

Terms of Reference

Engineering Company to provide consultancy works for revision and tender for rehabilitation of health centres in Roskovec and Patos

Background

The Health for All Project (HAP) in Albania is funded by Swiss Agency for Development and Cooperation (SDC) and is being implemented by a consortium of the Swiss Tropical and Public Health Institute (SwissTPH), and the NGOs Terres des Hommes (TdH) and Save the Children (SC). The Project started in January 2015 and will be implemented until end of 2018. Its overall goal is that the Albanian population, particularly the most vulnerable, benefit from better health due to improved Primary Health Care (PHC) services and health-promotion activities. For that, HAP carries out rehabilitation of PHC facilities to improve the conditions for health workers and users. To implement that, HAP will contract a registered engineering company, herein and thereafter called **provider**, to assess the existing rehabilitation plans for four selected health centres, and to perform the tasks as described in this TOR.

Objectives

The objectives of the **contract** for this consultancy are:

- A. To review, discuss and update the existing rehabilitation plans for the Health Centres in Kurjan, Strum and Roskovec in the Municipality of Roskovec, and Patos Health Centre in Patos Municipality;
- B. To identify jointly with HAP and the staff of the selected Health Centres the rehabilitation needs of the premises of the Centres, based on the already existing plans and bill of quantities;
- C. Once the agreements on the works to be carried out is reached, to elaborate the technical specification of rehabilitation works, accompanied with the respective drawings (in AutoCAD format) and estimated B&Q;
- D. To prepare a narrative description of the rehabilitation works and all the tender documents for the civil works to be carried out in the respective Centres;
- E. To assist HAP team in the process of requesting work permission for the reconstruction.



- F. To assist HAP team in the selections of bidders, if so required, issuing a technical report for that matter;

Approaches and Deliverables

The selected **provider** will establish a contract with Save the Children that will be valid until 31st July 2017, with possible extension for three additional months.

The contract with the selected **provider** will define the scheme of payments in correspondence to the objectives defined in the previous section.

As starting point, HAP will give to the selected **provider** the existing engineering plans, AutoCAD files and B&Q of the selected health centres.

HAP will organize meetings with the staff of the health centres for the discussion and revision of the existing plans.

After the review of the plans, the selected **provider** will develop: the new plans, new technical specifications, update the drawings and respective B&Q.

Once the new draft plans are prepared, the selected **provider** will meet again with HAP and the staff of each health centre and will present the proposal. If any adjustment or correction of the proposal is required, the selected **provider** will incorporate them in the final proposal.

As deliverables, once the previous steps are accomplished, the selected **provider** will give to HAP the documents necessary for HAP to open the tender for the rehabilitation of the buildings. The documents include, but are not limited to:

- Drawings of the buildings (in electronic PDF format and printed in A3 paper)
- The technical specifications of the works to be done;
- The Bill of Quantities;

The selected **provider** will also advise and provide documents and recommendations to HAP to allow HAP to proceed with the subsequent tender for the rehabilitation of the buildings.

The selected **provider** will assist HAP in the judgment of the offers of the bidders, if requested by HAP, providing written technical opinion on the bids.



Once the deliverables are approved by HAP, the **provider** will be paid, in accordance with the terms of the contract.

The selected **provider** will be responsible for transportation in its own vehicle, to and from the health centres. Transportation costs should be included in the financial offer (see Annex 1). No per-diem or reimbursement for food or any other allowance is foreseen under the contract for execution of this TOR.

Time frame

The first part of the works foreseen in this TOR (revision of the plans, and preparation of the new plans, deliverables and tender documents) should be concluded within 1 month of the signing of the contract.

The provider will support the tender process according to HAP's decision of the time to start the tender.

Contractual requirements

Together with the contract the **provider** will be required to sign a term of confidentiality and commitment by which the **provider** will state that will keep strict confidentiality in relation to all information shared with HAP in relation to the defined tasks and deliverables.

The **provider** will be obliged to inform HAP immediately in case any conflict of interest arises, in consequence of family, business partnership, or association of any kind and nature links between the **provider** and the companies submitting offers in the tender.

Any omission of the **provider** in disclosing such information to HAP will constitute serious breach of the contractual agreement.

Criteria for considering applications

The applicants must send to HAP:

1. CV of the company, CV of its Directors and CV of the technical team, with details of their field of engineering, and detailed description of previous works similar to the ones expected under this TOR;

2. Names of three references of similar works, from which HAP can get information on the qualification of the bidder;
3. Licenses and registrations proving that the bidder is duly accredited and certified for carrying out the works described in this TOR;

(The above requirements are disqualifying requirements)

IMPORTANT

4. The financial offer has to show the daily fee charged for each professional in the technical team, and the number of days for each professional, as described in Annex 1. The bidder should be able to mobilize and deploy engineers from the relevant fields of engineering. The bidder must submit only the Annex 1 as part of its financial offer. If the bidder changes the format of the Annex 1 or includes additional items, it will be disqualified and will not be considered in this tender.

(The maximum points for the Financial offer will be - 50 points)

It is expected that:

1. The bidder has at least 5 years of experience in the area of projects;
2. The team is both, fluent in Albania and English;

(The maximum points for the technical evaluation will be - 50 points)

The bidder should assure that the members of the team can work independently and can become available for traveling to Fier and to attending meetings in Tirana on 3 days-notice.

Contract Type

Save the Children will issue on behalf of HAP a contract for the implementation of the activities and required deliverables as described in this TOR.



Deadline for application

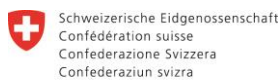
Application should be printed and submitted in sealed envelope until **14th April 2017** by post or in person to

ATT: Manager of Support Service

Save the Children

Rr. "Komuna e Parisit", Lagjia 8,

Pallatet 1 Maji, Vila "Lami"; P.O. Box 8185



Agjencia Zvicerane për Zhvillim
dhe Bashkëpunim SDC



Annex 1 – Financial Offer

Item	Description	Daily fee (currency)	Number of days	Sub-total (currency)
1	Civil Engineer			
2	Mechanic Engineer			
3	Electricity Engineer			
4	Hydraulic Engineer			
5	Architect			
6	Transport cost*			
7	Printing and copying			
TOTAL				

*transport costs and printing /copying costs should be respectively lump-sum amounts (total cost estimations for traveling and for printing/copying)

Please be aware that the bidder must submit only this Annex 1 (as it is) as part of its financial offer.

If the bidder changes the format of the Annex 1 or includes additional items, it will be disqualified and will not be considered in this tender.