

**Site preparation and mobilization**  
**BINA project – On-the-job training Hammam Al Nouri**  
**Lebanon**

## **CONTEXT**

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The European Institute for Cooperation and Development (IECD) is a French non-governmental organization (NGO) founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration, assistance to micro and small enterprises, and access to education for the most vulnerable. IECD has been operating in Lebanon since 1989 and opened a regional office in Beirut in 2007.

Semeurs d'Avenir (SDA), association created in 2010, is the operational partner of the IECD. As part of its partnership with IECD, SDA implements projects in the field of entrepreneurship, education, training, and professional integration.

BINA was created in 2021. The aim of this project is to enhance socio-professional integration of vulnerable populations. The project focuses on providing on-site training, enabling participants to gain practical skills and become apprentices in a trade of their choice. BINA specializes in heritage preservation and energy efficiency/construction techniques. This project targets beneficiaries from vulnerable backgrounds, with ages varying from 18 to 35.

**As part of the Hammam Al Nouri restoration project, IECD and SDA aim to subcontract a qualified contractor to carry out the necessary construction and preparatory works required before launching the restoration and associated trainings. Proper site preparation is essential to ensure the smooth implementation of the trainings while adhering to the project schedule.**

## **SCOPE OF WORK FOR THE SUBCONTRACTOR**

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The contractor will carry out the required construction and provision works at Hammam Al Nouri, located in the old city of Tripoli.

The selected contractor will be responsible for the following:

1. **Assessment and Preparation**
  - Conduct a site visit to assess the designated area and verify all items listed in the BOQ.
  - Identify and address any potential execution issues before initiating each task.
2. **Construction and Execution**
  - Execute all works in accordance with the BOQ sections and the specified drawings.
  - Ensure that all tasks meet the required specifications and are completed to a high standard.
  - Obtain the consultant's approval for any design query or material selections prior to execution in coordination with the project team.
  - Conduct commissioning of the completed works in the presence of the project team and promptly address any issues or items on the snag list.
3. **Transportation and Disposal**
  - Collect and remove all debris and residues resulting from the works.
  - Safely transport and dispose of waste materials at approved locations, in compliance with local regulations.
  - Maintain a clean and organized site throughout the duration of the project.

#### 4. Protection of the Building

- Implement measures to protect the historical building and its surroundings before starting any work.
- Ensure that no damage occurs to any part of the heritage building during the execution of the works.

#### 5. Safety Measures

- Strictly adhere to safety protocols to ensure the well-being of workers and the public.
- Provide and enforce the use of appropriate personal protective equipment (PPE) at all times during execution

### DELIVERABLES

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The contractor is expected to provide the following:

- Methodology (equipment used for excavation and other tasks, method statement and data sheets if needed) – Pricing phase
- Work planning - Pricing phase
- Table of the staff and workers that will be placed on site while ensuring that a site supervisor or foreman is present at all times during execution - Pricing phase
- Samples for materials such as tiles - Execution phase

The contractor is responsible for maintaining a **safe and ethical work environment** at all times during the project.

**The quotation proposal can only be sent upon visiting the site, in the presence of an IECD team member.**

### PROFILE

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#### Background and Qualifications:

- Company with expertise in construction and renovation works.
- Minimum 5 years of experience in construction and renovation works.

#### Recommended skills and competencies:

- Organizational skills
- Analytical skills
- Good communication skills
- Ethical and professional integrity

### HOW TO APPLY

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#### Technical proposal:

Interested companies and subcontractors are invited to submit their proposal in English based on the TOR, the proposal should include:

- Curriculum Vitae (including CVs/portfolio)
- List of similar projects (with photos or method statements used) and clients
- Company profile
- Certificate of business registration, certificate of incorporation, business license (Commercial circular & Commercial Register)
- ID of authorized Signatory
- Certified copy of tax registration (MOF and VAT document if available)

## Financial proposal:

A detailed financial offer that includes all fees or expenditures; the financial offer should include the payment methods and all the information needed for payments.

## PAYMENT TERMS

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Payment schedule to be defined at the contract stage based on mutual agreement between the contractor and SDA.

Payment will be made within 15 working days after submitting the invoice.

In case the contractor is not registered with the Ministry of Finance, a deduction of 8.5 % should always be considered.

**The contractor to select one of the below payment modalities and to mention it in the RFP:**

- **Payment through bank transfer to Bank Audi account**, if the supplier has a Bank Audi account. This modality imposes zero transfer charges.
- **Payment through Bank transfer to bank other than Audi** if the supplier doesn't have Audi Account. The supplier must bear the charges fees.
- **Payment through OMT**: Supplier to bear the fees imposed by OMT. **The fee is 2.3% from the total amount of the invoice.**

## EVALUATION CRITERIA

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A technical evaluation will be conducted to all the bidders based on the above technical proposals submitted.

- The weighted evaluation will be done as below:
  - The technical proposal grade: 70% of the total evaluation grade
  - The financial Proposal: 30% of the total evaluation grade
- Contractors who submit quotations without site visit and while not meeting the requirements will automatically be disqualified (background and qualifications section).
- The subcontractor should be available during January 2025. Estimated starting date: 6<sup>th</sup> of January 2025. **Contractors who are not available during this period will automatically be disqualified**

The technical evaluation grading will be based on the below, with 40/100 being the passing grade:

Qualifications	Scale
Professional Experience and portfolio of previous work preferably including examples of similar projects (especially for the stone walls and lime plaster)	CV and portfolio: 20% List of similar projects and clients: 30%
Methodology, planning and materials that will be used	Methodology: 15% Planning: 20% List of staff on site: 15%

## **OTHER INFORMATION AND DEADLINE FOR SUBMISSION**

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**The subcontractor will be working with BINA team, in coordination with the site supervisor, the technical expert and the project manager.**

**Job Location:** Tripoli

**Contract Type:** Service contract

**Starting date:** January 6<sup>th</sup>, 2025

**Expected Submission date for the quotation:** December 20<sup>th</sup>, 2024.