

## REPORT OF SITE VISIT

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
<b>Publication of contract notice</b>	13/11/2020		
<b>Deadline for submission of tenders</b>	12/01/2021	h. 04:00 p.m.	
<b>Informative session</b>	01/12/2020	h. 10:15 a.m.	Skype meeting
<b>Site visit</b>	02/12/2020	h. 10:00 a.m.	Qartaba Municipality and site of works

### 2. Participants

#### AICS Participants

Name	Title
Ms. Marie Helene Kassardjian	Programme Officer Social Sector
Mr. Chadi Salem	Infrastructure Engineer
Mr. Georges Cherabie	Infrastructure Engineer

#### Jbeil Union of Municipalities Participants

Name	Title
Mr. Michel Khalife	Architect, Chief Director of the Engineering Office
Mr. Elie Merhej	External Surveyor / Survey Experts

Qartaba Municipality Participants

Name	Title
Mr. Abdo Sakr	Responsible of Civil/Construction Works

Other Participants

No.	Name of Contractor / Company
1	AHLCO - Abou Halloun Construction
2	AKSA for Trading and Contracting
3	ARCC – Abdel Raouf Chbaro Co.
4	Al Bonyan Company for Engineering and Contracting
5	CHS design & construction s.a.r.l.
6	Danash Contracting and Trading Co.
7	Gitani Brothers s.a.r.l.
8	Green Art s.a.r.l.
9	Jean El Khoury Development s.a.r.l.
10	Maalouf Trading & Contracting s.a.l.
11	MA Contracting & Trading Est.
12	Al Madar trading and constructing
13	Al Moustafa Co. for trading and contracting
14	Nicolas Srouji Est. For Contracting NSE
15	Rock Trading & General Contracting s.a.r.l.
16	Est. Saba Makhoulf for trading and contracting s.a.r.l.
17	Société Asphalt Hamat
18	Societe Ghazzawi & Taleb s.a.r.l.
19	TRUST Contracting & Trading

### 3. Minutes

The site visit was held on 02 December 2020 as scheduled and it was organised in line with instructions of paragraph “9. *Information meeting and/or site visit*” of the document “*Additional information about the Contract Notice*”.

Twenty Four (24) companies booked their participation. Twenty (20) people from nineteen (19) companies out of the above mentioned ones attended the site visit. The meeting was attended also by the above mentioned representatives from Jbeil Union of Municipalities, Qartaba municipality and AICS.

The following five (5) companies did not participate to the site visit:

No.	Name of Contractor / Company
1	Al Jihad for Commerce and Contracting SAL (JCC)
2	Al Motawassetta Company For Trading and Contracting
3	National Construction Company LTD
4	Sight Engineering Company s.a.r.l.
5	Vertex Group

The site visit started on Wednesday 02 December 2020 at 10:00 a.m. at the meeting point, a hall put at disposal and situated in Qartaba Municipality building, in the main square of Qartaba village.

The session was opened by Mr. Michel Khalife who welcomed the participants and briefly introduced the project, followed by an overview about Qartaba village presented by the surveyor Mr. Elie Merhej who exposed the topography of Qartaba village and the constraints faced by the local population with regard to rainwater drainage from the roads.

Thereafter, all participants presented themselves by introducing their names and the names of the companies they were representing, and an attendance sheet was circulated to collect the contact details of the participants. Attendance site visit certificate will be provided to each participant, as this certificate will form part of the compulsory documents to be submitted with the offer, to ensure eligible participation into the tender.

Subsequently Engineer Chadi Salem presented, using the projector and the screen provided by Qartaba Municipality, the drawings that form part of the “*Volume 5 Design Documents, Including Drawings*” with a focus on the general layout, and he briefly explained to the participants some technical details.

Eng. Salem showed the participants how to access the technical documents on the website and he presented the different templates that form the “*Volume 4 Financial Offer Templates*” with specific attention to the Bill of Quantities (Volume 4.2), the Price Schedule (Volume 4.3), the Labour Schedule (Volume 4.4) and the Detailed Breakdown of Prices (Volume 4.5). Eng. Salem explained the content of each template and how they shall be filled and he mentioned that the “*Volume 3 Technical Specifications*” will not be presented since it is related to the general specification of each trade and these shall be respected by the awarded contractor while executing the works.

Eng. Salem 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. Eng. Salem pointed 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. In addition Eng. Salem mentioned that the labour schedule will be continuously monitored during works execution.

Eng. Salem also highlighted that the contract is re-measured and the financial offer shall be quoted in euros otherwise the tender will be rejected. Eng. Salem also confirmed that all works and supplies that are not listed as separate items in the Bill of Quantities (i.e. all temporary works, roads diversions, surveys, shop drawings, As-Built drawings...) shall be taken into account in while quoting and therefore they shall be included in other items of the Bill of Quantities.

During the session it was clarified that the asphalt works are not included in the scope of the project as they will be financed and executed by the Union of Municipalities.

In reply to a question raised about the obstructions or any existing infrastructure that might be discovered during excavation or works execution, and whether they shall be taken into account while quoting, Eng. Salem confirmed that the contractor is responsible for all buried pipelines or other small infrastructures that will be discovered during works execution provided that they do not cause major variations or modifications to the scope of works. In case considerable variations due to unforeseen infrastructures or events might be needed, a solution shall be sought and identified between AICS in its quality as contracting authority and the contractor, in order to execute them during the implementation of the works. Examples of possible solutions might be: using the savings (if any) generated by awarding the tender to a price lower than the one estimated in the tender dossier and/or requesting the Union of Municipalities to cover such cost. In all cases, the budget allocated for this project cannot be increased, with the exception of what provided in the *“Contract notice” Para “II.2.14) Additional information: Additional services/works”*.

It is to mention that Covid-19 measures were applied during the session, in terms of wearing face masks and keeping social distancing.

After the meeting, all participants went for a site tour by their own means. The site visit started from the roads located at the upper part of Qartaba village until the road located at the lower part of the village while stopping at many critical points and existing water streams into which the new channels will be discharging the collected rainwater.

The main issues raised during the site visit were related to the existence of some small water pipes passing along the channels and supplying water to some residents, or related to some existing steel grills (crossing internal roads) that need to be rehabilitated. AICS and Jbeil Union of Municipalities confirmed that the small water pipes shall be shifted temporarily by the contractor while working in their locations, and that the steel grills are not part of the scope of works.

AICS and Jbeil Union of Municipalities confirmed that they will cooperate to successfully complete the project and that Qartaba municipality will be daily present on site with the Contractor in order to communicate with the landlords and the local community and to facilitate the execution of the works.

Participants into the session were 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](mailto:infolebanon@rscp-madad.org).

Any participant wishing to provide any integration to this report, can submit them to the following e-mail: [infolebanon@rscp-madad.org](mailto:infolebanon@rscp-madad.org) before 15 December 2020.