

REPORT OF INFORMATION MEETING

PUBLICATION REF: RSCP/LB/CALL/003 CIG Z402DF9082

Local Open Call for Tender:

“Improvement of Urban Water Management in the Southern Suburb of Beirut”

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1. Timetable

	DATE	TIME	VENUE
Publication of contract notice	05/10/2020		
Deadline for submission of tenders	04/12/2020	h. 04:00 p.m.	
Informative session	19/10/2020	h. 10:30 a.m.	Skype meeting

2. Participants

AICS Participants

Name	Title
Ms. Marie Helene Kassardjian	Programme Officer Social Sector
Ms. Sara Pagin	Administrative & Finance Manager MADAD-RSCP
Mr. Chadi Salem	Infrastructure Engineer

Southern Suburb Union of Municipalities Participants

Name	Title
Mr. Mohamad Dergham	President of the Union of Municipalities
Mr. Ali Saleh	External consultant

Other Participants

No.	Name of Contractors/Companies
1	Yamen Est. for general Trading and Contracting
2	Hanna Khoury & Brothers. Co. Sarl
3	Abniah
4	AKSA for Trading & Contracting

5	Lebanese Engineering Masonry Company “Lemaco”
6	Al Bonyan Company for Engineering and Contracting S.A.R.L.

3. Minutes

The informative session was held on line through skype, given the critical health situation of the country due to Covid-19.

As per instructions of paragraph “9. *Information meeting and/or site visit*” of the document “*Additional information about the Contract Notice*”, attendance was allowed only to tenderers booking their participation at the Programme e-mail address infolebanon@rscp-madad.org.

All the fifteen companies that contacted us during the period from 05 October 2020 (date of publication of the tender) until the morning of 19 October 2020 (date of the info session), expressing their wish of participating into the info session and/or into the site visit, received an e-mail requesting to provide their skype contact to participate into the info session, in case they had not provided already.

Six companies attended the info session, as the others did not reply to the e-mail or gave a contact that was not accessible. The meeting was attended also by the above mentioned representatives from the Southern Suburb Union of Municipalities and from AICS.

The info meeting planned at 10:00 a.m. on Monday 19 October 2020 was postponed to 10:30 a.m. to ensure the participation of those who expressed their wish to participate during the week-end or on the same morning of the session.

The session started with an introduction from Ms. Kassardjian, followed by presentation of all participants that introduced their names and the names of the companies they were representing.

Thereafter, Ms. Pagin presented all the documents forming part of the dossier of the call for tender, by sharing the screen during the explanation.

Specific attention was raised to the document “*Volume 1, Section 1: instructions to tenderers*”, highlighting the following paragraphs: 1.2, 3.3, 3.6, 4, 6.1, 8.1, 10.2, 11.1 and related sub-paragraphs, 12, 15, 17, 21, 22 and 24.

Under paragraph “12. *Information / documents to be supplied by the tenderer*” it was underlined that the offer must include a tender guarantee (para. 12.1.12 and para. 15) and the original site visit certificate that will be provided to the companies participating into the compulsory site visit (para. 12.1.13), as well as that all the documents shall be signed and stamped (para. 12.1.14) by the representative of the bidder, whose power of attorney empowering the person shall be proved with copy of the most recent relevant document (para. 12.1.5).

With regard to paragraph 17.2, it was clarified that the technical and financial offers must be placed in two separate sealed envelopes, marked respectively “technical offer” and “financial offer”. The envelopes should then be placed in another sealed envelope/package.

With regard to paragraph “21. *Opening tenders*”, it was clarified that the modality to allow participation into the opening session will be further clarified in the website of the Programme <http://rscp-madad.org/en/Tenders>, to take into consideration the COVID-19 emergency situation.

With regard to paragraph “22. *Evaluating tenders*”, attention was drawn to document “*Volume 1, Section 5: Administrative Compliance Grid, Evaluation Grid, Technical Evaluation Grid*” containing the grids that will be used by the evaluating committee, to ensure full transparency of the procedure and evaluation criteria, along with their specific score.

It was highlighted that tenderers must acquire at least 70% of the maximum technical score to be considered for the financial evaluation (para. 22.2) and that the most economically advantageous tender will be the technically compliant tender with the best price-quality ratio, established by weighing technical quality against price on a 60/40 basis, as per score indicated in the above mentioned technical evaluation grid (para. 24).

Given the feature of the tender, requiring at least 25% of the total project cost to be spent on man-power / labour, managed in accordance with the guidelines on Employment Intensive Projects, it was underlined that one of the preferred requirement is relevant to the possession of certifications for trainings relevant to the management of Cash For Work / Employment Scheme procedure (para 12.2 sub 1.1.2).

All the documents that shall be filled in and/or produced by the bidders (i.e. from *Volume, 1 Section 2 to Volume 1, Section 4, Forms 4.6.1 to 9*) were presented one by one and briefly explained.

It was explained that Volume 2 is relevant to the contract and relevant annexes that will be signed with the awarded bidder. It was suggested to read these documents, to be familiar with the content of the contract that shall be submitted to the awarded company, given that, by participating to the bid, bidders are committing themselves with a tender guarantee to accept the contract if their offer is awarded.

Attention was drawn to art. 5 of “*Volume 2, Section 1: Contract Form*” stating the minimum Lebanese labour and social security laws that the awarded tenderer shall abide to, and to art. 44 of “*Volume 2, Section 3: Special Conditions*” indicating the table of instalments payments.

The documents forming part of “*Volume 4 Financial Offer Templates*” were presented and explained by Mr. Salem, with specific attention to the Bill of Quantities.

The last documents forming part of the tender dossier, namely “*Volume 3 Technical Specifications*” and “*Volume 5 Design Documents, Including Drawings*”, shall be presented during the organised compulsory site visit.

It was in fact pointed out that the tenderer is obliged to visit the site of the works (para 6.1 and 6.3 of the document “*Volume 1, Section 1: instructions to tenderers*”).

During the session it was asked whether it would be possible to receive the Bill of Quantities, which in the tender dossier is in Word, in Excel format. For the time being, this is not possible. Should there be any change, they shall be communicated into RSCP website: <http://rscp-madad.org/en/Tenders>.

Participants into the session were strongly encouraged to submit any request of information/clarification in regard of the tender dossier, its documents and formats, the procedure for submission as well as any other clarification that may deem appropriate, to the following e-mail: infolebanon@rscp-madad.org.

4. Supplementary information

The day after the info session, on Tuesday 20 October 2020, due to the increased emergency issue related to the Covid-19 pandemic, the Contracting Authority contacted by e-mail all the entities that participated into the info session, as well as all those who, through e-mail to infolebanon@rscp-madad.org expressed interest into participating into the compulsory site visit (para. 9 of the “*Additional information about the Contract Notice*”) to inform that the site visit foreseen on 21 October 2020 was cancelled and postponed to further date, with further relevant information about the rescheduled date to be made available the following week in the listed websites:

RSCP website <http://rscp-madad.org/en/Tenders>

AICS Beirut <https://beirut.aics.gov.it/home-ita/opportunita/avvisi-forniture/>

AICS Rome <https://www.aics.gov.it/home-ita/opportunita/avvisi-forniture/avvisi-forniture-2020/>

The same information was promptly published in the above mentioned sites to inform any entity wishing to participate into the site visit.

Any participant wishing to provide any integration to this report, can submit them to the following e-mail: infolebanon@rscp-madad.org before 30 October 2020.