

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTANT SERVICES – SELECTION OF FIRMS)**

Lebanon

Lebanon Health Resilience Project

Health

CONSULTING SERVICES: *Consulting Services for the Supervision of the Supply and installation of Medical and Non- Medical equipment for around 28 Governmental hospitals.*

Mode of Financing: *Islamic Development Bank*

Financing No. *LBN-1012*

The Lebanese Republic (hereinafter called “Borrower”) has applied for financing from the Islamic Development Bank toward the cost of the procurement of essential equipment in public hospital, and intends to apply part of the proceeds for consultant services.

The services include to supervise the pre-installation civil and MEP works and installation of Medical equipment in the governmental hospitals, to be performed, carrying out such duties and responsibilities as are described in the Terms of Reference of the services. The objective will be to ensure that the implementation is carried out to a high related standard, as scheduled and within budget, in accordance with the specifications and documents of the Contract, to acceptable environmental standards and in accordance with the Employer’s (CDR & MoH) requirements.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Council of Development and Reconstruction (CDR) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants must provide specific information which demonstrates that they are fully qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). **in a binder, and in the same order as listed below:**

- A duly completed Cover Letter stating the interest of the applicant in providing the mentioned services.
- A **CONCISE** presentation of the firm(s) (brochures, statements of type, property and key tasks etc...).
- Certified statement of financial capacity, for the lead and associated partners (turnovers and balance sheets of the last three years).
- List of **ONLY** relevant similar projects, ongoing and/or completed within the **LAST 10 YEARS**, indicating the provided services, the percentage of participation in JV (if any), and the size of relevant contracts (in USD and/or in man-month).
- Detailed descriptions of at least three (3) handled similar projects **WITHIN THE LAST TEN (10) YEARS ONLY.**
- List of available professional key personnel for the envisaged consultancy services (legal, administrative and economical experts, project leaders. etc...)
- Overall firm's employees list and personnel availability and structure (list, number, organization structure, etc.... of the core, backstopping and supporting staff).

The shortlisting criteria are:

1. Eligibility of the Applicant.
2. General experience in consultancy services.
3. Experience of the Firm in Similar Projects.
4. Availability of Appropriate Skills among staff.
5. Experience in the Region & Country.

Key Experts will not be evaluated at the shortlisting stage

The attention of interested Consultants is drawn to Paragraphs, 1.23, and 1.24 of the Guidelines for Procurement of Consultant Services under Islamic Development Bank Project Financing (the “Procurement Guidelines”), setting forth IsDB’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications (in the form of a joint venture or a sub Consultancy), but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In case of a Joint Venture, the partners should be equally experienced for such assignment.

A consultant will be selected in accordance with the Quality and Cost Base Selection (QCBS) method set out in the Procurement Guidelines.

Interested consultants may obtain further information at the address below during office hours (9:00 AM to 2:00 PM local time).

Expressions of Interest must be **EITHER submitted electronically** on the following electronic address: [ghinwah@cdr.gov.lb](mailto:ghinwah@cdr.gov.lb) **OR** delivered in a written form to the address below (in person or by postal mail) not later than 12:00 noon, Beirut local time on **Tuesday March 9<sup>th</sup>, 2021**. Consultants have to submit one original EOI and two copies.

Council of Development and Reconstruction (CDR)  
Tenders Department  
City: Beirut  
Beirut - Lebanon  
Telephone: (+961-01-980096)  
Facsimile number: (+961-01-981255)

**REPUBLIC OF LEBANON**

**COUNCIL FOR DEVELOPMENT AND REREHABILITATION**

**SUPERVISION OF THE SUPPLY AND INSTALLATION OF  
MEDICAL & NON MEDICAL EQUIPMENT IN**

**THE PUBLIC HOSPITALS FINANCED BY**

**ISDB LOAN PROJECT N° LBN-1012**

**TERMS OF REFERENCES**

**APPENDIX A**

**SUPERVISION FOR THE SUPPLY AND INSTALLATION OF  
MEDICAL & NON MEDICAL EQUIPMENT IN**

**THE PUBLIC HOSPITALS FINANCED BY**

**ISDB LOAN PROJECT N° LBN-1012**

**TERMS OF REFERENCES**

**1. DESCRIPTION OF THE PROJECT**

The Lebanese Republic has applied for financing in the amount of 30 million US Dollars from ISDB toward the cost of implementation of medical equipment in the governmental hospital to improve the quality of medical services in those hospitals

**1.1. Budget**

The allocated budget for the supply and installation of medical and non-medical equipment, furniture and surgical instruments and requested civil works for the above Hospitals is 28Million US\$

**2. SCOPE OF WORK :**

The services required will be to supervise the implementation of the Medical and non-medical equipment, furniture and instrument, include submittals and shop drawings approvals, pre-installation works, installation, testing and commissioning, training, warranty period and delivery to the end users

**Objective**

The objective of the assignment will be the provision of consultancy services to fulfill the role of the client, to administer the coordination between the different suppliers and supervise the works to be performed. This mission shall include but not limited to the control of Delivery, Installation and tests, Handing over, Training and final acceptance of equipment procured under this phase of the process.

The objective will also be to ensure that the works are carried out to a high standard of workmanship and materials, as scheduled and within budget, in accordance with the specifications and drawings of the contracts, and in accordance with client's requirements.

These terms of reference outline Implementation supervision and engineering services for the medical equipment included in the 28 governmental Hospitals listed below the requirements for the:

- Lot 1: Pet Scan and Catheterization
- Lot 2: MRI
- Lot 3: CT Scan and Imaging Equipment
- Lot 4: Endoscopy, Steam Sterilizer
- Set 4: Laboratories, Dialysis and others

### Scope of Work;

The services of the consultant shall include, **for all items/lots listed in the attached appendix A**, the following tasks:

1. Revision of contract document of each lot:

The consultant shall review the contract document of each bidder and establish with bidders a method of intervention and any needed support to start the works in each hospital.

**A report shall be written to the CLIENT (deliverable 1) concerning the coordination between Suppliers**

2. Revision and approval of submittals, delivery schedule and timetables proposed by the suppliers for the delivery of goods:

- The consultant must ensure that the submittal is done within the appropriate time limits to allow the approval of the supplier's bills of quantities prior to shipment of any item to the site of the hospital
- He shall coordinate the time schedules between suppliers and establish for each hospital a time schedule showing the execution steps for all lots taking into consideration the one includes in their contracts
- He shall ensure that the delivery, testing and commissioning of equipment is done according to the above time schedule
- The review shall also include technical data sheets, drawings and equipment' inspection and testing procedures provided by the suppliers.
- The consultant shall be asked to look at any alternative or options suggested by the suppliers, as part of a recent version of the equipment and as stipulated in the contract.

**A report shall be written to the CLIENT (deliverable 2) concerning the conformity of the proposed equipment to the contracts' conditions and the approval of items and proposed Time schedule. The consultant shall submit this report to the client before the shipment of the items by the contracted suppliers.**

In annex to the report, a delivery and shipment schedule shall be prepared taking into account the outcomes of the review report, the site readiness and the progress of pre-installation works.

3. Supervision of pre-installation requirements:

- During this stage, the consultant should undertake a close supervision and survey of the site with the suppliers. The survey will ensure that all services outlets, switches and Electro-mechanical connections are provided at the planned locations and to the correct capacity and configuration.
- The consultant shall approve the needed site preparation works before installation provided by the supplier.
- The consultant shall follow-up with the supplier to implement any modification resulting from the above-mentioned survey.
- He shall also work closely with suppliers' representatives on their schedule for delivery and their shop drawings for installation prior to delivery of equipment or furniture on site.
- He shall check the brand name and quantities of equipment listed in the packing lists, making sure of their conformity to the contract, before clearance of the customs duties.

**These data should be documented through regular monthly reports submitted to the CLIENT including minutes of meetings and the approved complementary works executed for equipment installation.**

#### 4. Supervision over delivery and installation

The consultant shall supervise the installation of equipment on site and ensure that these are conform to the specifications mentioned in the contract document and the approved submittals and are distributed to the appropriate location as per contract agreement.

He shall regularly inform the administration on the advancement status of the delivery and installation works with highlight of the noticed evolutions and establish warning notices addressed to the suppliers in case of failure. He shall prepare a Snag list and follow-up the correction of deviations. Also he shall prepare and conduct the site meeting with the Hospital and client representatives, and the contractor

##### He shall control:

- Documents dedicated to the follow-up of the installations, in particular, reports certifying:
  - Number and work discharge
  - Qualities and quantities of received equipment
  - Complementary works executed for equipment installation
  - Equipment handed over
  - Test results established on the equipment
- The following registers:
  - Comments on the qualitative execution of installation
  - Minutes of meeting
  - Progression on the installation works
  - Problems related to the execution and variations requested by the suppliers or the administrative authority
  - Observations concerning the security and hygiene conditions of installation sites
  - Delivery/ installation days of delay

#### • COST CONTROL

##### **1) Monitoring Contract Costs**

The Consultant shall be responsible for monitoring of contract costs relative to budget. The consultant shall utilize a computerized Budget and Cost Forecast (BCF)

##### **2) Claims Management and Variation Orders**

The Consultant shall anticipate potential claims and shall take steps to mitigate their effect. The Consultant shall assess the need for variations to the Contract and any claims submitted by the Contractor, review their merit and, where appropriate, prepare variation approval requests and submit them to the Employer for approval prior to preparing variation orders and issuing them to the Contractor.

##### **3) Certify Contractors' Statements**

The Consultant shall process in a timely manner and, as appropriate, certify for payment the Contractor's statements according to his contract (upon signature, delivery, installation, handing over).

Based on a review and needs assessment and in coordination with the administration, the consultant shall complete information in an already designed system that address the following:

- Formal acceptance of equipment at site level including installation
- Formal management of any related training
- Asset registration of each item

- Building an inventory database with information pertinent to equipment use and maintenance. Information shall be but not limited to equipment location and identification (description, mark, model, serial no., prices, maintenance activities...).
- The consultant should be able to undertake the above tasks and provide information within a matter of weeks so that pending equipment orders and deliveries might be managed via the developed system.

This progress shall be documented in regular bi-monthly reports submitted to the client.

5. Testing and commissioning.

The consultant shall coordinate with the suppliers the testing and commissioning of the installed equipment.

The consultant shall ensure that all the installed equipment are brand-new and in conformity with the contract document and that these have been installed properly. The equipment shall meet the performance specification criteria of the manufacturer and shall be tested to generate a baseline performance data.

He shall prepare and follow-up the provisional acceptance, testing & commissioning:

- Editing of "procès-verbal" considering comments of end users.
- Signature of delivery certificates established by the suppliers.
- Establishment of monthly follow-up reports including: Monthly progress of installations compared to the forecasted planning. . Detailed comments on eventual delays and proposed measures to compensate them.
- Comments on tests' results.
- List of important communications and acceptance delivered

**A report shall be written to the CLIENT (deliverable 3) concerning the testing and commissioning for each lot by hospital**

Based on the recommendations of the consultant, the certificate for preliminary handing over will be issued.

Throughout the execution of the contracts and based on results documented in his reports, the consultant shall, and in accordance with the terms of the contract of every supplier, process in a timely manner and, as appropriate, certificate for the payments of the suppliers financial statements to ensure that such statements reflect works completed and advise client on payment.

6. Warranty period:

Following the testing and commissioning of equipment for the various suppliers, The consultant shall coordinate with the suppliers the training for the hospital staff on the use of the equipment that have been installed.

He shall assist the client for the evaluation and the verification of programs' compliance of the training sessions proposed under the contract.

The consultant shall help the administration of the hospital in setting a monitoring and evaluation system for the warranty contracts and the training sessions in progress.

**A final report shall be delivered to the CLIENT (deliverable 4) at the end of installation work including (hard and electronic copy – 2 copies):**

- Summary of the bid
- Summary of effectively received quantities with implemented technical measures

- The inventory system including all received equipment with all pertinent information related to their future management and its maintenance procedure.
- Utilization notice and maintenance manuals for the received equipment.
- The consultant shall perform a situation analysis concerning the delivery, installation, testing and commissioning highlighting difficulties encountered during this mission that can affect the proper functioning of the equipment.

7. Final Reception

- **The Consultant shall assist the Committee in charge in the Final Handing Over of the Suppliers' Contracts.**

- **Duration**

This above-mentioned mission shall be expected to last for a period of twelve (12) months, as of the date of notification of the suppliers' contracts (this duration will cover difference starting date of different lot of equipment. The Final Handing Over shall take place after the end of the warranty period (2 years after Preliminary Taking Over of the suppliers' works.



**APPENDIX A**

**List of equipment by lot for 28 governmental hospitals**

<b>Procurement of Medical Equipment for 28 Governmental Hospitals</b>		
<b>Lots Identification</b>		

<b>Lot No</b>	<b>Item Description</b>	<b>Qt</b>
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<b><u>Lot1</u></b>	Pet Scan	2
	Catheterization laboratory	12

<b><u>Lot 2</u></b>	MRI	9
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<b><u>Lot 3</u></b>	CT scanner	10
	Digital Panoramic Unit	17
	Digital Radiography (DR)	3
	X-ray Fluoroscopy Radiography Machine (R/F X-Ray)	14
	Digital mammography	11
	Ultrasound machine	8
	Bone densitometry	7

<b><u>Lot 4</u></b>	Video Laparoscopy system	13
	Endoscopy System	11
	Steam Sterilizer Door 500 Liter	14

<b><u>Lot 5</u></b>	Dialysis machine	63
	RO system for Dialysis system	5
	Phaco machine	8
	Apharese machine	16
	Analyzer Serology/Immunology	10

## APPENDIX B

### Consultant 's Personnel

The consultant shall employ such staff as may be necessary to fulfill his obligations under the agreement. The consultant shall make his own assessment of the staff needed for carrying out the work but must comprise at least the minimum specified here:

Project Manager  
Senior Biomedical engineer  
Electro-mechanical engineer

a. Project manager Biomedical Eng: ( Field and Office)

Principal duties: represents the consultant to the client. Holds overall responsibility for the direction of the consultant's team. Maintains contact with the client and the consultant main office. Liaises with all parties concerned in the implementation of the project. Maintains control of programming and implementation and ensures that works are proceeding according to schedule.

Qualifications: University degree in Biomedical, with a minimum of 15 years of experience since graduation with at least 5 years in fields directly related to hospital projects. Out of these, the candidate should have acted as a project manager and designer in at least one hospital project( 70 beds) for the past 5 years. He should have been a permanent staff in the office of the consultant since at least one year.

b. Biomedical engineers:(Field)

Principal duties: ensures that all the equipment are well delivered to the hospital in a proper way check the received equipment in coordination with submittal, supervision the installation, testing and commissioning and any other task mentioned in the TOR.

Qualifications: University degree in the specialty with at least 10 years of experience. Should have worked in at least one project of similar nature (design and supervision of the complete installation of MEDICAL EQUIPMENT & FURNITURE in a newly built or rehabilitated or extended 70 beds hospital) in the last past Five (5) years. Witch include at least a complete Imaging department (X-Ray, CT, MRI, Ultrasound, etc...), Operating room, and laboratories

c. Electrical and mechanical engineer (2 Field engs)

Principal duties: he should Coordinates with the biomedical engineer to ensure that all needed connections required for the adequate installation of the equipment are in place. review the shop drawing prepared by the suppliers concerning the pre installation works. This shall ensure the needed step for the execution of works.

Qualifications: University degree in the field with at least 10 years of experience in building projects and at least three years of experience in the hospital sector. Should have worked in at least one project of similar nature within the last five years.

d. Client authorization

Any staff allocate to the project should have the client (CDR) authorization, the client have the right to refuse any staff, and the consultant should replace it within 15 days.