

MINUTES OF MEETING

Project Name:	Rehabilitation of Twenty-Seven (27) Public Schools in Lebanon	
Objective:	Request for Proposal for Services (LRPS 2022-9174996); Pre-bid Meeting	
Date:	May 23, 2022	Time: 10:00 am
Present:	UNICEF: Reem Badran (RB), Vera Abou Shakra (VAS), Roger Allam (RA) UNICEF Consultant: Georges Kahwajy (GK) Potential bidders	

1- Project Brief and Evaluation Criteria

- (RA): Submission date is 16 June 2022 at 12:00 hrs, and the last date to receive the questions is June 03, then UNICEF will reply to the questions that will be gathered and answered at once.
- (RA): Bidders shall submit their proposals into 2 separate envelopes as clarified during the meeting and as per the email sent by Roger to the bidders prior the pre-bid meeting and not by email to lebtender@unicef.org:
 - 1- For technical proposal: 3CDs and one stamped hardcopy.
 - 2- For financial proposal: one CD and stamped hardcopy. The CD should include proposal in both excel and PDF formats, the PDF format should be stamped.
 The two envelopes should be sealed and placed in one envelope marked with RFP number LRPS 2022-9174996. The bidders intending to compete for multiple lots, shall submit separate proposal for each lot.
- (RB): UNICEF explained the project objective, scope of work, and timeframe as stipulated in the Terms of Reference (TOR). Main purpose is to contribute to improving the public education infrastructure by providing a healthy and safety learning environment that serve the vulnerable pupils in Lebanon. Scope of work as stated in the TOR includes civil, architectural, mechanical, and electrical works. The 27 schools are divided into 06 lots.
- (RB): Bidders are entitled to bid for one lot or more. However, UNICEF reserves the right to decide on assigning the lots to different contracting firms based on their proven capacities. The 6 lots will not be assigned to one contracting firm.
- (RB): mandatory documents (items 1 till 9 as listed in TOR) should be submitted to UNICEF as hardcopy no later than June 10, 2022 after discussion with potential bidders regarding the time needed to obtain mandatory documents from the governmental institutions. Failure of submission will exclude the bidder from this tender. Bidders shall send the originals of mandatory documents as stated in page 9 of the TOR to UNICEF office to the recipient Reem Badran. Soft copy to be included in the technical proposal. UNICEF will return the original documents to the firms.
- (RB) has listed and explained all the mandatory documents (items 1 till 9 as listed in TOR) that shall be issued no longer than 3 months ago and valid during the time of submission and evaluation period. It is understandable that the quittance of social security fund is issued on yearly basis. Statement of occurrences issued by the commercial register can be typed/printed or handwritten (both are acceptable).
- (RB): Completed bidding documents initiated on all pages and copy of receipt of bidding documents (items 10 and 11 under mandatory documents) to be submitted with the technical proposal on CD (softcopy).
- (RB): site visits are mandatory, and dates will be shared later with bidders, thus, failure to attend any of them will disqualify the bidder. UNICEF consultant will be present during the site visits.
- (RB) explained how the evaluation will take place where there are two separate committees: technical committee of three evaluators including one evaluator that will be appointed by the Ministry of Education; and financial committee. This aims for transparency and fairness. The evaluators work solely and the average of the scores provided by the three evaluators will be combined with the financial score. Only the Bidders that pass the technical evaluation (passing score is 49 out of 70) can proceed to the financial evaluation. At the end, the two results will be combined to generate the final score. Lot(s) will be awarded to contracting firms with highest combined score, i.e., not to the bidder who submitted the lowest financial offer.
- (VAS) explained the technical proposals evaluation criteria as shown in the TOR. The bidders will submit technical proposal for each lot (separate envelopes) that they intend to bid for. The grades are divided and stated clearly in the TOR.

- (VAS): bidders shall state clearly potential risks and risk mitigation plan in their technical proposal, part of method statement, that will be evaluated by UNICEF.
- (VAS) emphasized on the project duration of 6 months for implementation and 2 months for snag list, handover and project closure, and the need to submit the proposed timeline respecting the project allocated duration.
- (VAS): outsourcing shall be stated clearly, and generic QA/QC and H&S shall not be submitted.
- (VAS): similar completed projects within the past seven years should be submitted for bidders' experience. Each similar experience project along with the needed supporting documents listed in the TOR has 3 points with a maximum of 15 points (for 5 similar projects).
- (VAS) detailed CVs should be provided as requested. If the bidder fails to submit a CV for any of the listed key personnel, the allocated mark will not be given.
- (RB) explained that the Defects Liability bank guarantee shall be provided from fresh dollar account. Otherwise, UNICEF will hold the 10% retention payment till the end of the Defects Liability Period and contract closure.
- (RB): 10% retention will be applied on each payment due.

2- Questions Asked by Bidders

1. Whom/where should the mandatory documents be submitted to and will the documents be returned to the firms later?	The original copy of the -recent- mandatory documents (issued no longer than 3 months as previously explained) should be submitted to UNICEF offices located at Achrafieh, Sodeco, Petro Trad Street, Sama Beirut Building (recipient Reem Badran) by hand. Then these documents will be inspected and returned to the contracting firms.
2. Completed bidding documents initiated on all pages should be submitted with the mandatory documents? Is electronic signature and stamp acceptable?	No, these documents should be submitted with the technical proposal. If the firm intends to bid for specific lots then only the relevant documents (drawings, BOQ, etc.) should be submitted. Electronic signature/stamp is acceptable during tender period for bidding documents (specification, drawings, etc.). The winning firms will then sign and stamp the hardcopies and submit it to UNICEF.
3. What is Power of attorney of the signatory (item 4 in mandatory documents)?	Power of attorney of the signatory means اذاعة تجارية.
4. Should the legal documents be translated to English?	Legal documents can be in Arabic, and translation is not needed. Only original documents are acceptable.
5. Is subcontracting allowed? If yes, could the contractor submit the legal documents (such as CDR classification) related to the subcontractor if his firm is not classified under CDR or MoPW?	The bidder shall clearly mention what activities will be subcontracted in the technical proposal. The legal documents of the contracting firm itself will be considered and the documents of the subcontractor cannot replace missing documents of the bidder. In the case of joint venture, the bidder will state that and submit the needed documents for both.
6. Is joint venture acceptable to complete the required legal documents?	Yes, joint venture is acceptable.
7. Any bid bonds?	No.
8. Dates for site visits will be specified by UNICEF or the bidders will coordinate with the schools' principals?	UNICEF will communicate the dates with all bidders. It was discussed with bidders if site visits for some lots can be made on same date instead of scheduling one day for each lot and no objection was raised.

<p>9. The contract for construction works (Form B) should be submitted on the tender deadline or after bidding? Should the bidders fill it in?</p>	<p>All documents including Contract Form B shall be submitted on CD as stated in question 2. This form was shared with the bidders for their reference to see what kind of contract they will sign with UNICEF in case they were awarded any lot. The bidders will not fill this form, but only stamp it and submit it on CD.</p>
<p>10. Is it necessary to send an email to receive the meeting minutes since the firm joined using link and not mailing list?</p>	<p>The minutes will be posted on Daleel Madani and UNGM sites. However, the firm can send an email to UNICEF requesting to receive the minutes by email.</p>
<p>11. Under bidder's experience, can a project that is not fully completed yet be considered as similar experience?</p>	<p>Bidders shall provide reference letters and supporting documents (such as letters from client, contract, handover certificate, etc.). The evaluators will review these documents, but the 3 points full mark will not be provided in this case.</p>
<p>12. Under bidder's experience, projects similar in type can include commercial and residential buildings or only schools will be considered?</p>	<p>Bidders should present under similar bidders' experience, rehabilitation/ construction of schools' projects. Also, bidders can provide other projects including commercial buildings, church, mosque, etc. noting that the highest grade will be given to schools' projects.</p>
<p>13. If the bidder doesn't need to contract any subcontractor, would they lose the 2 marks allocated for proposed subcontractor?</p>	<p>No, the bidder will not lose the 2 marks. The bidder shall state clearly that he will solely rely on in-house capacity. Marks will be given to proven in-house capacity.</p>
<p>14. Would the bidder lose the 6 marks of the QC/QA plan if ISO 9001 certificate is missing?</p>	<p>The firms that fail to provide ISO certificate will lose the related mark in the technical evaluation under QC but not the full 6 marks.</p>
<p>15. Will UNICEF share the recording of the pre-bid meeting with the bidders?</p>	<p>The bidders can view the recording via Teams which automatically stores it. Also, UNICEF will share the meeting minutes as stated in point 10.</p>
<p>16. Is there maximum number of lots per contractor?</p>	<p>No, UNICEF will decide on assigning the lots to different contracting firms based on their proven capacities. However, the 6 lots will not be assigned to one contracting firm.</p>
<p>17. Shall we submit the price analysis in the financial proposal?</p>	<p>Yes, price analysis sheet is part of tender documents.</p>
<p>18. Owner acknowledgment form applied for rented schools only, or it is also needed for donated ones?</p>	<p>This will be discussed later, but owner acknowledgment form generally applies for rented schools.</p>
<p>19. Drawing is missing details related to schedule of doors/windows.</p>	<p>Technical questions shall be submitted by email and UNICEF will respond in Q&A document that will be shared with all bidders.</p>

<p style="text-align: center;">Roger Allam Date: May 25, 2022</p>	<p style="text-align: center;">Reem Badran Date: May 25, 2022</p>
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