

Mandatory Site Visit

ITB No: ITB-BMZ2022TRI05

Project: Strengthen resilience of refugees from Syria and their host communities to current and future challenges and risks related to socio-economic crises in Lebanon (Btermaz, Beit el Fakes & Es Sfireh)

Country: Lebanon

District: Bhanine, Mhamarat

Implementing Partner: Mada

Visit Date: 22 July 2022

1- Purposes of Visit:

The issues surrounding mandatory site visits have prompted the Association to look at a process that would be fair, accountable, and transparent. There are many grey areas that have caused all parties some problems.

The organization needs to be assured that the contractors bidding on the job have visited the site and are familiar with the conditions and get their questions answered.

- The purpose of a site visit is to have bidders acquaint themselves with existing conditions.
- The key is to remember that all information visibly seen at the site meeting and pertaining to the project must be in writing as part of the contract documents.
- The purpose is not to discuss scope of work issues that may not be documented. It is a familiarization visit.
- The purpose is not to replace quality contract documents and issuance of addenda.

2- General Conditions:

- The visit is mandatory means that all interested bidders must attend at the date and time specified.
- Bidders who will not attend the visit will be eliminated from the tender opening session.
- The visit should be attended by a representative of each bidding company.
- A technical representative should be attending on behalf of the company. All the needed clarifications should be asked by the bidder during the field visit.
- Details of the site visit need to be documented.
- A notice should be sent to the Association to ensure the contractor's presence **two days** prior to the visit date by **filling and stamping this document**. The document should include the name and post of the representative.

3- Bidder Information:

Supplier/Contractor name: _____

Registered name of company: _____

Name of Legal representative: _____

Name of Visitor representing the company: _____

Job title of visitor: _____

Phone (company): _____

Email (company): _____

Registered Address: _____

Business licence/Registration number: _____

Country of registration: _____

Registration date: _____

Signature & Stamp

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