



**DATE: 13/07/2022**

**INVITATION TO BID: ITB No. 002**

**Fista School – Akkar/Tripoli – Facility Rehabilitation Works**

**CLOSING DATE AND TIME: [27/07/2022]– 2:00 PM**

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## **INTRODUCTION TO FISTA**

FISTA, First Step Together Association for special education, is a Non-Governmental Organization located in North Lebanon, founded in 1993, working with children, adolescents and adults who have cognitive impairments, communication disorders, psychomotor difficulties, learning disabilities, attention deficit disorders, hyperactivity, behavioral and psycho-social problems.

### **Our mission.**

Provide education, vocational, and professional rehabilitation for persons with disabilities.

Promote the rights of persons with disability through awareness- raising, advocacy, and education.

Build the capacity of relevant stakeholders.

For more information about Fista please visit our website at [www.fistanorthlebanon.org](http://www.fistanorthlebanon.org)

## **1. REQUIREMENTS**

**FISTA** First Step Together Association for special education, invites qualified General Contractors registered with the Government of Lebanon to submit their firm offers for **Renovations of both FISTA Akkar Facility and FISTA Tripoli Facility.**

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

### **Project Description**

#### **1. Miniara Akkar Facility Project**

The rehabilitation project of FISTA school- Akkar consists of renovating the facility in order to improve accessibility, comfort and safety following UNICEF common practice guidelines. Accordingly, multiple modifications will be applied to Basement 1 and Ground Floor levels.

First, two steel ramps with necessary handrails will be added to facilitate accessibility at building main entrance and ground floor entrance. Second, one toilet, located on ground floor level, will be modified and equipped to accommodate a variety of users including persons with disabilities.

Third, existing passages will be adjusted and cleared to facilitate accessibility to classrooms, also clear signage will be installed to indicate direction inside the facility from building main entrance towards internal circulation and provide orientation in case of emergency and fire (exit signs).

Moreover, vinyl flooring will be installed where necessary (classrooms, passage, waiting areas...) in addition to new lighting fixtures (for energy saving and high lumen efficiency), fire extinguishers and smoke detectors. Additionally, solar panels will be installed on the roof providing renewable energy (22 Amp per day/ 7 Amp per night) as per the following specifications: 12 Luxor PV panels 540W each, made in Germany, galvanized steel stand (sketch is presented in Annex A), inverter type Deye 5.5KW, 12 batteries 12V 230AH tubular deep cycle each, including all necessary cabling, breakers and accessories for installation.

Finally concerning furniture works, 20% of the existing desks, chairs, tables, cabinets and other existing wood works will be replaced by new ones and the rest will be fully repaired and readjusted.

## **2. Tripoli Facility Project**

The rehabilitation works in FISTA's Tripoli facility aim to provide accessibility in a safe environment. Therefore, following UNICEF common practice guidelines, special adjustments will be made.

First, one toilet will be modified and equipped to accommodate a variety of users including persons with disabilities.

Second, solar panels will be installed on the roof providing renewable energy (22 Amp per day/ 7 Amp per night) as per the following specifications: 12 Luxor PV panels 540W each, made in Germany, galvanized steel stand (sketch is presented in Annex A), inverter type Deye 5.5KW, 12 batteries 12V 230AH tubular deep cycle each, including all necessary cabling, breakers and accessories for installation.

Third, the internal surfaces (walls & ceilings) in addition to wood doors will be repaired, adjusted and repainted.

### **❖ Technical Notes**

The contractor should pay attention and consider the following:

- Proper installation of metal works such as mobile ramps with necessary handrails to allow easier accessibility to the facility.
- Adhere to all specifications concerning movement, circulation and necessary equipment for the adjusted toilet to suit all users.
- Installation of required signage for orientation.
- Installation of solar system with all necessary requirements, system should be checked and tested before the project's delivery.
- Ventilation & firefighting systems should be checked and tested before the project's delivery.



❖ **General Notes**

During the project's execution, the contractor shall note and take into consideration the following:

- Health and safety:
  - I. Insurance covering all risks as well as third party liability are mandatory for this project.
  - II. Health plans and COVID19 prevention measures should be well elaborated.
  - III. Safety measures and required personal protective equipment (PPE) must be ensured to all employees before starting work.
  
- Existing building common areas and facilities

All 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.

When there's possibility to use the elevator: The transported items should be well packaged and sealed, the elevator should be well protected, cleaned and delivered in its original state prior to works.

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

- I. 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.
- II. Any changes to the building's main elevation and internal partitions should be coordinated with the owners.
- III. High discipline is required of all staff (employees and workers).
- IV. Since the building is functional and inhabited, the contractor shall pay attention not to disturb the building's users through noise reduction measures during works.
- V. All debris, rubble and garbage should be discharged and disposed of in an environmental compliant manner.
- VI. Material submittal approval is mandatory prior to execution

**IMPORTANT**

Exact technical specifications of the works are detailed in the BOQ with specs.

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: Steel Structure Drawing

Annex B: Financial Offer Form –**BOQ 1 Fista Akkar** Renovations works

Annex C: Financial Offer Form –**BOQ 2 Fista Tripoli** Renovations works

Annex D: Vendor Registration form

### **2.2 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Juliette Dahdah at [juliette.d@fistanorthlebanon.org](mailto:juliette.d@fistanorthlebanon.org) copying Maguy Bou mikhael at [maguyboumikhael@gmail.com](mailto:maguyboumikhael@gmail.com)

**The deadline for receipt of questions is 19/07/2022 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.

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

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

### **2.3 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 FISTA 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 2.6) 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.**

### 2.3.1 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 and service 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**.

### **Mandatory information**

**Vendor information:**

- **Commercial circular** اذاعة تجارية
- **Commercial registration** شهادة تسجيل
- Copy of VAT Registration Document
- Summary of similar works carried out by the company. (At least 3 projects for a minimum budget of 100,000 USD per project)
- **Company Profile.**
- **Vendor Registration Form:** If your company is not already registered with FISTA, you should complete and submit with your technical proposal the Vendor Registration Form (Annex D)

### **Project Administrative requirements:**

- **Commitment Letter** to ensure continuity of material supply on the official company letterhead.
- **Number of days** to initiate work after receiving the Letter of acceptance
- **Detailed schedule** showing critical path activities – works should not exceed 30 working days.
- **Environmental Plan:** compliance for debris and rubble disposal.
- **Safety measures and plans** well elaborated (including COVID19 prevention).
- **CVs** of the supervising engineer, mechanical engineer, electrical engineer and foreman who will be assigned to the project.
- **Method of execution** reflecting schedule control assurance.
- **Equipment list** and capacity.

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

### **2.3.2 Content of the FINANCIAL OFFER**

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

The Financial offers are to be submitted as per the Financial Offer Forms (**Annexes B and C**). Bids that have a different price structure may not be accepted.

**Format:** Use ONLY the attached Annex B and C Financial Offers (Price list BOQ 1 and BOQ 2) for submitting your quote.

You are requested to hold your offer valid for 25 days from the deadline for submission. FISTA will make its best effort to select a company within this period.

### **2.4 BID EVALUATION:**

**The Evaluation will be conducted in 2 stages as follows:**

- a. **First Stage (Technical):** FISTA nominated technical evaluation committee will conduct the technical evaluation of the received offers based on a pass/fail determination.
- b. **Second Stage (Financial):** Bids will be tabulated and compared for all companies passing the technical evaluation. It is important to complete your offer using Annexes B and C.

**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 FISTA as meeting the technical specifications.

## **2.5 SUPPLIER'S REGISTRATION**

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted supporting documents. The investigation involves consideration of several factors such as:

- Company profile
- Company registration, extract from trade register
- Staffing (number, structure/levels)

## **2.6 SUBMISSION OF BID:**

Bids should be submitted **by hand** in a sealed envelope to the secretary at FISTA Premises in Tripoli with all needed supporting documents as per the below:

□ **Tripoli Delivery Address:**

Attention secretary: Hiba Sawaf  
Fista Head Office  
Boulevard Street – Hamzeh Building, First Floor

o **Bid Reference: ITB No. 002**

**Deadline: [27/07/2022]– 2:00 PM**

The bids reception will be open from **8:00 AM till 2:00 PM Monday through Friday** until the 27<sup>th</sup> of July 2022.

**IMPORTANT:**

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

FISTA 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.



## **2.7 BID ACCEPTANCE:**

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

FISTA 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.

FISTA 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 FISTA at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that FISTA 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 FISTA's general principles, including economy, efficiency and best value for money.

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

## **2.8 CURRENCY AND PAYMENT TERMS**

The contract issued as a result of this ITB will be made in the currency of the winning offer USD.

FISTA's standard payment terms are as follows: 35% First installment upon confirmation and signature of Lump Sum contract and 65% upon satisfactory implementation of the whole project and receipt of documents in order.

Payments will be issued in Bank transfers in '**Fresh USD**'.

## **2.9 ZERO TOLERANCE POLICY**

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

Najla Kareh  
Procurement department