 The deadline for the delivery of the offers is on Monday 12<sup>th</sup> June 2017 at 6 pm at GVC office in Zahle.
- 21.2 The offers will be opened in public session on Tuesday 13<sup>th</sup> June 2017 at 10:00 am at GVC office in Beirut by the committee appointed for the purpose. The committee will draw up minutes of the meeting, which will be available on request.
- 21.3 At the Tender opening, the Bidders' names, the Tender prices, and such other information as the Contracting Authority may consider appropriate must be announced.
- 21.4 After the opening of the Tenders, no information relating to the examination, clarification, evaluation and comparison of Tenders, or recommendations concerning the award of the contract can be disclosed.

## 22. Evaluation of Tenders

- 22.1 The Evaluation Committee will check that Tenders comply with the essential requirements of the Tender Dossier. A Tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the Tender Dossier.
- 22.2 To facilitate the examination, evaluation and comparison of Tenders, the Evaluation Committee may ask each Bidder individually for clarification of their Tender, including breakdowns of prices. The request for clarification and the response must be in writing only, but no change in the price or substance of the Tender may be sought, offered or permitted. Decisions to the effect that a Tender is not technically compliant shall be duly justified in the evaluation minutes.
- 22.3 The Evaluation Committee but will award one of the received offers based on technical criteria and financial criteria, as specified in Annex 9.
- 22.4 The Contracting Authority reserves the right to check information submitted by the bidder if the Evaluation Committee considers it necessary. Moreover, the Contracting Authority reserves the right to ask a bidder to clarify any part of his offer that the evaluation committee may consider necessary for the evaluation of the offer.
- 22.5 Admissible tenders will be checked for arithmetical errors by the Evaluation Committee. Errors will be corrected by the evaluation committee as follows:
  - 1. where there is a discrepancy between amounts in figures and in words, the amount in words will prevail;
  - 2. where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will prevail.
- 22.6 The amount stated in the tender will be adjusted by the evaluation committee in the event of error, and the bidder will be bound by that adjusted amount. If the bidder does not accept the adjustment, his tender will be rejected and his tender guarantee forfeited.
- 22.7 The appointed committee will evaluate all the offers received and then inform the bidders about the evaluation' results by Wednesday 21<sup>st</sup> June 2017 (estimated).
- 22.8 GVC reserves the right to negotiate with one or more candidates in case of inadequacy of the prices proposed, in terms of budget's availability, or to re-launch the tender procedure. In both cases this does not commit GVC to sign any contract



## 23. Signature of the Contract

- 23.1 The result of the tender will be communicated to all bidder in writing.
- 23.2 Within 5 working days of receipt of the contract already signed by the Contracting Authority, the selected bidder must sign and date the contract and return it to the Contracting Authority. Upon signing the contract, the successful bidder will become the Service Provider and the contract will enter into force.
- 23.3 The Contracting Authority reserves the right to vary the quantities stipulated at the time of ordering, the unit prices used in the tender shall be applicable to the quantities procured.

## 24. Contracting Agency contacts

Request of clarification	Written request delivered at GVC Offices of Beirut or Zahle or by email Addressed to Elena Diato, <a href="mailto:elena.diato@gvc-italia.org">elena.diato@gvc-italia.org</a>
Confirmation site inspection	Written (email) or verbal communication Addressed to Elena Diato, <a href="mailto:elena.diato@gvc-italia.org">elena.diato@gvc-italia.org</a> , +961 3 93 57 33
Submission of tenders	According to Article 2, delivered at GVC Office in Zahle Addressed to Guglielmo Mortari

All emails communication shall specify the Reference of this Tender Procedure (GVC/LEB/MADAD/NP01) and include the following addresses in copy:

[administration.lebanon@gvc-italia.org](mailto:administration.lebanon@gvc-italia.org)

[elena.diato@gvc-italia.org](mailto:elena.diato@gvc-italia.org)

Location GVC offices	GVC Office Beirut (33.873916°N, 35.522221°E) Bder Building, 4 <sup>th</sup> floor, Saydet Elghabi Street, Furn El Chebbak, Beirut, Lebanon GVC Office Zahle (33.833763°N, 35.902278°E) Tony Mousallem Buildings, Saint George Street 3821, Zahle-Ksara, Lebanon GVC Office Ain (34.232749°N, 36.375585°E) Union of Municipalities Building
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## DETAILED TERMS OF REFERENCE OF THE CONSULTANCY

### 25. Deliverables

The Consultancy Service, to be conducted in full coordination with the Contracting Authority's and the Water Establishment's representatives, shall include for each locality the following tasks:

- A. **Baseline Assessment and Preliminary Design**
- B1. **Technical design**
  - Bore holes and spring development
  - Reservoirs, main and distribution lines
- B2. **Bidding preparation for execution of works**
- C. **Supervision of the Execution of the works**
  - Supervision of drilling activities and boreholes final design
  - Supervision of civil works

The Consultancy Service shall deliver at least the following:

- Baseline Report: within 30 days from the date the Consultancy Service Contract enters into force;
- Preliminary Study Report: within 60 days from the date the Consultancy Service Contract enters into force;
- Final design report: within 25 days from the written approval of the chosen options by the Contracting Agency;
- Tender Documents: within 25 days from the written approval of the chosen options by the Contracting Agency;
- Final Design of the Water Facilities in the villages: within the Preliminary Acceptance of the Works

### 26. Baseline Assessment and Preliminary Design (GROUP A)

The Service Provider will carry out a baseline assessment of existing networks and facilities at the time of the starting of the project. The Contracting Agency will support the Service Provider in gathering the plans of old networks and any available materials suitable to facilitate its work in the baseline assessment and customers' location; additionally, the Contracting Agency will support in coordinating the Service Provider, the Water Establishment and the Municipality personnel.

The Service Provider will propose different alternative solutions for each system, in order to improve final technical solutions and management of the same.

In particular, the Service Provider will:

- Define the demand
  - Update, in collaboration with the Contracting Authority, the figures of the existing population (including refugee population).
  - Define the water demand analysis for household connections based on Lebanese standards in agreement with national policy for considering not permanent resident population
  - Determine, through a detailed analysis of present demand, the daily peak factor keeping in consideration possible seasonal variation of the demand
  - Consider a projection of population growth on a 25-years planning horizon (starting from 2017) for new networks, new storage facilities and new/upgraded production sources
- Define the critical yield or discharge of the water sources (springs and boreholes) in use for the supply of each network, with particular emphasis on seasonal variation and trend of the last 10 years. Values



to be delivered: elevation, date of drilling, depth of the boreholes, water level, depth of the pump, type and characteristics of the pump, yield of the pump, any variation in the yield during the last 3 years.

- Assess the status of all the civil structures and equipment (pump, generators – n. of working hours-, electrical board, main transmission, reservoirs, valves, automatic control of water level in the aquifer and in the reservoirs, chlorination equipment) to estimate the life of the parts and the need repairs or upgrades. Any equipment, relevant for the operation of the system, which is found out of use, must be reported and the reasons described
- Assess the status of the main line and the system (verification of As-built maps and actualization of the hydraulic model), including at least a dynamic pressure testing for the identification of major leakages and the needed interventions
- Assess the actual distribution and pressures in various areas of the town, pointing out zones of not equal distribution and individuating the reasons
- Assess the status of the electricity supply and study the possibility of solar power generation systems for existing and new pumping stations
- Prepare a Preliminary Design with different technical options to assure equal and regular distribution. All the options must specify the works to be designed and executed, including equipment to be provided, and show the cost/benefit analysis taking into consideration all the relevant elements for defining a scheme business plan (CAPEX and OPEX).

The Consultancy Service, for the Baseline Assessment and Preliminary Study phases, shall deliver at least the following outputs:

- 1) Baseline Assessment report, describing the current conditions of the water systems at the starting date of the project
- 2) Preliminary Design Report, describing options for the envisaged upgrades/rehabilitations of the water systems in order to achieve a water supply of at least 180 lit/p/day (for the population projected to 2041). The prefeasibility study must be elaborated by preliminary options offered by the Consultant and endorsed by the Municipalities, WE. The final option will be validated by GVC.

## 27. Technical Design (GROUP B1)

During the Consultancy service for the Design phase, the Service Provider will ensure coordination with the local and national authorities involved in the water sector. Cross-checking with the various actors who might be working within the same geographical area in similar projects, ensuring that the final design lies within the MoEW's master plan and secure the MoEW's and WE's approval of the design. The Service Provider should guarantee the preparation and obtainment of all needed authorizations.

The Service Provider must insure coordination with the Contracting Authority, the Water Establishment and relevant Municipalities to localize the sites for borehole drilling, extending the water supply system and constructing pumping stations, lift and distribution lines and storage tanks.

The Consultancy Service, for the Technical Design phase, shall deliver the following outputs:

- Final design report for every activity foreseen, including but not limited to rehabilitation/extension of pipelines, construction of water storage facilities, boreholes drilling, etc.;

### Borehole and spring development

While developing the Final design for drilling and equipping new boreholes the Service Provider shall:



- Verify the actual and potential yield of existing water sources (direct measure, and data collection), before proceeding with the design of new bore holes
- Justify the location of the new drilling work through a detailed hydrogeological survey with evidence of all the boreholes constructed in the area, depth, yield, static level and production.

The Contracting Agency will provide an external hydrogeological and geophysical evaluation to support the Service Provider in the selection of the final location but the final location of the borehole is under the responsibility of the Service Provider.

- Advise the selection of the drilling method to be used and will provide design for internal casing with depth, casing slots, preventing any soil and walls collapsing
- Deliver a Borehole Design Report including Borehole equipment (submersible pump, pipes, electrical wire including clamps, UPVC pipe for external monitoring, sensors thermal, pressure and water levelling sensor to be installed inside UPVC pipe), construction of manhole for mechanical installation (Air release valve, control valves, check valve, drain system, digital flow meter, pressure gauge, water sample)
- Provide technical design for the electric control panel including UPS and stabilizer, chlorination system, civil works details for pumping house, fencing and gravelling of the area when needed.

The minimal equipment of chlorination unit at borehole shall include:

- o Mechanical installation: booster pump and anti-vibration, flow switch, check valves, control valves, strainer, pressure gauges, injector and reducer, mechanical pipe installation, header lines, chlorine gas cylinder, regulators, change over, dosing unit, chlorine gas filter, water filter, digital chlorine gas indicator, water sample tap and drain pipe after the whole system with check valve and control valves
- o A cylinder room separated from the mechanical room, both rooms being provided with drainage cleanout.
- o Ventilation, using electrical fans and grilles
- o Safety requirements including: gas chlorine leak detector alarm system visual and acoustic, gas mask, safety shower, and reinforced concrete room for gas cylinders, fence around the pumping station

### Reservoirs, transmission and distribution lines

While developing the Final design for reservoirs, transmission and distribution lines, the Service Provider shall:

- Provide design for the construction of reinforced concrete water tanks, including drawing, dimensions, size and specification for reinforced concrete works, waterproofing, valves and testing
- Coordinate with the WE for applying standard design criteria about:
  - o Service boxes: dimension, location, maximum distance from distribution line, maximum number of connections
  - o Water meters: location of water meter boxes, anti-freezing standards, diameter of house connections
- Prepare the layout of the water supply network map including expansion areas based on field survey and possible inclusion of Informal Tented Settlements: outputs will be checked and endorsed by the Contracting Agency
- Build/update hydraulic models and estimate quantities of needed repairs for Works tendering. It will display technical drawings at appropriate scale, displaying all the intervention components (structural, mechanical, etc.). The hydraulic model used during the consultancy will be shared with the WE in a format compatible with the software in use at the WE



- List the location and the estimated severity of the major visible or expected leakages of the water supply networks
- Prepare a list of possible repairing interventions that should be priced in the Works tender by the bidders
- Prepare all the drawings in georeferenced AutoCAD files, and split BOQs into main chapters and per separate scheme
- Assist the NGO in submitting the agreement on technical criteria with municipalities and citizens (where located WM boxes, how to pass channels, etc.)
- Provide any additional information as it deems necessary, such as environmental protection, health and safety, or interference with existing utilities (sewers, electricity, etc.)
- Guarantee the preparation of all needed documentation related to EIA (environmental impact assessment) and obtain all the needed authorisations from competent Ministries.

## 28. Bidding preparation for execution of works (GROUP B2)

The Service Provider will draw up the Biddings Documents on the EU format PRAG 2016 for the Execution of the Works (<http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=5>), including:

- I. Bill of Quantities
- II. Detailed Drawings
- III. Technical Specification for each payable item
- IV. Contract documents comprising of;
  - Invitation of bid
  - Instructions to bidders
  - Criteria for tender evaluation
  - Form of contract
  - General condition of contract
  - Special condition of contract
- V. Engineering cost estimate
- VI. Detailed cost estimate for contract sanction
- VII. Soft copies and hard copies of all documents mentioned above

The Service Provider will assist the Contracting Authority during the tendering period and in the evaluation of the contractors' bids.

## 29. Supervision of the Execution of the works (GROUP C)

The Consultancy Service for the Supervision of the Execution of the Works shall include at least the following outputs:

- **Work plan** for the execution of the works to be updated during the works progress;
- **Approval documentation** of the submittals and shop drawings proposed by the Contractor;
- Book of works, accounting daybook, record of measurements and summary of accounting daybook;



- **Monthly reports** on the works progress and submission thereof to the Contract Agency showing progress of work as compared to schedule. The monthly report shall be submitted until the 5<sup>th</sup> day of the subsequent month.
- Report of suspension and resumption of works;
- Documentation of any clarification/order/recommendation given to the Contractor during the Execution of the Works;
- **Technical reports** on the materials sampling and testing;
- Report of delivery of site
- **Project Completion Report** completed with all the certifications and warranties of the installed materials, layouts of the works carried out (i.e. as-built drawings), results of the water system testing for the hand over to the Water Establishment.

All orders given by the Consultant Engineer to the Contractor(s) shall be submitted for previous approval to the Contracting Agency that will act jointly with the Water Establishment.

The Service Provider will further provide the following tasks:

- Assist the Contracting Agency in verifying and approving progress measurements and advise on compliance of works executed to specification and design
- Assist in preparation of payment documents and certification of such documents in accordance with the accepted standards.
- Review the design of civil, electrical and mechanical components of the scheme and suggest amendments/recommendations wherever required.
- Review the Contract Documents and suggest suitable amendments / recommendations if required, and prepare variation orders resulting due to changes in the design/route alignments of pipelines or any other component of the scheme.
- Reports for preliminary Agreement on new prices
- Guarantee that any modification requested by the citizens and/or the municipality is recorded and documented, and that official requests signed by the citizens or the Municipality are archived.
- Daily supervision and assistance to all the activities implemented by the Contractors. In particular, the Service Provider shall:
  - o Assure that works are executed in accordance to defined quality standards of delivery and within pre-defined timeframe, in compliance with design drawings, works specification and BoQ.
  - o Liaise with the contractor's management team to define and agree contract objectives, check and approve work plan/schedule submitted by the contractor
  - o Issue necessary instructions to the Contractor for and on behalf of the Contracting Agency to assure orderly progress of work.
  - o Advice on requests of extension of time, acknowledgement of heavier charges and reservations of the Contractor;
  - o Conduct and maintain proper record of tests on the different materials being used on the project as per international standard practices
  - o Verify the work in terms of quality and quantity of the construction / material used, by applying established engineering techniques and give his recommendations to the Contracting Agency. Upon acceptability of the work, submit report to the Contracting Agency at provisional and at final acceptance stages.



- Measure the work done in connection with the preparation of provisional and final payment certificates. Detailed measurements shall be verified by the Site Engineer of the Service Provider as duplicate record and shall be attached with the Contractor's bills. All the measurements and payments of the work done will be certified by the Service Provider on measurement book / payments documents.
- Draft acts of submission
- Propose solutions for any interference of the project works with local Authorities;
- Ensure smooth flow of information on daily basis, submitting results of the water testing and MDS for approved materials in addition to providing the Contracting Agency with all approved works/materials upon granting its acceptance to the contractor.
- Agree with the Local Authorities and Agencies under whose jurisdiction streams, streets, reclamation and irrigation works, water pipes, electric, telephonic and telegraphic lines, etc., fall, plans and time-schedules for the execution of contingent provisional or final works necessary to solve the interference of the project works with each of the aforesaid institutions;

Any other additional task related to execution of projects.

### **Supervision of drilling activities and borehole final design**

The Service Provider will provide daily supervision and assistance to all the activities implemented by the Contractors. In particular, the Service Provider shall:

- Assure that the Contractor guarantees second drilling machine with the same characteristics of the adopted one to assure the minimum period of stand-by of the activities due to breaks; any non-fulfilment to these rules must be considered a default from the Service Provider
- Assure that the Contractor has a suitable equipment for the final pumping test (adequate pump, generator, compressor for step down test) in order to guarantee the critical yield output. Any non-fulfilment to these rules must be considered a default from the Service Provider.
- Assure that the Contractor is equipped with bentonite and foam to steady the walls of collapse hazard
- Assure that the Contractor provides adequate equipment to measure the verticality of the well
- Assist the Contractor in locating the drilling activities
- Provide daily assistance during the drilling operations, ensuring that the boreholes are drilled to the required depth and specifications as per the hydrogeological investigation recommendations
- Ensure that borehole records (logs, water quality tests, pumping test and recovery curves) are properly documented. Supervising and interpreting cuttings samples during drilling process
- Guarantee the presence of gravel pack in the screened area (control of material and size) and the adequate sealing for the isolation of the filtered area
- Report on any technical decisions to be taken for variation, well protection and reinforced casing
- Supervise the flushing phase
- Guarantee the execution of the borehole development test with recording water depth and flow changes for 72 hours
- Assist in the pumping test and sample collection for water analysis and recommending the following analysis: Physical Parameters – Colour, Turbidity, pH Value, Electrical Conductivity, Chemical Parameters – Nitrate, Nitrite, Total Hardness, Fluoride, Chloride, Sulphate, Copper, Manganese, TDS, Total Iron, and Microbiological Parameters
- Verify interpretation of pump tests and determination of critical yield
- Establish the final borehole design. with screen levels and packing





- Establish the borehole yield and recommended pumping rate
- Consider TDS Detector and filtration system in case of high turbidity
- Verify that operating the borehole does not affect the performances of neighbouring bore holes
- Anticipate the demand for electrical connection to EDL in case of new pumping stations, at least 6 months before the completion of the works

### Supervision of civil works

The Service Provider will provide daily supervision and assistance to all the activities implemented by the Contractors. In particular, the Service Provider shall:

- Assure a regular physical presence on site to supervise execution of work in accordance to defined quality standards of delivery and within pre-defined time frame, in compliance with design drawings, works specification and BoQ.
- Provide weekly supervisory report with ad-hoc reports upon arising incidences, deviations from design that might be deemed obligatory during works implementation.
- Provide copies of written approvals to the contractor upon granting such for any works or materials to be used.
- Conduct and maintain proper record of tests on the different materials being used on the project as per international standard practices, verify the work in terms of quality and quantity of the construction / material used, by applying established engineering techniques and give his recommendations to the Contracting Agency. Upon acceptability of the work, submit report to the Contracting Agency at provisional and at final acceptance stages.
- Guarantee the correct execution of the pressure tests during pipe lining. Pressure test will be performed any 500 m max with a pressure of 1.5 times the static pressure. (Contractor must be equipped with compressor and pressure gauge). Reservoirs construction or rehabilitation must be completed before lining pipes.

## 30. Organization

The Service Provider will provide, under written communication, a Person in Charge for the relations with the Contracting Agency. All the official communication will be written and filed. Responsibilities and detail roles of parties for coordination will follow procedures set up in the Contract.

The Service Provider will appoint its representative to attend to the Evaluation Committee (Municipality, WE and the Contracting Agency) for the decision to be taken to awarding of the construction works to the Contractor.

Throughout the duration of the assignment, the Service Provider shall report to the Contracting Agency regularly and exclusively, and shall raise any issues to the Contracting Agency attention timely. Written communication will overrule verbal communication.

The Service Provider must assure a minimum follow up based on:

- Biweekly meetings with presence of senior supervisor of the Service Provider
- Biweekly visits by senior supervisor of the Service Provider at every active site and whenever needed
- Field visits by senior supervisor of the Service Provider to validate crucial phases of works

The Service Provider will provide in the offer the CV of the site supervisor of the Service Provider: either junior engineer with 2 years of experience or technician with at least 5 years of experience. The site supervisor must assure daily presence and substitution must be submitted through a new CV to be endorsed by the Contracting Agency.



The Service Provider must provide the evidence of the properties involving new area of expansion of the water network, location for boreholes, pumping station, reservoir, diversion and valve boxes. It is the responsibility of the Service Provider to follow-up land documentation and to secure proper land acquisition, or document endorsed by Municipality, of the borehole-drilling, reservoir and other civil works sites ensuring all necessary documentation are collected and authorized as necessary. The NGO will facilitate the relationship with the Municipalities.

The Service Provider must allocate an adequate structure of personnel to properly execute the Consultancy Service as proposed in the Technical Offer

The Service Provider must ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion. For works supervision the Service Provider is demanded to install its own office in an area close to the field activities.

Any expertise or technical investigations required to achieve the expected deliverables will be provided by the Service Provider as part of the contract, at no additional costs for the Contracting Agency. By the end of the assignment, the Service Provider will submit to Contracting Agency 2 hard copies and 2 soft copies of all deliverables in a format requested by the Contracting Agency (indicatively, PDF and CAD). Deliverables will be in English.

Upon the project completion, the Service Provider will take part in facilitating the project commissioning and issuance of final project completion certificate.

At the end of the assignment, a report of evaluation about the consultancy services will be provided to the donor EU. The performance of the Service Provider will be evaluated by the Contracting Agency and by an external and independent evaluator.

### 31. Key Experts

The Service Provider will guarantee the following minimum personnel:

- Project Manager: senior engineer with at least 10 years of experience in managing construction and/or rehabilitation of water schemes
- Hydrogeologist: with proved experience in the area, background of similar hydrogeological investigation, proved skill in assisting drilling activities
- Electrical Engineer: with proved experience in managing bore holes, generators, chlorination automatic system (eventually one consultant for chlorination system)
- Site Supervisor: junior engineer with 2 years of experience or technician with at least 5 years of experience and proved experience in site supervising

The qualifications, skills and the professional experience of the key experts will be part of the technical evaluation (see Annex 9).





# ANNEX 1 - OFFER FOR THE CONSULTANCY SERVICE FORM

**Title of the Actions:** "Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis", funded by the European Union (TF-MADAD/2016/T04.20)

*To be completed and signed by the Company*

In response to your Request for Quotation for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accepted in full the content of the Request for Quotation. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to execute, in accordance with the terms of the Request for Quotation and the conditions and time limits laid down, without reserve or restriction, the required works.
- 3 The price of our offer [excluding the discounts described under point 4] is:

**Total Amount without VAT** (in number and in words):  
[.....]

**Total Amount with VAT** (in number and in words):  
[.....]

- 4 This offer is valid for a period of 90 days from the final date for submission of tenders, i.e. until [...../...../.....]
- 5 We are not in any of the situations listed in Clause 6 of the Instructions for Bidders that exclude us from participating in contracts.
- 6 We agree to abide by the ethics clauses in Annex 10 of the Instructions for Bidders and, in particular, have no potential conflict of interests or any relation with other candidates or other parties in the bidding procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other tender in this procedure.
- 7 We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by this Contracting Authority.
- 8 We note that the Contracting Authority is not bound to proceed with this Request for Quotation and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and first name: [.....]

Duly authorised to sign this tender on behalf of: [.....]

Place and date: [.....]

Stamp of the company:



## ANNEX 2 - BILL OF QUANTITIES FORM

**Title of the Actions:** "Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis", funded by the European Union (TF-MADAD/2016/T04.20)

*To be completed and signed by the Bidder:*

Group	DESCRIPTION	UNIT	Total Cost in EUR (including VAT)
A	Baseline Assessment and Preliminary design	L.S.	
B	Final design and Tendering Process for the Works Execution	L.S.	
C	Supervision of the Execution of the Works	L.S.	
TOTAL AMOUNT in EUR (including VAT)			
VAT			
TOTAL AMOUNT in EUR (excluding VAT)			

Name of the Company: .....

Place and date: .....

Signature and Stamp of the Company: .....

**NOTES:**

- The Bidder must also submit a document with a detailed cost breakdown of each of the above-mentioned items. The format of this document is free provided in the following pages.
- The Bidder shall sign and stamp all the submitted tables.



Table for detailed cost breakdown

NETWO RK	Current populati on	A - Baseline Assessment and Preliminary design				B - Final Design and Tendering Process for the Works Execution						C - Supervision of the Execution of the Works					
		COD E	Description	Type of cost	Tota l Cost	COD E	Description	Type of cost	Num ber of units	Unit cost	Tot al cost	COD E	Description	Type of cost	Num ber of units	Unit cost	Tot al cost
AIN	11.000	A.1	System of 2 wells, 3 reservoirs, and 46 km of network	Lump sum	€	B.1.1	Extension Distribution Pipeline (3 km)	Lump sum up to 500 m	1	€	€	C.1.1	Extension Distribution Pipeline (3 km)	Lump sum up to 500 m	1	€	€
						Meter based fee above 500 m		2500 m	€/m	€	Meter based fee above 500 m			2500 m	€/m	€	
						-	-	-	-	NA	NA	C.1.2	Construction of reservoir's valve chamber	Per chamber	1	€	€
						B.1.3	Connection of the 3 distribution zones	Lump sum	0	€	€	C.1.3	Connection of the 3 distribution zones	Lump sum	1	€	€
						B.1.4	Definition of BOQ for possible reparations for the network	Lump sum	1	€	€	C.1.4	Repair of major leakages and installation valves / bulk meters in the network	Lump sum	1	€	€
BEZALIE / MOQRQA Q	5.000	A.2	System of 1 well, 2 reservoirs, and 47 km of network	Lump sum	€	B.2.1	Upgrade of the pump	Lump sum	1	€	€	C.2.1	Upgrade of the pump	Lump sum	1		
						B.2.2	Upgrade 1,6 km transmission line	Lump sum up to 500 m	1	€	€	C.2.2	Upgrade 1,6 km transmission line	Lump sum up to 500 m	1	€	€
								Meter based fee above 500 m	1100 m	€/m	€			Meter based fee above 500 m	1100 m	€/m	€
						B.2.3	Extension Distribution Pipeline (1,5 km)	Lump sum up to 500 m	1	€	€	C.2.3	Extension Distribution Pipeline (1,5 km)	Lump sum up to 500 m	1	€	€
								Meter based fee above 500 m	1000 m	€/m	€			Meter based fee above 500 m	1000 m	€/m	€
B.2.4	Definition of BOQ for possible reparations for the network	Lump sum	1	€	€	C.2.4	Repair of major leakages and installation valves/bulk meters in the network	Lump sum	1	€	€						
LABWE	15.000	A.3	System of 1 spring, 1 well, 1 reservoir,	Lump sum	€	B.3.1	Construction catchment reservoir of 500 m3 and protection of the spring catchment	Lump sum	1	€	€	C.3.1	Construction catchment reservoir of 500 m3 and protection of the spring catchment	Lump sum	1	€	€



Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis TF-MADAD/2016/T04.20



NETWORK	Current population	A - Baseline Assessment and Preliminary design				B - Final Design and Tendering Process for the Works Execution						C - Supervision of the Execution of the Works						
		COD E	Description	Type of cost	Total Cost	COD E	Description	Type of cost	Number of units	Unit cost	Total cost	COD E	Description	Type of cost	Number of units	Unit cost	Total cost	
			and 59 km of network			B.3.2	Upgrade 2 km transmission line	Lump sum up to 500 m	1	€	€	C.3.2	Upgrade 2 km transmission line	Lump sum up to 500 m	1	€	€	
								Meter based fee above 500 m	1500 m	€/m	€			Meter based fee above 500 m	1500 m	€/m	€	
							B.3.3	Upgrade well's automatic control panel	Lump sum	1	€	€	C.3.3	Upgrade well's automatic control panel	Lump sum	1	€	€
							B.3.4	Rehabilitation gas-chlorination system	Per chlorination system	2	€	€	C.3.4	Rehabilitation gas-chlorination system	Per chlorination system	2	€	€
							B.3.5	Definition of BOQ for possible reparations for the network	Lump sum	1	€	€	C.3.5	Repair of major leakages and installation valves/bulk meters in the network	Lump sum	1	€	€
NABIOSMANE	4.000	A.4	System of 1 well, 1 reservoir, and 23 km of network	Lump sum	€	B.4.1	Construction new borehole (expected depth 400m)	Lump sum	1	€	€	C.4.1.1	Drilling of a 450 m deep borehole	Lump sum	1	€	€	
												C.4.1.2	Borehole development and Pumping test	Lump sum	1	€	€	
						B.4.2	New pumping station (civil and electromechanical works)	Lump sum civil works	1	€	€	C.4.2	New pumping station (civil and electromechanical works)	Lump sum civil works	1	€	€	
								Lump sum Electromechanical works	1	€	€			Lump sum Electromechanical works	1	€	€	
								Lump sum chlorination System	1	€	€			Lump sum chlorination System	1	€	€	
						B.4.3	Construction 200 m3 service reservoir	Lump sum	1	€	€	C.4.3	Construction reservoir 200 m3	Lump sum	1	€	€	
						B.4.4	Extension Distribution Pipeline (0,8 km)	Lump sum up to 500 m	1	€	€	C.4.4	Extension Distribution Pipeline (0,8 km)	Lump sum up to 500 m	1	€	€	
Meter based fee above 500 m	300 m	€/m	€	Meter based fee above 500 m	300 m			€/m	€									



Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis TF-MADAD/2016/T04.20



NETWORK	Current population	A - Baseline Assessment and Preliminary design				B - Final Design and Tendering Process for the Works Execution						C - Supervision of the Execution of the Works					
		COD E	Description	Type of cost	Total Cost	COD E	Description	Type of cost	Number of units	Unit cost	Total cost	COD E	Description	Type of cost	Number of units	Unit cost	Total cost
						B.4.5	Definition of BOQ for possible reparations for the network	Lump sum	1	€	€	C.4.5	Repair of major leakages and installation valves/bulk meters in the network	Lump sum	1	€	€
QAA	6.000	A.5	System of 2 wells, 1 reservoir, and 37 km of network	Lump sum	€	B.5.1	Rehabilitation pumping station (stabilizer and chlorination system)	Lump sum Electromechanical works	1	€	€	C.5.1	Rehabilitation pumping station (stabilizer and chlorination system)	Lump sum Electromechanical works	1	€	€
								Lump sum chlorination System	1	€	€			Lump sum chlorination System	1	€	€
						B.5.2	Installation booster station	Lump sum	1	€	€	C.5.2	Installation booster station	Lump sum	1	€	€
						B.5.3	Completion transmission line (2 km)	Lump sum up to 500 m	1	€	€	C.5.3	Completion transmission line (2 km)	Lump sum up to 500 m	1	€	€
								Meter based fee above 500 m	1500	€/m	€			Meter based fee above 500 m	1500	€/m	€
						B.5.4	Extension Distribution Pipeline (2 km)	Lump sum up to 500 m	1	€	€	C.5.4	Extension Distribution Pipeline (2 km)	Lump sum up to 500 m	1	€	€
								Meter based fee above 500 m	1500	€/m	€			Meter based fee above 500 m	1500	€/m	€
B.5.5	Definition of BOQ for possible reparations for the network	Lump sum	1	€	€	C.5.5	Repair of major leakages and installation valves/bulk meters in the network	lump sum	1	€	€						
ZABBOU D / BEJJEJE	2.750	-	-	-	NA	B.6.1	Construction quick sand filter	Lump sum	1	€	€	C.6.1	Supervision construction of sand filter	lump sum	1	€	€
						B.6.2	Construction 50 m3 service reservoir	Lump sum	1	€	€	C.6.2	Construction 50 m3 service reservoir	lump sum	1	€	€
						B.6.3	Installation of electricity stabilizer for pumping station	Lump sum	1	€	€	C.6.3	Supervision installation of electricity stabiliser	lump sum	1	€	€
						B.6.4	Extension Distribution Pipeline (1,5 km)	Lump sum up to 500 m	1	€	€	C.6.4	Pipeline Extension (2km)	First 500m as a lump sum	1	€	€



Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis TF-MADAD/2016/T04.20



		A - Baseline Assessment and Preliminary design				B - Final Design and Tendering Process for the Works Execution						C - Supervision of the Execution of the Works					
NETW RK	Current populati on	COD E	Description	Type of cost	Tota l Cost	COD E	Description	Type of cost	Numb er of units	Unit cost	Tot al cost	COD E	Description	Type of cost	Num ber of units	Unit cost	Tot al cost
								Meter based fee above 500 m	1000	€/m	€			Additional meter as unit cost per meter	1000	€/m	€
KHODER	5.000	A.7	System of 1 well, 1 reservoir, and 10 km of network	Lump sum	€	B.7.1	Construction new borehole (expected depth 400m)	Lump sum	1	€	€	C.7.1.1	Drilling of a 450 m deep borehole	Lump sum	1	€	€
												C.7.1.2	Borehole development and Pumping test	Lump sum	1	€	€
						B.7.2	Rehabilitation existing well (350m)			NA	NA	C.7.2.1	Direct Execution and analysis of Pumping test on existing well (350 m)	Lump sum	1	€	€
												C.7.2.2	Direct Execution of CCTV test (350m)	Lump sum	1	€	€
												C.7.2.3	Supervision rehabilitation well	Lump sum	1	€	€
						B.7.3	Definition of BOQ for possible reparations for the network	Lump sum	1	€	€	C.7.3	Repair of major leakages and installation valves/bulk meters in the network	Lump sum	1	€	€
				<b>Total A</b>						<b>Total B</b>						<b>Total C</b>	



## ANNEX 3 - LIST OF SIMILAR CONSULTANCIES PERFORMED DURING THE PAST 10 YEARS FORM

**Title of the Actions:** "Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis", funded by the European Union (TF-MADAD/2016/T04.20)

#	Name of project/kind of consultancy	Total value of the contracted consultancy	Total value of the works designed and/or supervised	Duration of the contract	Starting date	Contracting authority and location of the works	Issuing of final acceptance: - Yes - Not Yet (ongoing contract) - No

**NOTE:** The list should not be limited to this Form in regards to the number of consultancies reported. A comprehensive list of the last 10 years' experience has to be submitted adapting the Form to the necessary rows.



## ANNEX 4 - GENERAL INFORMATION ABOUT THE COMPANY FORM

**Title of the Action:** "Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis", funded by the European Union (TF-MADAD/2016/T04.20)

Company Name			
Registration Number		Registration Year	
TVA Number		Company nationality	
Name and nationalities of principals/directors			
Type of company (natural person, partnership, corporation, etc.)			
Description of company (e.g.: general civil engineering contractor)			
Name and role within the Company of the referral person for the Tender			
Number of years' experience as contractor in own country			
Address			
Telephone No.		Fax No.	

Please attach copy of the registration certificate and commercial certificate.

Date: \_\_\_\_\_

Signature and stamp of the Company \_\_\_\_\_

(Any additional information can be provided on separate sheet)





## ANNEX 5: FINANCIAL IDENTIFICATION FORM

**Title of the Action:** "Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis", funded by the European Union (TF-MADAD/2016/T04.20)

ACCOUT HOLDER	
NAME	
ADDRESS	
TOWN/CITY	
POST CODE	
TELEPHONE	

BANK	
NAME	
ADDRESS	
TOWN/CITY	
POST CODE	
COUNTRY	
ACCOUNT NUMBER	

**REMARKS:**

--

<b>DATE + SIGNATURE</b>



## ANNEX 6 – DECLARATION ON ETHICAL STANDARDS AND RIGHT OF ACCESS

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**Title of the Action:** “Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis”, funded by the European Union (TF-MADAD/2016/T04.20)

---

I, the undersigned, ....., representative of....., declare to understand and to comply with the following rules governing the award of procurement contracts within the framework of actions financed by the donor:

### 1) General Principles

For the duration of the contract, the Service Provider and his staff declare to respect human rights, not exploitation of child labour, and to respect the basic social rights and working conditions

Contracting Authorities shall reject any proposal put forward by bidders or candidates, or, where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices.

- Corrupt practice is defined as is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to introduce improperly the activities of the contracting Authority
- Fraudulent practice is any act of omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Contracting Authority to obtain a financial or other benefit or to avoid an obligation
- Collusive practice is an undisclosed arrangement between two or more bidders or candidates designed to artificially alter the results of the tender procedure to obtain a financial or other benefit
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities

Contracting Authorities shall inform immediately the European Commission in writing in the event of being confronted by these practices, and provide all the relevant information. They shall inform European Commission under the same terms about any suspected or established breach of the present rules as well as in case of any situation likely to constitute a conflict of interest.

### 2) GVC Code of Ethics and Fraud Prevention Policy

GVC, carrying out its activities and managing its own relationship, refers to the contents of its Code of Ethics and Fraud Prevention Policy. Violations of the provisions contained in the Code of Ethics and Fraud Prevention Policy by the contractual parties, may lead, depending on the gravity of the violation, to terminate this contract and demand payment of damages

### 3) Right of access and controls

The Service Provider shall provide any detailed information requested by the Contracting Authority, (the European Commission, the European Anti-Fraud Office (OLAF) and the Court of Auditors), or by any other qualified outside body (chosen by the Commission or) by the Contracting Authority for the purpose of checking that the activities implemented in the context of the present contract are being properly carried out. The Service Provider therefore allows the Contracting Authority (the European Commission, the European Anti-Fraud Office (OLAF), and the Court of Auditors) to carry out the documentary and on-the-spot checks deemed necessary by the abovementioned authorities

Place:

Date:

Signature:



## ANNEX 7 – DRAFT CONTRACT

### GVC - Gruppo di Volontariato Civile

with headquarters in Via Francesco Baracca 3, Bologna 40133, Italy operating in Lebanon through the representative office in Bder Buildings, 4th floor, Rue Saydet Elghabi Street, Furn El Chebbak, Beirut and represented by Mr. <Full Name of Country Representative> as GVC Lebanon Country Representative, will hereinafter be referred to as Contracting Authority

and

<Full official name of the Service Provider >

<Legal status/title>

<Official registration number>

<Full official address>

<VAT number>, hereinafter the Service Provider

The two parties here agree as follows:

### 1. Objective and scope of the contract

- 1.1 GVC has received a grant from the European Union for the implementation of the project entitled “Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis” and intends to apply a portion of that grant to payments under this contract. The European Union will establish the final amount of the grant and will liquidate it to GVC on completion of the operation based on the expenses presented and declared eligible. No party other than GVC shall derive any rights from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will the Commission entertain any request for indemnity or payment directly submitted by the humanitarian organisation’s Suppliers.
- 1.2 The subject of the contract shall be the implementation of the following services:

Technical assistance for the design and supervision of the extension, rehabilitation and upgrade of El Qaa, El Ain, Labwe, Nabi Osmane, Bezalieh/Moqraq, Khoder, Zabboud/Bejeje water supply systems, including the following tasks:

1. Baseline Assessment of existing networks and facilities and Preliminary Design
2. Preparation of the technical final design of all the components of the water supply systems
3. Drawing up of the Tender Documents for the Execution of the Works and Assistance during the tendering period and tender evaluation
4. Supervision of the execution of the works

- 1.3 The Service Provider shall provide any detailed information requested by the Contracting Authority, OLAF, or by any other qualified outside body chosen by the European Commission for the purposes of checking that the activities implemented in the context of the present contract are being properly carried out. The Service Provider therefore allows the Contracting Authority to carry out the documentary and on-the-spot checks deemed necessary by the abovementioned authorities.

### Art. 2 Price

- 2.1 The Service Provider acknowledges the content of the technical specifications and will execute the tasks as described in the subject for the total amount of **XXXXXXXXXX** (in letters) **Euro**, on the basis of the VAT Excluded Service Provider’s financial offer (Annex I to the Contract).
- 2.2 The price referred to in Article 2.1 above shall be the sole remuneration owed by the Contracting Authority to the Work provider under the contract.



### **Art. 3 Order of precedence of contract documents**

The following documents, listed according to their order of importance, are parts of this Contract and in whole will form the Contract:

- This Service Contract
- The Service Provider's offer (Annex I)
- The Terms of Reference, including clarifications and minutes of the information meeting/site visit (Annex II)
- The Budget Breakdown (Annex III)
- The Organisation and methodology and the List of Key Experts, including clarification from the bidder provided during tender evaluation (Annex IV)
- Other annexes included in the Tender document (Annex V)
- Work plan to be provided by the Service Provider (Annex VI)

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above. Addenda shall have the order of precedence of the document they are amending

### **Art. 4 Communications**

Communications between the Contracting Authority and the Service Provider shall be exclusively in writing, in the English language, and shall be sent by fax, post or delivered by hand to the addresses designated by the Parties for that purpose

### **Art. 5 General Obligations**

- 5.1 The Service Provider shall respect and abide by all laws and regulations in force in the state of the Contracting Authority. The Provider shall indemnify the Contracting Authority against any claims and proceedings arising from any infringement by the Provider.
- 5.2 The Service Provider shall treat all documents and information received in connection with the contract as private and confidential. It shall not, save insofar as may be necessary for the purposes of the contract's execution, publish or disclose any particulars of the contract without the prior written consent of the Contracting Authority.
- 5.3 The Service Provider shall be bound by the documents that form its offer that are annexed to the present contract.

### **Art. 6 Timeframe and Penalty for delay**

- 6.1 The Baseline Report and the Preliminary Design shall be delivered within 60 days from the signing of the contract.
- 6.2 The Final Design and the Tender Documents for the Execution of the Works shall be delivered within 25 days from the written approval of the chosen study by the Contracting Agency and the relevant Authorities.
- 6.3 The Supervision of the Execution of the Works will start from the Delivery of the Works to the Contractor, will last for the whole duration of the Works and will end with the issue of the Preliminary Acceptance of the Works. The duration of the Works Execution is estimated approximately in 1.5 years and the Defects Liability Period will last 12 months
- 6.4 The tasks shall be completed ensuring the regular feedback of the main outputs to the Contracting Authority.
- 6.5 For each day of delay attributable to a fault of the Service Provider and not agreed with the Contracting agency, a penalty of 5/1000 of the value of the total contract will be deducted from the total up to a maximum of 15% of the total contract price

### **Art. 7 Non conformity of delivery**

- 7.1 All the deliverables (Baseline Report; Preliminary design; Final design; Tender Documents; Final Design of the Water Facilities; any other relevant documentation) shall be approved and validated by the Contracting Agency, within 20 days from the submission by the Service Provider.
- 7.2 Should the quality of the deliverables not satisfy the requirements of the contract, they must be revised by the Service Provider at its own expenses.



- 7.3 The revision must be executed as soon as possible, at the latest within 15 days from the notification of the non-compliance by the Contracting Agency. The revised deliverables are again subject to the rules laid down in the signed contract.

#### **Art. 8 Payment Procedure**

- 8.1 All payments due by the Contracting Authority shall be made in EUR, by check or by transfer to the bank account designated by the Service Provider for the purpose.
- 8.2 The Contracting authority will pay the Service Provider based on the time schedule, the activities charged to the Consulting Service and the works completed by the Contractor.
- 8.3 Payments will be made upon request by the Service Provider with a certified statement of the progress of the work, and after acceptance and approval by the Contracting Authority, and not by way of a lump sum.
- 8.4 The payment for the Consultancy Service will be settled as follows:
- 85% of the value for the "Assessment and prefeasibility study" (GROUP A) at the completion of all the activities
  - 85% of the value for the "Final Design and Tender Documents" (GROUP B) at the completion of all the activities, i.e. after approval from BWE is achieved and the tender for the works closed;
  - 45% of the value for the "Supervision of the Execution of the Works" (GROUP C) at the completion of 50% of all the works;
  - 40% of the value for the "Supervision of the Execution of the Works" (GROUP C) at the completion of all the Works and after the commissioning to BWE of the works realized by the Contractors;
  - 15% of the value for the total contract (GROUPS A+B+ C) as retention guarantee at the end of the Defects Liability Period (12 months after the completion of all the works).
- 8.5 All correspondence relating to payments, including invoices and interim and final payment certificates, must be sent to the Contracting Authority in the language of the procedure.
- 8.6 In case some activities related to GROUPS A or B are delayed for more than 30 days for reasons beyond the control of the Service Provider, the payments for the activities of GROUP B can be split in instalments, upon request of the Service Provider and approval of the Contracting Authority. The instalments will correspond to the unit cost of the activities for a specific locality, as specified in Annex 2.
- 8.7 The payments shall be made within 90 days after approval by the Contracting Authority of an invoice and the related deliverables

#### **Art. 9 Insurance**

- 9.1 At the latest together with the return of the countersigned contract, and for the period of implementation of the tasks, the Service Provider shall ensure that itself, its staff and any person for which the Service Provider is answerable, are adequately insured with insurance companies recognized on the international insurance market, unless the Contracting Authority has given its express written consent on a specific insurance company.

#### **Art.10 Damages for delay, abandonment and cessation of service by the Service Provider**

- 10.1 In the event of delay in the completion of the Services beyond the time specified, the Service Provider shall pay the Contracting Authority as liquidated damages a daily penalty equivalent to 5‰ (five per thousand) of the total cost of the contract up to a total amount of 10% (ten percent) of its cost. Such liquidated damages may be deducted from any sums due to the Service Provider under the Contract and/or recovered from the Security Deposit without any notice, notarial or otherwise, as the expiration of the time of the completion is considered as sufficient notice in this respect.
- 10.2 In the event that it becomes apparent that the service is progressing so slowly that it cannot reasonably be completed by the date fixed, the Contracting Authority may, after due notice to the Service Provider, cancel the Contract and make other arrangements for the completion of the service. In this event, the Contracting Authority shall hold the Service Provider liable for all expenses incurred together with a charge of ten per centum (10%) for



overhead expenses and the Contracting Authority may apply any sums due to the Service Provider to the debt without prejudice to any other rights, which it may have in law or equity.

#### **Art. 11 Disputes**

- 11.1 The Parties shall make every effort to settle amicably any dispute which may arise between them. Once a dispute has arisen, the Parties shall notify each other in writing of their positions on the dispute and any solution which they consider possible. If either Party deems it useful, the Parties shall meet and try and settle the dispute. A Party shall respond to a request for amicable settlement within 30 days of such a request. The maximum period laid down for reaching such a settlement shall be 120 days from the commencement of the procedure. Should the attempt to reach an amicable settlement fail or a Party fail to respond in time to requests for a settlement, either Party shall be free to proceed to the next stage of the dispute-settlement procedure by notifying the other.
- 11.2 If the amicable dispute-settlement procedure fails, the Parties may seek
- a) an arbitration ruling
  - b) the ruling of the competent national Court

#### **Art. 12 Termination of the contract**

- 12.1 The Contracting Authority may terminate this Contract at any time either wholly or in part for individual parts of the consultancy.
- 12.2 Should the Contracting Authority terminate the Contract for a reason for which the Service Provider is answerable, the Contracting Authority shall be entitled to claim compensation for damages. In this case, the Contracting Authority shall remunerate only the Activities already completed, is usable by the Contracting Authority. The Contracting Authority may offset the claim for damages against the remuneration. Any other legal rights of the Contracting Authority shall remain unaffected.
- 12.3 Should the Contracting Authority terminate the Contract for a reason for which the Service Provider is not answerable, the Service Provider shall be entitled to payment for all the Activities already completed.

#### **Art. 13 Force majeure**

- 13.1 Neither Party shall be considered to be in default or in breach of its obligations under the contract if the performance of such obligations is prevented by any event of force majeure arising after the date of notification of award or the date when the contract becomes effective, whichever is earlier.
- 13.2 For the purposes of this Article, the term "force majeure" means insurrection, riots, closures, wars whether declared or not, blockades, civil disturbances, explosions, strikes, lock-outs or other industrial disturbances, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, and any other similar events which are beyond the Parties' control and cannot be overcome by due diligence.

#### **Art. 14 Final provision**

This Contract and the documents referred to under Article 3 above constitute the agreement between the two parties. Modifications shall be in writing only. This Contract shall enter into force after both parties have signed it.

This contract done in English in two originals, one for the Contracting Authority and one for the Service Provider.

for the Contracting Authority  
GVC Country Representative

for the Service Provider

.....

.....

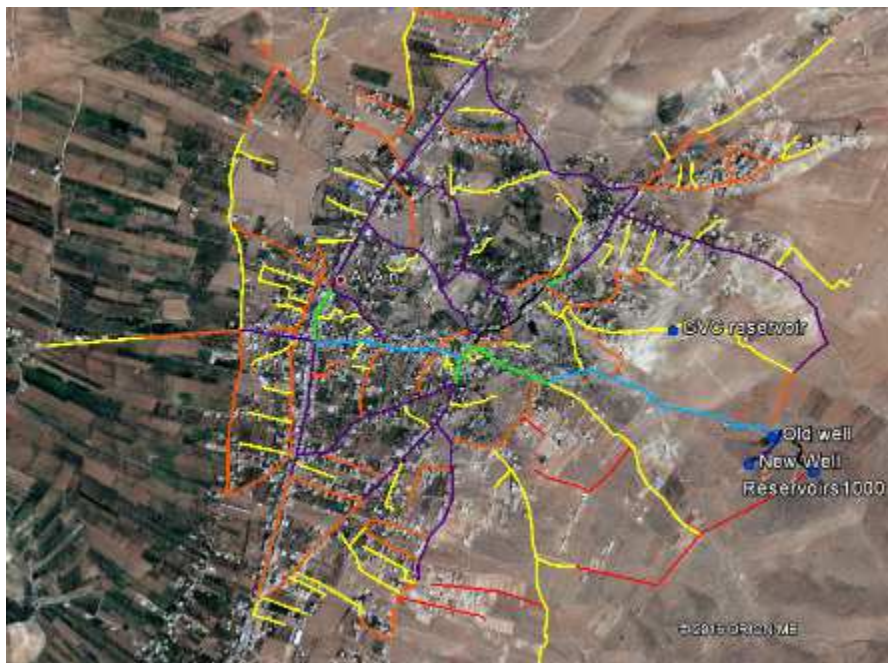


## ANNEX 8 – DESCRIPTION OF THE WATER SUPPLY SYSTEMS

**Title of the Action:** “Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis”, funded by the European Union (TF-MADAD/2016/T04.20)

The information contained in the present document is a summary aiming to facilitating the work of the Bidders. Annex 8 does not replace the full baseline assessment. GVC holds no responsibility for the reliability of the information here below. The Service Provider will be responsible for verifying and updating the data.

### AIN



**MUNICIPALITY:** Ain

**GPS location:** 34,21 N 36,36 E

**POPULATION:** 11.000 Lebanese (GVC, 2015)

3.000 Refugees, (Municipality, 2015), around 90% living in houses, whilst 10% living in ITS

**GENERAL DESCRIPTION:** Enough water quantity and relatively good infrastructure. Poor management and distribution gives poor service.

#### PRODUCTION

	Well 1	Well 2
Elevation	1085 m	1095 m
Age	40 years / old	10 years / old
Depth	100 (120?) m	200 (120?) m
Water level	70 m	?
Depth pump	90 m	110 m
Flow/power pump	28-35 l/s (6" pump)	12-26 l/s (4" pump)

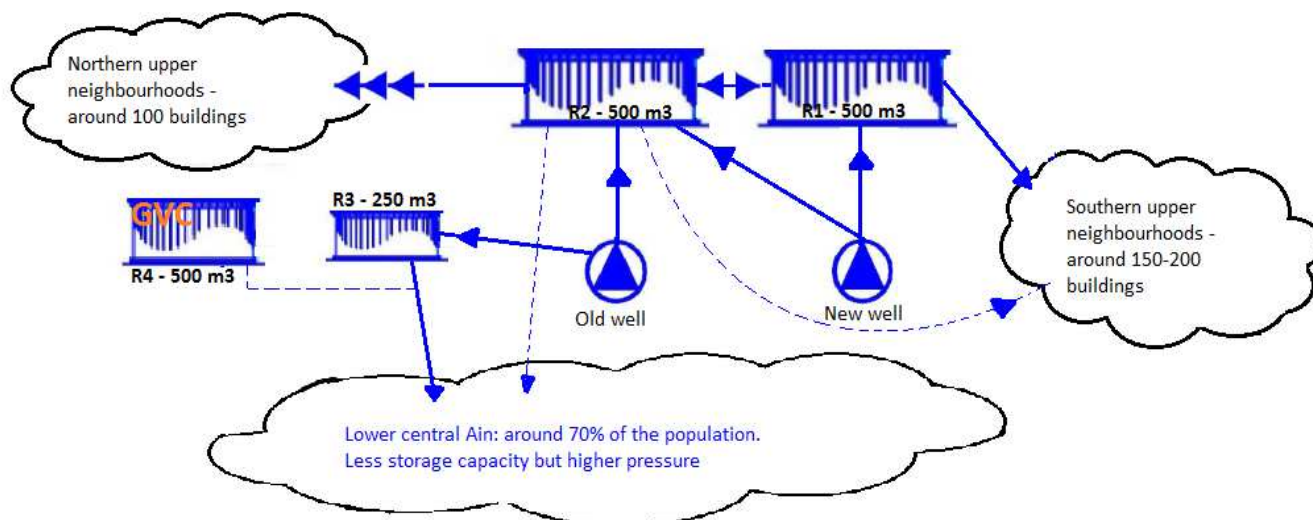
Electricity is present 12 hours per day (2 shifts of 6 hours). The pump is operated all the time when electricity is present. It takes about 20 hours to fill the tank (10 l/s).

#### STORAGE

1 reservoir R1 500 m3 capacity 1145 m elevation 10 years old. Good conditions.

- 1 reservoir R2 500 m3 capacity 1145 m elevation 5 years old. Good conditions.
- 1 reservoir R3 250 m3 capacity 1045 m elevation 1970's. Bad conditions.
- 1 reservoir R4 500 m3 capacity 1045 m elevation 2016 by GVC; not in use; no valve chamber.

There are bulk water meters at the outlet of the reservoirs R1 and R2, not all functioning. Presence of illegal connections.



## NETWORK

Extension: 46 km, dating between 2008 and 2011

Coverage: around 80% of the Municipality. The Southern upper area needs around 3-4 km extension

## MANAGEMENT

1.100 subscribers = around 50% coverage (BWE data, 2016)

The system is operated by Al Bunyan Company. Each neighbourhood is served by a separate reservoir. The reservoir R2 has a valve chamber arranged with the possibility to serve all the neighbourhoods of Ain

Low pressure, unfair distribution, presence of illegal connections

Water is delivered every day for 2-3 hours -> there is zoning with 3 zones, each zone receives 2-3 h of water 2/week

## EXPECTED NEEDED INTERVENTION

- Construction of valve chamber with accessories for reservoir R4
- Extension of 2-4 km of distribution lines
- Connection of the 3 systems (eventual rehabilitation of main transmission/distribution pipes)
- Rehabilitation/installation of main valves, sensors, bulk meters where needed



## BEZALIE (+ MOQRAQ - NOQRA - AMHAZIEH)



**MUNICIPALITY:** Toufiquiyeh (Bezalie)

**GPS location:** 34,17 37,32 E

**POPULATION:** 5.000 Lebanese and 300 refugees living in scattered houses (Municipality, 2016)

**GENERAL DESCRIPTION:** The network supplies the localities of Moqraq, Bezalie, Noqra and Amhazieh. Sufficient production but poor management and unfair distribution. Need to recalculate water flows in pipes after changes in network (ICRC)

### PRODUCTION

Well			
Elevation	1068 m	Age	2008 (by OMEN)
Depth	350 m	Water level	240 m
Depth pump	270 m	Flow/power pump	17 l/s (5" pump). Safe yield = 25 l/s
Other	Transformer in pumping station can support a bigger pump Well equipped with a broken electromagnetic flowmeter Chlorination equipment present but not in use. Powder chlorine used directly in the reservoir Automatic control panel (switching off if reservoir is full) is not working, operated manually		

Electricity is present 12 hours per day (2 shifts of 6 hours). The pump is operated all the time when electricity is present. It takes 24 hours to fill the tank, which correspond to around 2,5 days of electricity.

### STORAGE

1 reservoir R1 1500 m3 capacity 1082 m elevation 10 years old. Good conditions  
 1 reservoir R2 180 m3 capacity 1142 m elevation for Noqra distribution. Good conditions.

At the reservoir there is a booster pump which serves the line going to Noqra. There is a generator to supply the booster pump but not used. The transmission line between the well and the reservoir has recently been changed from 5" to 6"

### NETWORK

Extension: 47 km dating 2010 and in good conditions

Coverage 100% for Ahmazieh and Moqraq, 90% Bezalieh (around 50 houses need an extension to be served). The upper neighbourhoods of Bezalieh (around 100 HH) do not receive water because of lack of pressure (distribution pipes = 8" while reservoir outlet = 5").

The line between Moqraq and Ahmazieh seems to be cut or closed (Ahmazieh takes water from Bezalieh).

## MANAGEMENT

336 subscribers Bezalie = 40% coverage (800 HH)  
19 subscribers Noqra = 100% coverage (20 HH)  
39 subscribers Moqraq = 50% coverage (100 HH) } (BWE data, 2016)

The system is operated by Al Bunyan Company.

Water is delivered every day without waiting for the reservoir to be filled -> there is zoning with 4 zones: Moqraq, Ahmazieh, Upper Bezalie and Lower Bezalie. Each village should receive water every 3 days for 3 hours. Noqra receives the remaining of each day of service.

## EXPECTED NEEDED INTERVENTION

- Upgrade pump and 1,6 km transmission line
- Extension 1,5 km distribution lines for higher area
- Rehabilitation/installation of main valves, sensors, bulk meters where needed

## LABWE



**MUNICIPALITY:** Labwe

**GPS location:** 34,19 N 36,35 E

**POPULATION:** 15.000 Lebanese and 3.500 refugees, 90% of which living in houses and the remaining in 21 ITs (Municipality, 2016)

**GENERAL DESCRIPTION:** Water production potentially sufficient to supply the whole town. Water catchment insufficient because limited by the hours pumping. Poor management, many leakages, unfair distribution.

## PRODUCTION

<b>Well</b>	Elevation	1012 m	Age	2010
	Depth	350 m	Water level	90-130 m
	Depth pump	335 m	Flow/power pump	23 l/s (4")
	Chlorination system present but not used Control panel installed in 2014 by ICRC but not automatic			
<b>Spring</b>	Elevation	910 m	Flow	30 l/s
	The spring has 3 eyes, the data are about the one used for Labwe system with 2 booster pumps of 250 HP Chlorination system present but not used			



Electricity is present 12 hours per day (2 shifts of 6 hours). Two generators present at the spring and at the reservoir but not in use.

### STORAGE

1 reservoir S    200 m3 capacity    910 m elevation    Catchment of spring for booster pumps  
1 reservoir R1    750 m3 capacity    1050 m elevation    Needs structural assessment (air release pipes under-dimensioned). The roof of the valve chamber is not waterproof and the chamber is rusted due to rain infiltration.

The reservoir is fed for 70% by well water and 30% by the spring, although the spring production is bigger than the well. The transmission line from the spring to the reservoir is 5"; the transmission line from the well to the reservoir is also 5" and connects into the first pipe without changing diameter => reservoir inlet under-dimensioned (5" instead than >7") => the spring booster pumps and the well cannot work at the same time. It takes about 18 hours to fill the tank (23 l/s) with the well only, around 1,5 days of electricity.

At the reservoir there is a chamber with 2 booster pumps to feed Ain Shouaab neighbourhood (part of Arsaal cadastral). The booster pumps have never been used, and Ain Shouaab takes water from a higher spring.

### NETWORK

Extension: 59 km, dating between 2009 – 2013 by Isham company. Bad conditions

Coverage: around 90% of the Municipality. The remaining are scattered houses that would be difficult to serve with extensions.

Each neighbourhood has its own main pipe coming from the reservoir (4 main lines of 5") but the outlet of the reservoir is under-dimensioned: 5" giving to 4 pipes of 5" (at least 10" needed).

### MANAGEMENT

506 subscribers = 23% coverage (BWE data, 2016)

The system is operated by Al Bunyan Company.

Water is delivered 2-3/week for 2-3 hours. The highest part of Labwe does not receive enough water (quantity / pressure).

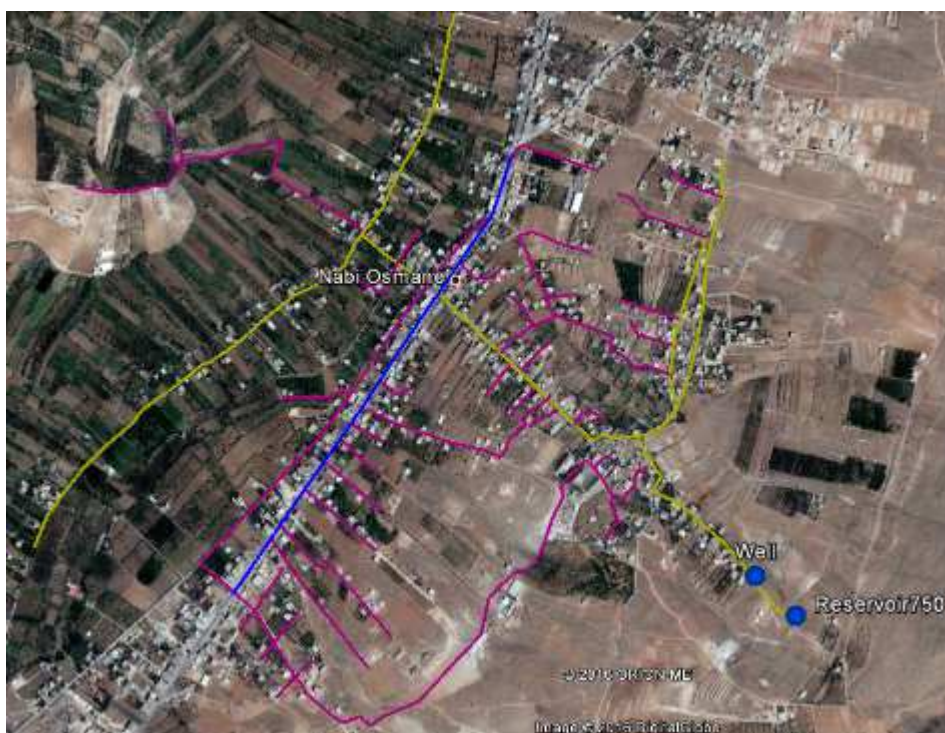
The Municipality prefers boreholes improvement rather than spring catchment because the spring is contaminated and it may be completely dedicated to agriculture in the future.

### EXPECTED NEEDED INTERVENTION

- Protection of the spring and construction catchment reservoir of additional 400-500 m<sup>3</sup> (600 m<sup>3</sup> total)
- Upgrade 2 km transmission lines
- Rehabilitation of network where needed (leakages, manholes etc.)
- Rehabilitation roof of valve chamber of the higher reservoir
- Rehabilitation/installation automatic control panel/stabilizer at pumping station
- Rehabilitation/installation of main valves, sensors, bulk meters where needed



## NABI OSMANE



**MUNICIPALITY:** Nabi Osmane

**GPS location:** 34,21 N 36,36 E

**POPULATION:** 4.000 Lebanese and 500 Refugees, of which 350 in houses and 150 in small ITS (Municipality, 2016)

**GENERAL DESCRIPTION:** System working relatively well, main problem is lack of water resource causing low pressure and water supply limited to 2 h of service twice per week.

### PRODUCTION

	Well		
		Age	Old
Elevation	1031 m		
Depth	90 m	Water level	50 m but dries in summer
Depth pump	60 m	Flow/power pump	1,5" installed by Municipality
Other	In use. Municipality installed a new transformer in 2016		

Electricity is present 12 hours per day (2 shifts of 6 hours). The pump is operated every day, in winter during all the hours of electricity, while in summer it stops because there is not enough water in the well.

It takes about 20 hours to fill the tank (10 l/s), around 2 days of electricity.

### STORAGE

1 reservoir R1 750 m<sup>3</sup> capacity 1050 m elevation Good conditions.

### NETWORK

Extension: 23,5 km, the main network dating back to 2002 and the extensions to 2010

Coverage: around 95% of the Municipality. Around 50-75 houses are not reached by the network: 50 cannot be served because they are higher than the reservoir, and the remaining 25 need around 300 m extension to be served

Good pressure, Presence of illegal connections

### MANAGEMENT

146 subscribers out of 600 HH = 23% coverage (BWE data, 2016)

The system is operated by Al Bunyan Company.

Water is delivered 2/week for 6 hours -> there is zoning with 3 zones, each zone receives 2 h of water 2/week

### EXPECTED NEEDED INTERVENTION

- New borehole, 450 m deep. Area already identified
- Extension of 300 m of distribution line
- Extension of 500 m of distribution line
- Construction of 200 m<sup>3</sup> service reservoir
- Rehabilitation/installation of main valves, sensors, bulk meters where needed

### QAA



**MUNICIPALITY:** Qaa

**GPS location:** 34,21 N 36,36 E

**POPULATION:** 6.000 Lebanese and 600 Refugees, mostly scattered in small ITS (Municipality, 2015)

**GENERAL DESCRIPTION:** Enough possible production, not exploited due to limited electricity. Network damaged by direct pumping from old well.

#### PRODUCTION

	Well 1	Well 2
Elevation	671 m	883 m
Age	Old – city centre	<10 years / old
Depth	140 m	350 m
Depth pump	127 m	340 m
Flow/power pump	14 l/s (4" pump)	14 l/s but well safe yield around 30 l/s
Other	<ul style="list-style-type: none"> <li>- Presence of generator</li> <li>- Missing stabilizer</li> <li>- Water is pumped directly into network</li> <li>- Chlorination equipment is very old and can't be used anymore</li> </ul>	<ul style="list-style-type: none"> <li>- Presence of generator</li> <li>- Installation of solar panels ongoing</li> <li>- Chlorination equipment existing but not used</li> </ul>



Electricity is present 12 hours per day (2 shifts of 6 hours). The pump is operated all the time when electricity is present. It takes about 20 hours to fill the tank (10 l/s), around 2 days of electricity. The electricity grid has frequent problems (poles under-dimensioned, blackouts, low voltage).

**STORAGE**

2 reservoirs 2x500 m3 capacity 885 m elevation 10 years old. Good conditions.

Some service connections on the roof of the reservoir (trees irrigation and Army post) and on the roof of W1

**NETWORK**

Extension: 37 km, dating back to 1970 but rehabilitated in 2005. Good conditions.

Coverage: around 90% of the Municipality. A new development area needs a 0.5 km extension

Lower well pumps directly into the network. A transmission line was foreseen but not realized.

**MANAGEMENT**

969 subscribers => system recently handed over from Committee to BWE.

Water is delivered every day for 2-3 hours

**EXPECTED NEEDED INTERVENTION**

- Rehabilitation of old well and pumping station with stabilizer and chlorination system
- Construction of 2 km transmission line and installation of booster pumps
- Extension of 2 km of distribution lines
- Rehabilitation/installation of main valves, sensors, bulk meters where needed

**BEJJEJE – ZABBOUD**



The system is composed of two connected but distinct networks, supplied by the same well.

<b>Municipality</b>	Bejjeje-Jabboule + 1 neighborhood of Jdeideh (Zireh) + 1 neighborhood of Labwe (Dawra)	Zabboud
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<b>GPS location</b>	34,227 N 36,35 E	34,24 N 36,32 E
<b>Lebanese Pop.</b>	1.000 people	1.750 people
<b>Refugee Pop.</b>	< 100 people distributed in houses and ITS	< 100 people distributed in houses and ITS
<b>Production</b>	<p>1 well 892 m elevation drilled in 2015            Depth: 411 m water table 130 m deep Pump 250 m deep            Flow = 24-26 l/sec            Gas chlorination system in use and Automatic operation. Electromagnetic flowmeter in use            Electricity is present 12 hours per day (2 shifts of 6 hours). The pump is operated whenever electricity is present.</p>	
<b>Storage</b>	<p>1 break-tank 100 m3 capacity            907 m elevation            Date from 2016. Good conditions.            Mechanical bulk meter in use</p> <p>1 reservoir 250 m3 capacity            875 m elevation            More than 10 years old. Good conditions, connections and valve chamber redone in 2017 by GVC. No bulk meter installed.            This reservoir is currently bypassed in order to maximize the pressure in the network</p>	<p>1 reservoir 300 m3 capacity            907 m elevation            Date from 2016. Good conditions.            Mechanical bulk meter in use</p>
<b>Network</b>	<p>Extension: 18 km            Age: 2010 main network. Repair and rehab 2016 by GVC            Coverage: 97% of the Municipality            Important problems of pressure in many areas of the network</p>	<p>Extension: 9 km            Age: 2016            Coverage: 97% of the municipality</p>
<b>Management</b>	<p>166 subscribers (BWE data, 2016) = 83% coverage</p> <p>The system is operated directly by BWE.            The water is turbid, probably due to an incorrect screening of the well</p>	<p>252 subscribers (BWE data, 2016) = 72% coverage</p>

#### EXPECTED NEEDED INTERVENTION

- 2.1 km extension of distribution lines
- Construction of sand filter and adaptation chlorination system
- Construction of 50 m<sup>3</sup> service reservoir

## KHODER



**MUNICIPALITY:** Khoder

**GPS location:** 33,90 N 36,12 E

**POPULATION:** 5.000 Lebanese and 850 Refugees living in houses and ITSs (Mayor, 2017)

**GENERAL DESCRIPTION:** Very good and functioning system but water scarcity in the well (86 l/p/d).

### PRODUCTION

	Well 1
Age	Before 2000
Depth	350 m
Water level	190 m (waiting for precise measure)
Flow/size pump	10 l/s (4" pump) The pump and some damaged pipes have been replaced in 2015
Other	Water table dropping. Since 2010 (when AlBonyan company took the operation and started measuring the water level), the water level dropped from 70 m to 190 m. In 2010 the well was producing 110 m <sup>3</sup> /hour, now 40 m <sup>3</sup> /hour The outlet is metered with bulk meter (functioning but not possible to read)

Other private wells of the area of 240 m depth present a static water table at 180 m depth and a yield between 2 and 4 l/s. Electricity is present 12 hours per day (2 shifts of 6 hours). There is a generator but damaged and no longer in use. The system is operated 6 to 8 hours per day and an average production of 47 m<sup>3</sup>/h (13 l/s). It takes about 13 hours to fill the tank (10 l/s), around 2 days of electricity.

### STORAGE

1 reservoir      500 m<sup>3</sup> capacity      10 years old. Good conditions. No illegal connections

### NETWORK

Extension: 10,5 km very old but updated 7 years ago, very good conditions

Coverage: 95% of the Municipality. The neighbourhood located higher than the reservoir is supplied with the network from Khraibe. Less than 10 houses of a new development area are not connected but could be connected because the main lines are not far (<300 m). The network serves also 40 HH neighborhood in Tebshar

### MANAGEMENT

549 subscribers = around 65% coverage (Mayor, 2017)

The system is operated by Al Bunyan Company.

Service per zoning => 2 zones => each neighbourhood is served every 3 days (1 day for filling the reservoir, 1 for zone A, 1 for zone B) => each zone receives 3 h of water 2/week depending on the electricity





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#### **EXPECTED NEEDED INTERVENTION**

- Study of the well
- Cleaning of the well or drilling of a new well
- Extension 500 m distribution line



## ANNEX 9 - EVALUATION GRID

**Title of the Actions:** "Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis", funded by the European Union (TF-MADAD/2016/T04.20)

Exclusion criteria:

- Non-compliance with the Administrative Requirements (Article 3.3)
- Incomplete offers (missing any of the required Annexes)

The Evaluation Committee will award one of received offer based on:

- Financial score: 30%
- Technical score: 70%

**Total Score:**

$$\text{Total Score} = 0.3 \times \text{Financial Score} + 0.7 \times \text{Technical Score}$$

**Financial Score:**

$$\text{Score} = 100 \times \frac{\text{Lowest offer}}{\text{Bidder's Financial offer}}$$

**Technical Score:**

	<b>Maximum</b>
<b>A - Organisation and methodology</b>	
Rationale and knowledge of the area	20
Strategy	10
Timetable of activities related to designing and bidding preparation activities	10
<b>Total score for Organization and methodology</b>	<b>40</b>
<b>B - Company Profile and experience in similar project</b>	<b>25</b>
<b>C - Key experts</b>	
1 - Project Manager	
Qualifications and skills	3
Specific professional experience	7
2 – Hydrogeologist and site supervisor for drilling activities	
Qualifications and skills	4
Specific professional experience	6
3 - Electrical Engineer	
Qualifications and skills	3
Specific professional experience	5
4 - Site supervisor for works	
Qualifications and skills	2
Specific professional experience	5
<b>Total score for Key experts</b>	<b>35</b>
<b>Overall total score</b>	<b>100</b>



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## ANNEX 10 – CODE OF ETHICS AND CONDUCT

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**Title of the Actions:** “Promoting Sustainable Management of Water Services and Resources in Countries Affected by the Syrian Crisis”, funded by the European Union (TF-MADAD/2016/T04.20)

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Annex 10\_Code of  
Ethics and Conduct.