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| **Terms of Reference for**  **Long Term Agreement for water trucking services for vulnerable population in townships in Yangon**  **Section in Charge**: WASH  **How does the service relate to work plan:** To enable UNICEF to swiftly respond within a few hours to water shortage or disruption of water services in the event of an emergency situation. **The expected output of this action is to provide safe drinking water through water trucking/distribution of purified drinking water to at least 3,000 to 5,000 households in Yangon.**  **Outcome reference**: 202- By 2022, families and institutions in 7 high burden States and Region of Myanmar have equitable access to and utilize safe, affordable, adaptive, adequate and equitable WASH services across the lifecycle, especially the most vulnerable children and women.  **Output reference**: 202/005- WASH in Emergencies: By 2022, GoM and CSOs have increased capacities in emergency preparedness and service delivery to ensure girls, boys and women have access to safe and reliable WASH facilities in humanitarian situations |
| 1. Background:   Water trucking/distribution of purified drinking water is a measure taken during emergencies and in humanitarian response during scarcity period and during disruption of water services when population loses access to improved water supply or are unable to afford to pay for safe drinking water. UNICEF had contracted private contractor to deliver water at the IDP sites and it was distributed at the IDP camps through partnership with CSO partners. Water trucking response was limited to the IDP camps who are dependent on humanitarian services. As part of the contingency planning for any unforeseen situation, UNICEF is working closely with WASH Cluster to put in place preparedness measures to distribute water to the most vulnerable population in case of disruption of services or inability to pay. Water supply services could potentially get disrupted if there is shortage of fuel, limited staffing, consumables and supplies for operation and maintenance of water system. Some vulnerable communities such as people living in informal settlements buy water from vendors. Some of them may also lose livelihood and income, may not be able to afford buying of water from vendors/market. Thus, in anticipation of potential disruption of water services and inability to pay for water by the most vulnerable population, UNICEF is seeking to obtain proposal from private sector to deliver water by truck/purified drinking water in case the services are required.  UNICEF requires the service of a contractor/service provider to deliver potable water to at least **15,000-25,000 people** (3,000 to 5,000 households) in any of the list of any prioritytownships in Yangon (attached in Annex 1.0 or other townships in Yangon) by water trucking/purified water bottle on a daily basis for between 75 - 90 days in 2021.  Based on the need; if and when it arises, UNICEF will ask the contractor/service provider to immediately deliver water services within few hours of the disruption of water services. Water trucking services/distribution of purified water bottle will target vulnerable population whose services are disrupted, who cannot afford to buy safe drinking water and who do not access to any other improved water source such as protected hand pump/dug well/tube well which has not dried up.  The contractor/service provider is expected to be ready to be mobilised if there are any urgent needs. Exact number of quantity water needed will depend upon population to be served and duration of the need.  As preparedness measure, UNICEF is inviting water service provider/contractor to submit proposal to establish long term agreement (LTA) with UNICEF. An LTA is an arrangement entered into with a supplier/suppliers to secure the supply of a service (LTAS) over a period of time.  LTAs are described as:  a) entered into in good faith by UNICEF with one or more suppliers;  b) established to be valid for a defined period of time up to 2 years  c) used for procuring services such as water trucking or distribution of purified drinking water for which UNICEF is anticipated to have repetitive need |
| 1. Objective   To deliver drinking water by truck/distribute purified drinking water to vulnerable population with disruption in water services and to prevent disease outbreak. The contractor will be requested, during emergency events, to deliver drinking water from specified sources to affected populations. Water source will have to identified and treated water/purified water will have to be provided by the contractor. Necessary Instructions on the quantity of water, and number of needed tankers/ numbers of purified drinking water bottle will be given by the UNICEF at the outset of the emergency. The coverage area will be different townships at Yangon.  In order to meet the above objective, UNICEF intends to establish exclusive (2+1 years) time-bound multiple LTA through competitive bidding process. |
| 1. **Scope of Services** 2. The service provider will put in place water trucking transportation and operational support requirements for the daily provision of treated fresh water/purified drinking water to any of the townships in need in Yangon. *Although, the list of townships is long and exhaustive; actual delivery of water might be required for few townships based on the situation and the need. The population who are in dire need will be jointly identified in coordination with the WASH Cluster and other relevant partners. Bidders should express interest to deliver water trucking services/delivery of purified drinking water in respective townships based on their presence and operational capacity.* 3. The service provider is expected to provide treated water trucking service for at-least **112 m[[1]](#footnote-2)3/112,500 litres/ 24,725 gallons** per day and transport water in a range up to the longest distance within Yangon. First batch delivery must commence within 3 hours of receipt of written request in area that is accessible by road access from any nearest treated water source/drinking water factory. 4. The service provider should ensure that the water distributed to the population is free from microbiological/fecal and chemical contamination and must meet water quality National Drinking water quality standards per attached Annex 2.0. Water quality must meet all acceptable parameters for quantity and quality. Water quality will be tested. If the parameters are not met, the delivery can be refused, and no payment shall be made against the rejected delivery. 5. The service provider will work under regular guidance and support of UNICEF WASH programme and its implementing partners. 6. The service provider will maintain UNICEF and/or donor visibility related to the water trucking activities in accordance with existing guidelines. 7. The service provider should communicate to UNICEF WASH field officer at least 48 hours in advance in case of major challenge of any unforeseen breakdown or any situation likely to lead to inability to deliver the required water services so as to make alternative arrangements.   **Estimated water quantity**  Minimum quantity of water needed per day is 112 m3 per day per township and maximum can range up to even 500-1, 000 m3 per townships in case of dire need. However, higher limit of water needed is not binding on UNICEF to procure higher limit of water, but bidders must have the capacity to deliver water services in case the services are needed.  **Note:**   * *Once the proposal with quotation is received and LTA established, it is not BINDING on UNICEF to enter into contract with the supplier. However, if the services are required UNICEF will issue Purchase Order based on the need.* |
| 1. Management of Activities   **Service Provider**   1. Service provider must liaise with UNICEF WASH Officer/ implementing partner to agree on operational details of water supply to targeted communities in advance of requirements. 2. Service provider must provide treated water. The service provider must have foreseen those scenarios and the cost should be included while submitting their financial proposals. Moreover, the service provider is expected to monitor the availability, include cost of treatment and quality of water source. 3. Service provider must also provide one or two numbers of 20 liters transparent water container for each household. Cost of each container must also be included in the financial proposal. 4. Service provider is responsible for identifying the water source, treatment, transportation and distribution of purified/treated drinking water under the supervision of UNICEF and partner field monitor and supervisors. 5. Service provider must deliver the required quantities of water (in liters) per day to one or several locations of Yangon. No payment will be made for excess water delivered or amounts delivered without prior approval from UNICEF WASH focal point. The service provider should factor losses due to spillage/leakage into daily water demands to each of the locations to avoid delivering water quantities short of actual demand. 6. The service provider is responsible for the equipment, management and running of the trucks or any other mean of transportation as well as technical rehabilitation and equipment to ensure water delivery is done in time. 7. If the quality of the water deliver does not conform to the quality criteria, it will be rejected by UNICEF/partner and the supplier will be responsible to substitute the water rejected with the same amount of water of desired quality within 24 hours. 8. The service provider will identify one focal person per location to ease communication with UNICEF and its implementing partner in case of need. 9. Although it will be responsibility of the service provider to identify and provide water source, water sources will have to be agreed by UNICEF WASH programme and community leader in advance of starting operations based upon quality and quantity of water available. This will require a joint visit at the beginning of implementation which will also ensure quality of the water. The service provider will be informed accordingly of the locations. 10. A joint delivery form (annex A) will be signed by service provider and implementing partner at point of receipt for each delivery and will be used as evidence for monthly payments. 11. UNICEF focal point/partner or community leader will be available for joint assessment of the areas of intervention with the service provider to check the condition of the context |
| 1. Duration (including potential extension~~)~~:   The proposed service contract will run for between 75- and 90-days water trucking/distribution of purified drinking water per location depending on length of emergency and needs in each location. |
| 1. Supervisor:   The service provider will directly report to the UNICEF staff and UNICEF hired field monitors based in Yangon. |
| 1. Procurement Modality  * Service provider will have to submit technical and financial proposals in separate envelopes within three after the pre-bid meeting. * Based on their capacity and area of operation, each bidder has the option to submit proposal for townships in one townships or multiple townships of Yangon. The quotation must be inclusive of the transportation cost.   Proposal reviews will be performed by the Supply team and any negotiation of prices done with service provider in the presence of UNICEF WASH teams and **it** will be based on realistic cost estimation.   * The recommended service provider will be contacted by UNICEF supply team and whenever there is need for water trucking services, bidder will be issued purchase order with estimated quantities of water per township for 75-90 days period in 2021. |
| 1. Bid Requirements:   Completion of Annex B – Technical Bid  Completion of Annex C – Financial Bid |
| 1. Evaluation criteria   The overall technical and financial proposals will be evaluated based on 60 (Technical) :40 (financial) scores, following the criteria set in the table below. The currency of this proposal shall be in **MMK.** **All quoted prices/rates must be exclusive of all taxes since UNICEF is exempted from government taxes, levies and duties.**   |  |  |  |  | | --- | --- | --- | --- | | A | Technical proposal |  |  | |  | TECHNICAL CRITERIA | TECHNICAL SUB-CRITERIA | Points | | 1 | Completeness of requested administrative and qualifications documents | * Company Profile * Company structure with staffing * Location of drinking water factories owned by the bidder in Yangon | 5 | | 2 | Proven Experiences | * Number of years as water trucking/distribution of purified drinking water or similar service with evidences provided. * Capacity of producing purified drinking water at-least 120 m3 per day * Certification of drinking water company/Water quality testing protocol in line with HACCP * List of ongoing services or similar nature with reference provided where feasible. | 30 | | 3 | Operational Capacity (Truck, equipment, materials and staff) | * Photos and list of vehicles owned by the firm / or on contract with company with technical specifications such as loading capacity to be provided. * List of equipment and materials to be used * List of key personnel proposed for the management team for coordination with UNICEF and implementing partners * List of key personnel proposed for the operational team for ensuring technical competent, local knowledge, quality assurance, harmonizing with the agreed plan between implementing partners and timely delivery of the services * Alternative solution for unforeseen scenarios when the services are not able to provide in timely manner. | 25 | | Total Points for Technical Proposal: | |  | 60 | | Only proposals which receive a minimum of 40 points for technical evaluation will be considered for financial evaluation | |  |  | | B | Financial proposal |  | 40 | | Grand total (A + B) | |  | 100 |     **Minimum qualifying score for technical proposals is 40 points**  The total number of points allocated for the financial component is 40 points. The full score will be given to the bidder quoting for the lowest price in their financial proposal that is opened and compared to the other technically compliant bidders who passed the technical evaluation. All other financial proposals will receive points in reverse proportion to the lowest price submitted; e.g.:  Max. score for price proposal (e.g. 40) \* Price of lowest priced proposal  Score for price proposal (X) = -----------------------------------------------------------------------------------------------  Price of proposal X  The contract will be awarded to the bidder that obtains the highest combined technical and financial scores, applying the best value for money principle. |
| 1. Proposal submission   By the nature of RFP (Request for Proposal), technical and financial proposal shall be submitted in two separate envelopes.   1. Documents to be provided in the technical proposal envelope are    * 1. Valid company registration (copy)      2. Signed and stamped cover letter for submission      3. Signed and stamped RFP      4. Signed and stamped TOR      5. Updated supplier profile form      6. Updated vendor profile form      7. Technical document as requested in evaluation criteria 2. Document to be provided in the financial proposal envelope is    1. Price proposal only.    2. BoQ of the unit price of delivered water per distance (attached) |
| 1. Team members for Technical Evaluation:    1. Kencho Namgyal, Chief-WASH    2. Khin Aung Thein, WASH Officer (Water Supply)    3. Robert Kizito Ojok, WASH Specialist    4. Htoot Min, WASH Officer (WASH in Emergencies)    5. Min Thein Soe, Contracts Officer |
| Payment Schedule & Fee:   * Service provider will be paid according to quantity and quality water delivered neighbourhood, which will be certified by the joint delivery form (annex A) signed off by implementing partner/ community leader or UNICEF focal point and service provider for each delivery. The joint delivery form must include actual quantity delivered, source location and travelling distance. * Payments will be paid on a monthly basis on submission of an invoice summarizing the total quantity of water delivered to respective sites at the rate defined within the financial proposal. Copies of all relevant joint delivery forms should be attached. The monthly submission will have to be signed from both UNICEF official or partner/field monitor and service provider. The offered rates must be all inclusive of any allowance for service provider’s staff, vehicle running expenses, maintenance and any taxes or local charges and well the transportation charges for delivering any location/township in Yangon. It is the responsibility of the supplier to make himself/herself familiar with these charges before he/she offers his/her rates. UNICEF shall make no payment to vehicle owners for any reason. The service provider must foresee all the cost throughout this project and should include into their financial proposal. * UNICEF shall make the payment/s directly into the supplier’s bank account as provided by the supplier. * A penalty of 5% will be charged against the contract value every time the service provider refuses to deliver water or doesn’t inform UNICEF/UNICEF partner in time as indicated on page #3 above. The fees shall be deducted during the next payment processing. |
| 1. Confidentiality:   All certificates, statement, information received by the service provider shall be treated as confidential and shall be delivered only to the UN authorized officials. |
| 1. Recourse: UNICEF Myanmar shall not be liable for any action, omission, negligence or misconduct of the security service provider’s employees, agents, servants, or subcontractors nor for any insurance coverage which may be necessary or desirable for the purpose of this contract, not of any costs, expenses or claims associated with illness, injury, death or disability of the security service provider’s employees performing work or services in connection with this contract. UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/ output is incomplete, not delivered or failure to meet deadlines, if one or more requirements established in this agreement is not met as described in the contract. |

**Annex 1.0** Tentative list of priority townships which might require water trucking

| **Sr.no** | **Name of Region** | **Townships** | **Bidder to indicate**  **Yes/NO**  *Depending on presence, capacity and interest to deliver water in the respective township in case water trucking service is need* |
| --- | --- | --- | --- |
| 1 | Yangon | Hlaing Tharyar |  |
| 2 | Shwe Pyi Thar |  |
| 3 | North Okkalarpa |  |
| 4 | South Okkalarpa |  |
| 5 | North Dagon |  |
| 6 | South Dagon |  |
| 7 | Dala |  |
| 8 | Twantay |  |
| 9 | Other townships in Yangon |  |

**Annex 2.0 MMS *2:2010, Myanmar National Drinking Water Quality Standard***

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| --- | --- | --- | --- | --- |
| Sr. | Parameter | Method of Testing | Units of Measurement | Value |
| 1. | Total Coliforms | Multiple Tube Fermentation Technique (MTFT)  **APHA 9221A** | MPN/ 100 ml | 0 |
| 2. | Faecal Coliforms | Multiple Tube Fermentation Technique (MTFT)  **APHA 9221E** | MPN/ 100ml | 0 |
| 3. | Taste | Sensory Evaluation Technique (Flavor Threshold Test (FTT), **APHA 2150C** | Acceptable / No objectionable taste |  |
| 4. | Odor | Sensory Evaluation Technique (Threshold Odor Test), **APHA 2150B** | Acceptable / No objectionable odor |  |
| 5. | Color | Spectro-photometric Single Wavelength, APHA 2120 C | TCU ( True Color Unit) | 15 |
| 6. | Turbidity | Nephelometric Method  **APHA 2130 C** | NTU (Nephelometric Turbidity Unit) | 5 |
| 7. | Arsenic | Hydride generation Atomic Absorption Spectrometric method  **APHA 3114B** | mg/L | 0.01 |

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| --- | --- | --- | --- | --- |
| **Sr.** | **Parameter** | **Method of Testing** | **Units of Measurement** | **Value** |
| 8. | Lead | Flame Atomic Absorption Spectrometric method , APHA 3111B | mg/L | 0.01 |
| 9. | Nitrate | Ultraviolet (UV) technique  APHA 4500 NO3- B | mg/L | 50 |
| 10. | Manganese | Flame Atomic Absorption Spectrometric Method, APHA 3111 B & C | mg/L | 0.4 |
| 11. | Chloride | Argentometric method  APHA 4500 Cl- B | mg/L | 250 |
| 12. | Hardness | EDTA Titrimetric Method  APHA 2340 C | as CaCO3 mg/L | 500 |
| 13. | Iron | Flame Atomic Absorption Spectrometric method , APHA 3111 B & C | mg/L | 1 |
| 14. | pH | Electrometric Method  APHA 4500H+B |  | 6.5 to 8.5 |
| 15. | Sulphate | Gravimetric Method, APHA SO4 2- D | mg/L | 250 |
| 16. | Total Dissolved Solids (TDS) | Dried at 180 °C  APHA 2540 C | mg/L | 1000 |

**Signature: XXXXXX**

**Name: XXXXXX**

**Title/Designation: XXXXXX**

**Company: XXXXXX**

**Stamp/Seal: XXXXXX**

**Date: XXXXXX**

1. 7.5 liters per person per day is the mminimum survival level of water and it is based on UNICEF’s core commitment to Children in Humanitarian Action [↑](#footnote-ref-2)