

Terms of References

for the selection of contractors and companies to complete the reconstruction of the outpatient department in Umm Al Rizam General Hospital in Eastern Libya

Procurement / Tendering procedure: 6100217-2025-001-ICF-ADH

Project title: Strengthening Health System Resilience in Eastern Libya: Advancing the Expansion of Umm Al Rizam General Hospital

Public tender procedure

Timeline

No	Description	Date / Days
1	Publication / sending date of the call for tender	06.05.2025
2	Site Visits possible with individual appointments	Between 16.05 to 25.05.2025
3	Deadline for the submission of the (final) offers	06.06.2025
4	Minimum validity period of the offers	60 days
5	Date of the opening of the offers/quotations	Until 11.06.2025
6	Planned evaluation date(s) of offers	Until 17.06.2025
7	Notification of contract awarding / Conclusion of contract	Until 24.06.2025
8	Proposed date for contract signing (a mere formality)	Until 01.07.2025
9	Deadlines for delivery of products or service	Max. 4 months after signing the agreement

Subject of the procurement:

The selection of contractors and companies to complete the reconstruction of the outpatient department in Umm Al Rizam General Hospital in Eastern Libya

The contact person for this tender and the site visit appointments is Mohamed Ouahi,

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1. About action medeor e.V. and the International Cloud Humanitarian Relief Health and Education Foundation (ICF)

The German Medical Aid Organization action medeor e.V. was founded in 1964 as a nonprofit association based in Germany with the mission statement that no human being should suffer from treatable or avoidable diseases. Holistic health care, which includes prevention, medical treatment and the supply of medicines, should be accessible to everyone, regardless of their economic, geographical and social situation or their origin. With two branches in Tanzania and Malawi action medeor provides essential medicines and medical supplies of assured high-quality healthcare. action medeor is committed to health promotion, qualification of health personnel and support of people without access to appropriate health care in the areas of medical assistance and disaster relief, pharmaceutical expertise, humanitarian assistance and development cooperation. For further details, please visit our website: <https://medeor.de/en/>

The International Cloud Humanitarian Relief, Health, and Education Foundation (ICF) is a turkey-based INGO founded on the principles of humanity, impartiality, neutrality, and independence. ICF is committed to alleviating the suffering of vulnerable people by integrating AI-enabled technology into its projects and operations. ICF addresses both immediate needs and long-term recovery, ensuring that interventions are not only timely but also autonomous, sustainable, and scalable. This advanced approach empowers ICF to respond swiftly to emergencies, deliver essential health services, and provide educational opportunities that foster community resilience. On the ground, we work closely with local partners to ensure that our interventions are culturally appropriate and sustainable.

ICF key strengths are based on using technology to enhance the reach and effectiveness of humanitarian aid on one hand; and on the other hand, on collaborating with international organizations, governments, and local NGOs to maximize impact. ICF's impact is visible across multiple regions where we have been active. Our work has resulted in:

Saving Lives in Crisis Zones: Through rapid response operations in conflict zones like Gaza, Syria, Afghanistan and Yemen, ICF provides lifesaving aid to thousands of individuals, including food, water, and medical care.

Building Resilient Communities: In African Countries, ICF long-term programs focus on rebuilding local infrastructure, enhancing health services, and promoting education, thus empowering communities to recover and thrive post-crisis.

Innovative Solutions: By implementing AI-powered tools, ICF has significantly reduced the time it takes to identify and respond to emerging crises, ensuring that aid reaches those in need more quickly and efficiently.

For further details, please visit our website: <https://icf.org.tr/index.html>

2. Background information

The International Cloud Humanitarian Relief Health and Education Foundation (ICF), in partnership with action medeor, health district office in eastern Libya and Umm Al Rizam General Hospital management, is implementing a six-month project (May – October 2025) to complete the construction of Umm Al Rizam General Hospital (Coordinates: 32.53323, 23.00817). This initiative aims to address healthcare needs in a region severely affected by prolonged conflict, deteriorated infrastructure, and limited access to medical services.

Umm Al Rizam General Hospital serves as a critical healthcare facility for a large and underserved population. The town itself is home to approximately 60,000 residents, with an additional 140,000

people living in the surrounding areas. This considerable catchment area underscores the hospital's vital role in delivering essential medical care to communities across Eastern Libya.

The project involves completing the reconstruction of the outpatient department at Umm Al Rizam General Hospital, which will accommodate twelve specialized outpatient clinics. In addition to the construction work, the department will be furnished with essential furniture and equipped with basic medical equipment. To further strengthen the quality of healthcare services, the project will also include a capacity-building program, providing medical training for local staff to enhance their knowledge and clinical skills.

3. Description of the goods/services/trade or construction work

Type: Construction work

This Terms of Reference (ToR) outlines the responsibilities of the selected contractor for the completion of the outpatient department at Umm Al Rizam General Hospital. The contractor will be responsible for executing the following core activities:

- Completion of all internal and external building components, including walls, ceilings, and flooring.
- Installation of mechanical and electrical systems, including HVAC, plumbing, lighting, and power supply.
- Restoration and upgrading of critical infrastructure, such as fire safety systems, insulation, sanitation facilities, and access pathways.
- Delivery and installation of essential furniture and basic medical equipment.

All work and deliverables must ensure the full operational functionality of the outpatient department. The execution must adhere to recognized local and international healthcare infrastructure standards, guaranteeing quality, safety, and long-term usability.

Alternative offers are not accepted.

a. (If applicable) Bill of quantity / description of the service

The bill of quantity can be found in Annex A. It includes the description of all of the articles, as well as the unit and quantities demanded.

b. Division into lots

The products are not divided in lots.

4. Application process, formal and technical requirements

This procedure is a public tender procedure.

a. Instructions for the bidder

- All correspondence and documents related to the quotation procedure, contracts and reporting must be made in English.
- All bids must be submitted until **06th June 2025**.
- Offers to be sent by e-mail to the ICF Procurement Department: procurement@icf.org.tr titled with the subject: 6100217-2025-001-ICF-ADH

- Please send all further questions and inquiries to the following address: procurement@icf.org.tr . The deadline for submitting questions is 23 May 2025.
- To maintain equal treatment among the bidders, all questions and answers asked before the submission deadline will be transferred to all applicants.
- The price of the offer must be indicated in **Euro**.
- Offers must include all taxes, logistical and transportation costs as well as any other fees that may be incurred.
- Sub-contracting is not allowed, and this will be ground for excluding the offer.
- The bidder can withdraw and change its offer at any time until the deadline for the submission. All offers sent at the time of the submission deadline are final and binding.

b. Formal requirements

The bid must contain the following documents

- The offer, signed by the person in charge and with the date of validity of the offer, insofar as the binding period is longer than required.
- Submission in clearly scanned PDF files, in English to procurement@icf.org.tr , titled with the subject: **6100217-2025-001-ICF-ADH**
- A site visit as per the annexed form is mandatory prior to bid submission to ensure a clear understanding of the project location and conditions.
- **The list of documents is summarized in the table below:**

No	Description
Filled, signed and stamped of:	
1	Detailed financial offer
2	Company Profile – <i>It should include details on</i> <ol style="list-style-type: none"> 1. Registration documents (including Tax certificate) 2. Relevant work experience. 3. At least 3 contact details of references from recent experience 4. Financial position (annual turnover and new Bank Account Letter, bank account statements, and an unconditional bank guarantee amounting to 5% of the bid value, valid for 120 days from the date of bid opening) 5. List of assets 6. CVs of potential engineer(s) in charge of the project
3	Annex A - Bill of Quantities (BoQs) signed and stamped
4	Annex B – Project management Plan: <i>The submission must include a comprehensive plan that explicitly addresses the following mandatory elements:</i> <ul style="list-style-type: none"> – Project’s implementation timeframe. – Technical soundness and efficiency of the construction approach (phasing, logistics, integration) – Specifications and description of materials to be used for the reconstruction work – Quality Assurance and Control Plan – Compliance with Technical Specifications
5	Annex C - Contractor declaration
6	Annex D - Contractor declaration of honour
7	Annex E - Anti- fraud and corruption declaration
8	Annex F - Site visit confirmation form

c. Technical requirements

This tender is addressed to registered **companies and contractors in Eastern Libya** to complete the reconstruction of the outpatient department at Umm Al Rizam General Hospital.

Bids must comply with the technical requirements listed above in 4.b for companies that meet the eligibility criteria listed below in chapter 5.

According to legal stipulations, we will exclude after formal and technical review:

- offers received after the submission deadline
- offers where the changes made by the bidder are doubtful
- offers without prices
- offers that do not meet specifications outlined below **in chapter 5**

5. Bidder Eligibility

This tender addresses contractors and companies in Eastern Libya. Bidders must meet the following eligibility criteria to be considered for the award:

- *Registered and based in **Eastern Libya**.*
- *With at least 3 proven successful experiences with international organizations and big local institutions and companies*
- *With successful completion of at least three projects on a similar scale*
- *In stable financial position, to be proved by the annual turnover report and Bank statement*
- *Acquisition of essential equipment and assets*
- *Availability of qualified engineers and staff.*

Under applicable law, bidders that do not meet these criteria must be excluded from the tendering process at this stage.

In addition, bidders must be excluded if the contracting authority/buyer becomes aware that a person whose conduct is attributable to the bidder's company has been convicted of criminal offence by a court or if a fine has been imposed on the company for a criminal offence or if proceedings are currently pending.

6. Incomplete offers

If offers are incomplete:

- ☐ the bid will be excluded from the evaluation process.
- ☒ the tenderer will ask the bidder to complete their offer within 3 working days after this request is made. If the offer is still incomplete after this deadline, the offer will be excluded from the evaluation process.

7. Evaluation and award criteria

- ☐ The contract is awarded to the offer with the lowest price.
- ☒ **The award will be made according to the best price performance ratio considering the following criteria:**

No	Description	Maximum Points
1	Total Price (<i>Lowest offer = highest score, linear gradation</i>)	60
2	Quality	
2.1	Project management Approach (<i>Technical soundness and efficiency of the construction approach (phasing, logistics, integration)</i>) <i>5 points: plausible but lacks details</i> <i>10 points: Fully developed project management plan with timeline, risk analysis, and well-defined adjustment strategies for potential delays.</i>	10
2.2	Quality Assurance and Control Plan (<i>Existence of a clear QA/QC system during construction (testing procedures, site inspections)</i>) <i>5 points: basic QA/QC</i> <i>10 points: detailed QA/QC plan</i>	10
2.3	Compliance with Technical Specifications (<i>Full compliance with all minimum technical requirements in the tender record</i>) <i>5 points: meets minimum specifications</i> <i>10 points: exceeds specifications</i>	10
2.4	Quality of materials to be used (<i>full description and details needed</i>) <i>5 points: meets minimum standards and quality</i> <i>10 points: meets high level of quality</i>	10
		100

The successful bidder will be informed by written award notification. Through this notification, the contract is concluded and becomes legally effective.

8. Contracting conditions

a. The contract

The contract is included in the annex G. By submitting your offer, you agree to its terms. Divergent contractual conditions such as delivery periods, payment modalities, etc. are inadmissible and cause the exclusion of the bidder. The conclusion of the contract occurs at the award of the bid. The signing of the contract, done after the award of the tender, is only a mere formality.

b. Defects

In the event of delivery of defective or inadequate products or services, the tenderer shall be obliged to replace them within a maximum of two weeks from the date of detection of the defect and the tenderer shall be obliged to bear all costs of analysis and destruction of the defective products. The organization, in turn, undertakes to report any defects to the contractor without delay after becoming aware of them.

c. Payment conditions

Payment will be made in euros after fulfillment of the contractual obligations within 10 working days after the presentation of the invoice, the report of reception and after the products have been verified and no recognizable defects have been found.

Further information on the payment conditions can be found in the contract in the annex G.

d. Cancellation or modification of the procedure

Changes to deadlines or the ToRs, as well as a transfer back to a previous state of the procedure are possible at any time.

A cancellation, transfer back or modification to the procedure is possible at any time and may occur, for example if:

- the bidding procedure has been unsuccessful, for example if no qualitatively or financially worthwhile quotations have been received or there has been no response at all,
- the economic or technical parameters of the project have been fundamentally altered,
- exceptional circumstances or force majeure render normal performance of the project impossible, or all technically compliant quotations exceed the financial resources available,
- there have been irregularities in the procedure, in particular if these irregularities have prevented fair competition
- modifications to the requirements of the German public grant authorities require an adjustment or cancellation of the tender procedure

In the event of the procedure's cancellation, ICF will notify the contractors. If the quotation procedure is cancelled before any bid has been opened, all data will be deleted.

In no circumstances is ICF liable for damages, whatever their nature (in particular damages for loss of profits) due to the modification of the procedure or the cancellation of a bid, even if ICF has been advised of the possibility of damages. The publication of a procurement notice does not commit ICF to implement the program or project announced.

Annexes

- Annex A** - Bill of Quantities (BoQs),
- Annex B** - Project management Plan,
- Annex C** - contractor declaration
- Annex D** - contractor declaration of honour,
- Annex E** - Anti- fraud and corruption declaration
- Annex F** - Site visit confirmation form,
- Annex G**- the contract