

REPORT OF INFORMATION MEETING

PUBLICATION REF: RSCP/LB/CALL/004 CIG ZD82EB7C7F

**Local Open Call for Tender:
“Qartaba Concrete Water Channels”**

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1. Timetable

	DATE	TIME	VENUE
Publication of contract notice	13/11/2020		
Deadline for submission of tenders	12/01/2021	h. 04:00 p.m.	
Informative session	01/12/2020	h. 10:15 a.m.	Skype meeting

2. Participants

AICS Participants

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

Jbeil Union of Municipalities Participants

Name	Title
Mr. Michel F. Khalifé	Architect, Chief Director of the Engineering Office

Other Participants

No.	Name of Contractors/Companies
1	AKSA for Trading and Contracting
2	ARCC
3	CHS design & construction sarl
4	Danash Contracting & Trading Co.

5	Green Art s.a.r.l
6	Maalouf Trading Company
7	Nicolas Srouji Est. For Contracting NSE

3. Minutes

The informative session was held on line through Skype, given the critical health situation of the country due to COVID-19, on Tuesday 01 December 2020, instead of the initially planned date of 24 November 2020, due to internal logistic issues of AICS Beirut Office.

Information relevant to the postponement of the site visit was made available in the following websites:

Programme 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/>

As per instructions of paragraph “9. Information meeting and/or site visit” of the document “Additional information about the Contract Notice”, attendance should have been allowed only to tenderers booking their participation by sending a request of contact to the at the AICS Office Skype contact address aics.beirut@gmail.com. However, given that most of the companies sent an e-mail to the above mentioned address and/or to the Programme e-mail address infolebanon@rscp-madad.org, it was decided to include also these companies to the Skype group created for the informative session.

Out of the thirteen companies that were included in the informative session Skype group, having provided an accessible unique Skype contact address, seven companies attended the meeting, as the others did not accepted the incoming call. The meeting was attended also by the above mentioned representatives of AICS and of the Jbeil Union of Municipalities.

The session started at 10:15 a.m. 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 Eng. Salem, with specific attention to the Bill of Quantities. Eng. Salem explained the content of each template and how they shall be filled in. It was also clarified in detail how to report information relevant to man-power value when filling in forms “*Volume 4.2 – Bill of Quantities*”, “*Volume 4.3 – Price Schedule*”, “*Volume 4.4 – Labour Schedule*” and “*Volume 4.5 – Detailed Breakdown of Prices*” of the “*Volume 4 Financial Offer Templates Unit Price Contract*”.

Eng. Salem informed the participants that the asphalt of the roads is not included in the scope of works and it will be executed by the Union of municipalities.

He also reminded the participants about the financial conditions of the EU MADAD funds with regard to the labour costs and distribution between Lebanese and Syrians, the average number of daily labours on site and the cost of equipment, pointing out that the aim of the project is to pay daily fees for workers rather than paying machinery rental cost to execute the works, and that it is advisable to select workers from the project area.

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 clarifications were required in regard of para. 44.1 “*General principles for payments*” of “*Volume 2, Section 2: Special Conditions*”, to better understand whether the method of payment will be using the so called “fresh money” currency.

Ms. Pugin clarified that the paragraph “*An amount not exceeding 50% of the total amount of the contract shall be paid as local transfer from a Lebanese bank account to the Lebanese bank account mentioned in the financial identification form completed by the contractor. This modality of execution will be used to execute the payments of the first instalments up to the first 50% of the total amount of the contract.*” was included to clarify that at least 50% of the payments will be done using the so called “fresh money” currency, but this method will be applied once that 50% of payments have already been executed using “non-fresh money” currency.

In reply to a question about the minimal required labour cost of 25% of the total project cost, AICS team pointed out that each contractor has to pay the fees of his staff as per the relevant labour laws

principles, and that the total labour cost for both skilled and un-skilled labours shall exceed 25% of the total project cost, condition that will be verified during the bids evaluation and also during the implementation of the project.

It was asked whether it is possible to provide documents already available by the company listing their experience, as annexes of “*Form 4.6.4 Experience as contractor*” (“*Volume 1, Section 4 Questionnaire contents*”), instead of filling in the form.

Ms Pugin replied positively, provided that the documents submitted state the same information required by the form in a clear and direct way, with no need of the evaluators to interpret the information that are provided.

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.

Information was given that any update in regard of the tender, such as deadlines postponements and answers to request of information shall be communicated in the following websites:

Programme 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/>.

Participants into the session were also encouraged to participate to the compulsory site visit that will be held on 02 December 2020 and that Covid-19 safety regulations shall be respected during the visit.

Any participant wishing to provide any integration to this report can submit them to the following e-mail: infolebanon@rscp-madad.org before the 11 December 2020.