

DATE: 02/12/2022

**INVITATION TO BID:
ITB No. 022/T**

**FOR THE INSTALLATION OF A SOLAR SYSTEM
AT RESTART CENTER WAREHOUSE**

CLOSING DATE AND TIME: [16/12/2022]– by COB

INTRODUCTION TO Restart Center

Restart Center for the Rehabilitation of Victims of Violence, Torture is a Non-Governmental Organization (NGO) active in the field of Human Rights; specifically the Rights to Rehabilitation and Prevention from Torture.

The establishment of Restart Center, in 1996 in Tripoli region, emerged from the need to rebuild the lives of Torture and Trauma survivors in Lebanon and to restore the harm suffered by the victim whose dignity, health, mental health and self-sufficiency may not be fully recovered without the adequate, effective and comprehensive rehabilitation.

As of 1996 till date, Restart Center has been ensuring effective identification and access to rehabilitation for all victims of torture and ill-treatment throughout the provision of health, psychological, social and physical rehabilitation as well as legal services to victims of Torture, War Trauma and their families.

For further information on Restart center, its mandate and operations please see: www.restartcenter.com

1. REQUIREMENTS

The Restart Center for Rehabilitation of Victims of Violence and Torture, Tripoli, invites qualified General Contractors registered with the Government of Lebanon to submit their firm offers for MEP and Civil Works for solar system with all related activities in Restart Center Warehouse in Deddeh- Koura.

This project is considered of high emergency and is entitled for immediate execution in December 2022 following the award of contract.

The project consists of:

- Solar System with a minimum total PV capacity of 8.7 KW, to include 16 solar panels installed on the roof, providing renewable energy and supported by galvanized steel structure (refer to attached drawing), inverter with lithium batteries, including earthing, ventilation and dehumidification systems with all necessary cabling, breakers and accessories for installation.

The execution of the work shall take into consideration:

- Installation technique of solar system: PV panels, inverter, batteries, connections & steel structure.
- Installation technique of earthing system with manhole pit.
- Installation of ventilation & dehumidification systems.
- Connections and modifications to existing operational panel board.

- Health and safety
 1. Insurance covering all risks as well as third party liability are mandatory for this project.
 2. Health plans and measures should be well elaborated.
 3. Safety measures and required personal protective equipment (PPE) must be ensured to all employees before starting work.

- Existing building common areas and facilities

The material transportation and garbage disposal should be done using the stairs as per the building owner's recommendations. The contractor shall avoid any damages to the existing walls, stairs, floors and parapets in the common areas especially existing electrical panel boards. The transported items should be well packaged and sealed.

Note that any defect to the building's common areas should be on the contractor's sole responsibility.

- Protection of all materials and existing finished items that won't be replaced for future use, *for example but not limited to: tiles, wood doors, sanitary fixtures, glass openings.*
- All debris, rubble and garbage should be discharged and disposed of in an environmental compliant manner.
- Material submittal approval is mandatory prior to execution.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1 ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A: Galvanized steel structure drawing
- Annex B: Pictures from the site with related captions
- Annex C: Financial Offer Form – Tender BOQ
- Annex D: Vendor Registration form

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB via email to mariline@restartcenter.com as to:

- Your confirmation of receipt of ITB
- Whether or not you will be submitting a bid.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Marie-Line Taleb at mariline@restartcenter.com **The deadline for receipt of questions is 08/12/2022 at 2:00 PM.**

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Failure to comply with this provision may result in disqualification.

Restart will compile the questions received and plan to respond to the questions shortly after the query closing date.

Restart may, at its discretion, copy and reply to a particular question to all other invited bidders at once.

2.4 YOUR OFFER:

All offers shall be printed in English, if the offer is hand written it should be prepared using **BLUE INK PEN**

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other Restart staff, or sent to other than the submission address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.7) of this ITB. The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Your offer shall comprise the following two sets of documents:

- Technical offer (Annex A)
- Financial offer (Annex B)

Technical and financial offer must be sealed and stamped in TWO SEPERATE envelopes which then should be sealed and stamped in a third envelope. Offers not following this requirement may be disqualified.

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Offer:

Vendor information:

- Company profile and organization along with:
 - Commercial circular اذاعة تجارية
 - Commercial registration شهادة تسجيل
 - Ministry of Finance Registration
 - VAT registration, if available.
 - Summary of similar works carried out by the company. (At least 3 projects for a minimum budget of 25,000 USD per project)
- **Vendor Registration Form:** If your company is not already registered with Restart, you should complete and submit with your technical proposal the Vendor Registration Form (Annex D)

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

N: B: Vendors who have already submitted their respective documents are waived from the above.

- **Commitment Letter** to ensure continuity of material supply on the official company letterhead.
- **Number of days** to initiate work after receiving Letter of acceptance.
- **Detailed schedule** showing critical path activities – **works should not exceed 5 working days.**
- **Data Sheets of the Equipment.**
- **Insurance Template** (Workmen, TPL and CAR)
- **Safety measures and plans** well elaborated
- **CVs** of the supervising electrical, Civil and mechanical engineers who will be assigned to the project
- **Copy of Orders of Engineers and Architects' memberships** for both Electrical and Civil engineers.
- **System warranty type and commitment** (minimum 3 years for all the systems) (*5 years' warranty for batteries, 3 years' warranty for inverter and 25 years' warranty for PV panels*)

Additional information: Any information which the supplier may consider necessary or useful to clarify their bid is appreciated.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency in **USD, excluding VAT.**

The Financial offer is to be submitted as per the Financial Offer Form (**BOQ-Annex C**). Bids that have a different price structure may not be accepted.

Format: Use **ONLY** the attached Annex C Financial Offer (BOQ) for submitting your quote.

You are requested to hold your offer valid for 30 days from the deadline for submission. Restart will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Contract.

2.5 BID EVALUATION:

The Evaluation will be conducted in 2 stages as follows:

a. **First Stage (Technical):** Restart nominated technical evaluation committee will conduct the technical evaluation of the received offers based on a pass/fail determination as listed in 2.4.1 and whether the specification substantially conform to the requested items.

b. **Second Stage (Financial):** Bids will be tabulated and compared for all companies passing the technical evaluation. It is important to your offer using Annex B.

<p>IMPORTANT: The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation and has been accepted by Restart center as meeting the technical specifications.</p>
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2.6 SUPPLIER'S REGISTRATION

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted supporting documents (Operation License, valid VAT Registration Certificate and the warehouse compliance). The investigation involves consideration of several factors such as:

- Company profile and organization
- Company registration, extract from trade register
- Company license
- Financial standing
- Experience in related field
- Legal and commercial capacity to enter into a contract.

2.7 SUBMISSION OF BID:

Bids should be submitted **by hand** in a sealed envelope to Restart Center Premises in Beirut with all needed supporting documents as per the below:

- **Beirut Delivery Address:**
Attention : **Feryal Hamdar**
Centre Bouchedid, 5th Floor,
Damascus Road, Furn El-Chebbak,
Beirut, Lebanon (Above BLOM Bank).

- **Bid Reference: ITB No: 022/T**

Deadline: 16/12/2022– by COB

IMPORTANT:

Any bid received after this date or sent to another address may be rejected. Restart may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

Restart Center will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

2.8 BID ACCEPTANCE:

Restart reserves the right to accept the whole or part of your bid.

Restart may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the process.

Restart may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. Such extension of the deadline may accompany a modification of the solicitation documents prepared by Restart at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that Restart is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to Restart’s general principles, including economy, efficiency and best value for money.

Restart reserves the right in its discretion to cancel this ITB or to not select any of the bidders for award(s).

2.9 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

The contract issued as a result of this ITB will be made in the currency of the winning offer USD. Restart’s standard payment terms are 50% upon confirmation and signature of Lump Sum contract and 50% upon satisfactory implementation of the whole project and receipt of documents in order. Payments will be issued in Bank transfers in ‘Fresh USD’. Bank commissions will be deducted from payment.

2.10 ZERO TOLERANCE POLICY

Please note that Restart Center strictly follows zero tolerance policy and as such advises its suppliers not to offer any gift, favor, hospitality, etc. to its staff.

Marie-line Taleb
Procurement Unit
Restart Center

