

MINUTES OF MEETING

Project Name:	Restoration project of Kulliyat El Banat – Al Makassed	
Objective:	Request for Proposal “RFP” no. LRPS 2022-9174885 for Al Makassed School Restoration project. Prebid Meeting.	
Date:	May 19, 2022	Time: 10:00 AM – 11:00 PM
Location:	Microsoft Teams	
Present:	UNICEF: Reem Badran (RB), Roger Allam (RA) and Steve Yared (SY) Consultant: AbdulWahed Office: Rabih El Awad Potential bidders	

1- Project Brief and Evaluation Criteria

I. UNICEF (RB) went through the TOR explaining the following points:

- 1- Kulliyat El Banat/Al Makassed school is a historical building that is not officially listed as a heritage building.
- 2- The objective is to restore the school as per Tender documents under the supervision of UNICEF consultant.
- 3- Site visit is mandatory in the presence of UNICEF Consultant and UNICEF engineer. The pre-bid site visit date that will be assigned and communicated by an official email.
- 4- Only Companies that are specialized in the restoration of heritage buildings are eligible to bid.
- 5- Mandatory documents under paragraph IX page 8, should be valid and newly issued (no later than 3 months ago) except for the Quittance issued by the National Social Security Fund that should be valid for the whole duration of the project.
- 6- The 5 points under paragraph X “Technical proposal” in the TOR were listed and explained:
 - a. Bidders shall submit a method statement of 2 pages indicates how the works will be carried out according to Tender documents, laying down any risks and mitigations, also includes the availability of resources that are necessary to complete the work as well as a plan of work reflecting the duration of the project or proposing amendments and showing the start and end dates and periods of all activities.
 - b. Bidders must present proof of expertise in similar projects in type (restoration of heritage buildings) and value of works, within the last 5 years. During the Tender evaluation, Bidders that have failed to present the proof of expertise will be systematically disqualified.
 - c. Bidders shall also present their list of personnel that should be in line with the TOR requirement and includes all key positions such as the heritage restoration architect, structural engineer, site engineer, etc. this will demonstrate the Contractor’s ability to undertake the project’s specific tasks.
- 7- Proposals’ evaluation:
Bidders shall submit 2 separate proposals as stated in the RFP; Financial and technical.
The points will be divided as follows: 70pts for the Technical and 30pts for the Financial. The passing score is 49. The Contract will be awarded to the bidder that collects the Highest Combined Score.
(RB) also explained how the evaluation will take place: how the grades are divided shown in the TOR, and the committee’s mechanism (two separate committees: technical of three evaluators and financial) showing transparency and fairness.
- 8- Terms of payment:
6 payments will be settled as per the Payment modality shown in TOR;
A 10% retention will be applied for each of the first 5 payments. The 6th payment (retention 10% of total contract value) will be paid against an unconditional bank guarantee (defects liability bank guarantee) that is

equal to 10% of the contract value which 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.

9- UNICEF (RA) has confirmed the following dates that were indicated in the RFP:

- a. Closing date for submission: 03 June 2022
- b. Questions to be received no later than: 23 May 2022
- c. Estimated date for Contract signature: 23 June 2022

And he also added that proposals sent online through links, whether Drive, WeTransfer or other, shouldn't have any expiry date because they could be opened and evaluated independently over stages.

2- Questions Asked by Bidders

<p>1. Based on personal experience, all historical buildings, even though not officially listed as a heritage building by the DGA, require a permit/ authorization from the DGA.</p>	<p>We'll reply over this issue in written in the Q&A.</p>
<p>2. Is the statement issued by the Ministry of Culture describing the company's experience with the DGA mandatory?</p>	<p>It is mandatory to present a proof of experience with the DGA; the statement can be obtained since all restoration projects of similar type are monitored by the DGA. We'll also reply over this topic in the Q&A.</p>
<p>3. In case of a joint venture, can one of the 2 companies present the statement of experience that will be issued by the Ministry of Culture?</p>	<p>Yes</p>
<p>4. Regarding the Mandatory documents, is the Contractor required to be classified by both the Council of Development and Reconstruction "CDR" AND the Ministry of Public Works?</p>	<p>Contractor should be classified by either both, the CDR and the MOPW, or only one of them.</p>
<p>5. We've previously submitted to UNICEF our mandatory documents for previous Tender. Is it required to present them again?</p>	<p>Since all mandatory documents have a validity of 3 months (except for 1 document Quittance issued by the National Social Security Fund as stated above) it is necessary that all bidders present their original valid documents again.</p>
<p>6. Is it possible to obtain the recording of this meeting?</p>	<p>Recording will be automatically saved in Microsoft Teams and accessible to all participants following this meeting.</p>
<p>7. Is the listed insurance in TOR required to be paid in "fresh dollars"?</p>	<p>It is the Contractor's responsibility to protect their equipment, workers, personnel, the site and the users of the building, as described in the insurance requirement and the TOR, using an appropriate method.</p>

<p>8. In what currency should the Performance guarantee be payable? Contractors are concerned over this issue as obtaining a Performance Guarantee that is payable in Fresh Dollars became troubling: To issue this type of guarantee, banks will in return put hold on the same amount in cash, which is a big amount (10%).</p>	<p>Bank Guarantees should be payable in “fresh dollars”. The Contractor isn’t allowed to modify the text of the guarantee that is annexed to the TOR. But in order to raise this topic to management, and seek possible solutions, kindly submit this issue in the questions before 23 May.</p>
<p>9. Do you accept the Performance Guarantee to be generated from a bank outside Lebanon?</p>	<p>No. Guarantees should be generated from a bank in Lebanon.</p>

<p style="text-align: center;">Reem Badran</p> <p>Date: May 23, 2022 Signature:</p>	<p style="text-align: center;">Roger Allam</p> <p>Date: May 23, 2022 Signature:</p>
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