

REPORT OF INFORMATION MEETING

PUBLICATION REF: RSCP/LB/CALL/006 CIG ZA3312EAD8

Local Open Call for Tender:

“Municipal lighting with renewable energy in the Union of Municipalities of the Upper West and Shahar”

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1. Timetable

	DATE	TIME	VENUE
Publication of contract notice	13/04/2021		
Deadline for submission of tenders	14/06/2021	h. 04:00 p.m.	
Informative session	27/04/2021	h. 10:00 a.m.	Skype meeting

2. Participants

AICS Participants

Name	Title
Mr. Lorenzo Colonna-Preti	Team Leader Sn Infrastructure Specialist MADAD-RSCP
Ms. Sara Pagin	Administrative & Finance Manager MADAD-RSCP
Mr. Chadi Salem	Infrastructure Engineer
Mr. George Cherabie	Infrastructure Engineer

Union of Municipalities of the Upper West and Shahar Participants

Name	Title
Ms. Amal El Masri	Consultant for AICS

Other Participants

No.	Name of Contractors/Companies
1	International Commercial Contracting Co S.A.L (ICC)
2	Dolmen Corporation
3	Green Power Tech
4	Asaco General Trade & Contracting
5	Philadelphia Solar Co.
6	Khoury Engineering

7	House Of Technology
8	Solarnet
9	AQUARIUS S.A.L.

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 27 April 2021.

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.

The above mentioned listed companies attended the meeting, along with the above mentioned representatives of AICS and of the Union of Municipalities of the Upper West and Shahar.

The session started at 10:15 a.m. with a brief introduction from Ms. Pagin that thereafter presented all the documents forming part of the dossier of the call for tender, by sharing the screen during the explanation.

A brief presentation of the documents “*Contract Notice*” and “*Additional information about the Contract Notice*” highlighted paragraphs “7. Tender guarantee”, “13. Sub-contracting” (clarifying that any sub-contract must be declared in advance and that will not be evaluated in term of score), “16. Provisional commencement date of the contract” and “25. Clarifications on the contract notice”.

Specific attention was raised to the document “*Volume 1, Section 1: instructions to tenderers*”, highlighting the following paragraphs: 6, 8, 10, 12, 13, 15 and 17.

Paragraph “12. *Information / documents to be supplied by the tenderer*” was explained in details by going through all the sub-paragraphs. All the documents to 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 underlined that the offer must include a tender guarantee (para. 12.1.12 and para. 15) and the 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 original” and “financial offer original” and that other two sealed envelopes, marked respectively “technical offer copy” and “financial offer copy”. The envelopes should then be placed in another sealed envelope/package. Moreover, it was clarified that the tender form, along with its annex A “Declaration of honour”, must be placed in the technical offer envelope, being a document of a technical nature. Failure to comply will result in exclusion from the tender.

With regard to paragraph “21. *Opening tenders*”, it was clarified that the modality to allow participation into the opening session will be to send an e-mail to infolebanon@rscp-madad.org to request to participate in the Skype opening session that will be held, in line with the COVID-19 emergency situation.

With regard to paragraph “22. *Evaluating tenders*”, attention was drawn to document “*Volume 1, Section 5: Opening Checklist, Administrative Grid, Technical Compliance Grid, Technical Evaluation Grid, Financial 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).

It was underlined that the criteria of providing an offer with at least 25% of the total project cost to be spent on man-power / labour and at least 50% of the man-power being of Syrian refugees are compulsory. Moreover, it is advisable to select workers from the project area.

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. 44 of “*Volume 2, Section 3: Special Conditions*” indicating the table of instalments payments, as well as the modality of payments, that will be executed in Lebanese bank accounts, the first part of the contract for an amount not exceeding 30% of the total amount of the contract as local transfer from a Lebanese bank account, while the remaining amount shall be paid as fresh money in a Lebanese bank account.

The documents forming part of “*Volume 4 Financial Offer Templates*” (“*Volume 4.2 – Bill of Quantities*”, “*Volume 4.3 – Price Schedule*”, “*Volume 4.4 – Labour Schedule*” and “*Volume 4.5 – Detailed Breakdown of Prices*”) were briefly shown and will be presented and explained, along with “*Volume 3 Technical Specifications*” and “*Volume 5 Design Documents, Including Drawings*”, during the organised compulsory site visit that will take place on 29 April 2021.

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*”).

Some clarifications were required during the session; those questions, along with their answers, will be published on the below mentioned websites in the document “Questions & Answers”.

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 as well as 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 29 April 2021.

Any participant wishing to provide any integration to this report can submit them to the following e-mail: infolebanon@rscp-madad.org before the 30 April 2021.