



SERVICE CONTRACT NOTICE

Design of engineering solutions and supervision of Works in the sector of Road Safety in the UoM of Menieh.

1. Reference

TF-MADAD/2018/T04.136

2. Procedure

Competitive negotiated

3. Programme title

Dealing with Displacement – resilient subnational government in communities in the region affected by the Syrian crisis

Madad EU Regional Trust Fund in Response to the Syrian crisis

4. Financing

TF-MADAD

5. Contracting Authority

For indirect management: Agència Catalana de Cooperació al Desenvolupament

Nationality: Spanish

CONTRACT SPECIFICATION

6. Nature of contract

Based on price.

7. Contract description

The *Agència Catalana de Cooperació al Desenvolupament*, through a consortium led by the Dutch organization of municipalities VNG, is participating in the MASAR project, a project funded by the European Union focused in the areas affected by the Syrian crisis.

The consortium of the European partners agreed that ACCD would focus its intervention in Lebanon, more specifically in the coastal plain north of Tripoli.

One of the project proposals is the improvement of the irrigation canal in the Union of Municipalities of OUSSAT WA SAHIL AL QAYTAA.

ACCD in partnership with the local governments of the UoM of Menieh will implement a quick impact pilot project on the design of the engineering works on Road Safety that focuses on the mandate of local governments as entry point. As such, the proposed intervention will concentrate on both “**hard**” and “**soft**” components – that is on hardware and small infrastructure improvements as well as on optimising management, institutional collaboration and community awareness campaigns.

ACCD will select a firm for a 2-phase assignment: 1) Design of engineering solutions



project proposal; and 3) supervision of the execution of works.

- Main Activities:

- Black spots review and final selection
 - Review the proposed engineering solutions for the black spots including the budget estimation;
 - Review the final selection of black spots (prioritisation) considering budgetary, legal and implementation timing requirements
- Engineering design
 - Technical scope
 - Conduct all necessary field visits for measurements to prepare detailed designs;
 - Elaborate the Project Execution Drawings;
 - Elaborate the Bills of Quantities of each intervention and the Specifications documents;
 - Prepare the fair cost estimation for each black spots intervention (note that maximum available budget of final works to be executed is 250.000 Euro);
 - Preparation of the Request for Quotation (RFQ) including bidding conditions and evaluation criteria;
 - Preparation of the Project Management Process for the execution of the works including the organizational chart and the different project checkpoints;
 - Elaboration of the COVID-19 prevention measures at the construction site;
 - Elaboration of the Construction Safety Plan to be adopted during execution;
 - Propose a management plan for the UoM and municipalities to sustain the improved infrastructure, taking into consideration the role that the GIS Technical Unit could play;
 - Submit the Final Tender Documents and RFQ to ACCD for approval and launching;
- Legal Scope
 - In close collaboration with ACCD team, follow-up on administrative requests in order to secure approvals from the relevant authorities;



- Any structural intervention should acquire the typical construction permitting validations including the necessary certifications at the Order of Engineers and Architects, Ministry of Public Works, General Directorate of Urban Planning and related Municipalities;
- Validate the legality of the interventions by making sure no interference is happening between the project targeted location and private or public properties;
- Highlight all the legal issues to be sorted out before the execution of the project and efficiently follow-up their solution;
- Obtain, on behalf of ACCD, all necessary approvals, permits and licenses.
 - Supervision of the Works
 - ✓ Procurement
- Draft the technical specifications of the procurement of works and supplies
- Elaborate evaluation criteria for the procurement of works and supplies
- Participate, whenever requested, in the Technical and Financial Evaluation of the bids;
- Advise ACCD on the selection of the contractor(s) and on the contract negotiations;
 - ✓ Technical management
- Verify and approve the planning of works (including the timing to complete different sections of the work) by the contractors;
- Verify compliance of contractor to expected standards established in the tender and to sound engineering practices;
- Supervise construction and installation works on site;
- Propose, or validate and approve to contractor, if necessary, any change required to complete the works as expected;
- Support the procurement officer in performing estimations of completed works to validate contractors' bills;
- Follow-up contractor to display minimum security, hygiene and protection standards on site;
- Elaboration of as-built drawings for all interventions at the end of the execution;
 - ✓ Administrative management

Overall, the scope is to ensure communication between contractor and ACCD acting



as the lead interlocutor between both.

✓ Some specific tasks are:

- Prepare standard weekly and monthly reports with notes from works executed;
- Supervise that the approved plan by the contractors is followed;
- Propose technical and administrative solutions that can help speed administration to successfully complete the project;
- Inform promptly of any problem, wrongdoings and negligence affecting execution;
- Organize partial completion assessment and handover;
- Record of photo (or video) the execution of the project;

✓ Financial management

Support ACCD procurement team in:

- Validating bills by contractors in order to process payments;
- Reviewing financial attachments to bills and monitor tranches;
- Establishing a financial tracking tool to control disbursements to contractors;
- Internally reviewing costs to control expenses;

Preparing the financial clearance for the contractors in order to process final payments.

- The expert/firm will prepare and submit the following outputs/deliverables:

0. Evaluation report on ACCD selections of black spots;
1. Detailed Engineering Execution Drawings for each intervention;
2. Bill of Quantities & Fair Cost Estimation;
3. Request for Quotations (RFQ) and technical specifications of items for procurement;
4. Project Management Process;
5. Report on project legal issues and approvals
6. Progress Reports on a Monthly Basis including both Technical and Financial updates;
7. Written requests for project amendments and variation orders (if necessary);



8. Complete set of "as built" blueprints and drawing with all details of situation, real dimensions of all the elements and facilities built.

8. Number and titles of lots

One lot composed only of the following phases, defined in the Terms of Reference:

Phase 1: Design of the full project proposal of the engineering solutions in the sector of Road Safety

Phase 2: Supervision of the works

The start of the works related to Phase 2 is subject to the correct execution of Phase 1 and the approval of the technical option to be developed in the works project by the ACCD and approval of the works project by the Lebanese authorities.

The fact of not dividing the object of the contract into lots is justified because the object of the contract would hinder the correct execution from the technical point of view.

9. Maximum budget

EUR: 30.000 EUR

The budget is divided into two phases.

Phase 1: Draft of the full project proposal of engineering design (35% of the budget)

Phase 2: Supervision of the works (65% of the budget)

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3. of the Practical Guide.



13. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

29 of June 2021 (TBC)

15. Implementation period of the tasks

Phase 1: Draft of the full project proposal of engineering design (30 days from aprox 29/06/2021 until the 29/07/2021-TBC)

Phase 2: Supervision of works (50 days from apox 29/07/2021 until 12/10/2021 -TBC)

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1) Economic and financial capacity of the tenderer

The average annual turnover of the tenderer must be higher to this contract's value, i.e, 30.000 Euros.

2) Professional and Technical capacity of the tenderer

The tenderer shall meet the following educational and professional qualifications of the person responsible for the execution of the contract. Criteria:

- Education:
 - Higher education degree (Masters level) in Engineering or postgraduate degree in Traffic Engineering.
- Professional Experience:
 - At least 8 years of experience as a Traffic Engineer managing the road safety issues and/or Road Works Supervisor
 - At least 3 similar assignments in the last 5 years, preferably in Lebanon
 - Experience in engineering design of Road Safety interventions for local governments in Lebanon
 - Extensive knowledge with Lebanese municipal context and development processes and institutions;
 - Proficiency in report writing, compiling action plans and related documentation;



- Proficiency in English and Arabic
- Experience in public procurement (preferably EU-funded)
 - Competencies:
 - Autonomy, creativity, pragmatism and orientation towards results;
 - Reliability and professionalism: fulfilling obligations in a highly responsible manner;
 - Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender);
 - Attention to details, good information management;
 - Tolerance and adaptability.
 - Languages: Fluency in written and spoken English and Arabic. Working knowledge of French.

It will be necessary to prove that there has been a minimum of 3 similar contracts in the last five years with an annual amount of at least 25.000 Euros.

This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period.

Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and



professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis



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Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and EUTF.

Director
Agència Catalana de Cooperació al Desenvolupament