**Location:** Deir El Ahmar and Boudai
Region: it includes Deir El Ahmar - Haouch Tall Safiye - Saaide - Haouch Snaid - Aadous - Boudai

**Tender number**
A03/2022

**Project:** implementing a shelter minor repair for 18 households in Baalbeck – Hermil district Within Enmaa Project

**Date:**
05/01/2022

**GL Account Code:**

**LIN Code:**

**Fund Code:**

---

**ANNEX 1. Technical proposal**

**ANNEX 2. Financial proposal and specifications**

---

**الموقع:** بوداي ودير الأحمر وجوارها
وتشمل كل من: 
دير الأحمر - حوش نديلة السعيدة - حوش سنيد - عدوس - بوداي

**المشروع:** تأهيل 18 منزل في محافظة 
بعلبك الهرمل، ضمن مشروع أنما. 

**ال.ZERO رقم 1. العرض التقني**

**الملحق رقم 2. العرض المالي المواصفات**
ANNEX 1. Technical Proposal
1. Tender Document Receipt

I hereby acknowledge receipt of one set of tender documentation for the above project:

1. Tender Document Receipt
2. Invitation to Tender
3. General Conditions for Tender
4. Notes to applicants
5. Qualification Summary
6. Declaration of Eligibility
7. Distribution Process
8. Code of Conducts

Name & Last Name

Signature & Stamp

Date & time

2. Invitation to Tender

TENDER REQUESTED BY:

The Lebanese Organization of Studies and Training (LOST), Lebanon, Baalbek Office, 2nd Floor, Lakkis Building, Ras El Ein Street - Baalbek, for Inmaa project funded by EUMadad

The Lebanese Organization of Studies and Training (LOST), لبنان، مكتبة بعلبك، الطابق الثاني، شارع الفقيه، شارع رأس العين، بعلبك، لمشروع EUMadad
SUBJECT OF THE TENDER:
The subject of the tender is as follows:

Doing a Shelter minor repair intervention for the most vulnerable households, which includes rehabilitation of 18 houses in Deir El Ahmar – Boudai region in the following areas: (Deir El Ahmar - Haouch Tall Safiye - Saide -Haouch Snaid - Aadous - Boudai), all of them are according to the Bill of quantities, items and specifications listed in Annex No. 2 of the tender document.

A detailed BOQ of the works will be submitted for each house separately later to the winning company in the tender.

Project Duration: 31/10/2023

General Information: LOST invites interested suppliers, informed through: direct call, Daleel Madani, LOST Facebook page to present the sealed technical and financial bids for the above project. LOST request that the submitted technical and financial offers submitted by qualified applicants for the above project be in sealed closed envelopes.

The working language of this tender is English and Arabic, where English is the reference language.

Collection of Tender Documents:
Requests to send tender documents by hand containing details of business conditions and specifications in closed and sealed envelopes, to the office of the Lebanese Organization for Studies and Training - Baalbek - Ras Al-Ain - Lakkis Building - 2nd floor - Secretariat office.

Submission: Technical Proposal and the Financial Proposal should be submitted in two separates envelopes that are sealed and signed. (Sign the envelopes from outside. Start in the sticking part and continue to the ordinary part), and submitted to LOST addressed to “LOST Lebanon- Baalbek Office”, Sealed Offer from “Name of Offering Supplier” and delivered to:

Mدة المشروع: 31/10/2023

معلومات عامة: تقوم LOST بدعوة الموردين المهمين من خلال دعوة مباشرة، الدليل المدني، وLOST Facebook لتقديم العروض الفنية والمالية المختومة للمشروع المذكور أعلاه.

تطلب LOST أن تكون العروض الفنية والمالية التي يقدمها مقدم الطالب الموردين للمشروع المذكور أعلاه في ملفات مقفلة و مختومة.

تغرس العمل في هذه المناقصة هي الإنجليزية والعربية، حيث اللغة الإنجليزية هي اللغة المرجعية.

جمع وثائق المناقصة: يطلب إرسال وثائق المناقصة باليد والتي تحتوي تفصيل أوضاع الأعمال والمواصفات بال ملفات مقفلة ومختومة، إلى مكتب الجمعية اللبنانية للدراسات والتدريب - بعلبك - رأس العين - بداية Доis - الطابق 2 - مكتب السكرتارية.

التسليم: يجب تقديم الاقتران التقني والاقتراح المالي في ملفين مفصلين و مختومين وموقعين. يتم توقع المعارض من الخارج.

بدأ في الجزء الفعلي واستمر في الجزء الإعتيادي، وتم تقديمها إلى الجمعية عبر توجيه إلى مركز الجمعية في بعلبك، ويختم العرض من "اسم موزع العرض" ويم تسليمه إلى الجمعية اللبنانية للدراسات والتدريب في بعلبك، مكتب بعلبك، شارع رأس العين، مبنى اللفيس، مكتب السكرتارية، الطابق الثاني.
Deadline for submitting tender documents is on: Monday 24/01/2022 at 2:00 PM.

Bid Opening: LOST will hold a tender opening session in the presence of bidders (if they wish to attend), on Tuesday 25/01/2022 At 4:00 pm at LOST Office at Lakkis Building 2nd floor, Ras El Ein Street, Baalbek-Lebanon.

3. General Conditions for Tender

Scope: LOST invites sealed tenders for the procurement of the services described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the tender documents. LOST reserves the right to vary the quantity of materials specified in the Tender Documents without any changes in unit prices or other terms and conditions and to accept or reject any, all, or part of submitted offers.

The Lebanese Organization for Studies and Training does not bear any legal/civil responsibility for the safety of the participants in the rehabilitation process in the event of any accident or conflict.

Language: As determined by LOST, the working language of this tender is English/Arabic, with the reference language being English.

Source of Funding: This job is funded by EU Madad

Qualifying Conditions: Bidders are requested to provide proof of the following:

Enterprise licensing documents (copy of commercial register, copy of commercial broadcasting, copy of the institution's certificate of registration with the Ministry of Finance, and copy of Certificate of VAT Registration if available and ID card copy for the institution owner

EU Madad: This job is funded by EU Madad

شروط التصنيف: يجب على مقدمي العروض تقديم ما يثبت عن ما يلي: مستندات ترخيص المؤسسة (صورة عن السجل التجاري، صورة عن الأذاعة التجارية، صورة عن شهادة تسجيل المؤسسة لدى وزارة المالية، وصورة عن شهادة التسجيل في الضرائب على القيمة المضافة في حال توفرها، وصورة عن هوية صاحب المؤسسة)
5. Tender Basis:

* All bids shall be made in accordance with the Tender Documents including technical specification, deliverables and responsibilities, and/or activity schedule contract intended to be signed with the successful applicant.

* All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition on original papers.

* If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid.

* Each bid shall be valid for 12 months from the date of submission.

* Bids shall be made in writing calculated in USD only and clearly stated on the appropriate forms.

* All prices must include all taxes applicable in Lebanon, compulsory payments, levies and duties, including VAT.

* Requests for clarifications and questions should be sent in writing to the project coordinator Engineer Nassim Hijazy (nassim.hijazy@gmail.com). The answers for each question will be forwarded to all bidders.

Any clarifications will not replace or contradict or add or deduct from any condition of the tender. The Deadline for receipt of the written clarifications is 3 days from receiving of tender documents.

* If applicable, LOST reserves the right to award this tender in part or full and to split the work amongst multiple bidders.

Scope of Work/Specifications: The scope of works and distribution process are listed in Annex 2.
Payments: Payment will be made in US dollars (Fresh Money) according to a bank transfer to the company’s account after the completion of the works, through three payments according to the following:

- **First payment**: 50% of the invoice value upon submission.
- **Second payment**: 30% of the remaining balance, after /20/ days from the date of the first payment.
- **Third payment**: 20% of the remaining balance two months after the implementation of the works.

The submitted invoice must be signed by both project coordinator and engineer.

Delivery will be on different stages and will be made by a purchase order coordinated by a phone call/e-mail.

Performance Standards: The supply and delivery of all services must be undertaken in accordance with all relevant rules, regulations and statutes currently applicable in Lebanon.

Tender Documents: All Tender Documents included in this package are listed on the Tender Document Receipt Form, signed by each recipient.

Eligibility of Applicants: Bidders will be automatically excluded from the process if any of the following conditions apply to them:

* The Bidder is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations.

* Bidder is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration (or examiner ship or equivalent) by the court or of an arrangement with creditors or of any similar proceedings under national laws or regulations.
* Bidder has been convicted of an offence concerning his professional conduct.

* Bidder has been guilty of grave professional misconduct proven by any means which the Employer can justify.

* Bidder has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the Employer.

* Bidder has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the Employer.

* Bidder is guilty of serious misrepresentation in supplying or failing to supply the information required by a client.

* Bidder is being investigated by a UN or other international agency with regards to its activities.

* Bidder or any related company within the bidder’s group of companies has been convicted of engaging in any activity’s contrary to international law. Including but not limited to:

- Participation in a proscribed criminal organization
- Corruption
- Fraud
- Money laundering
- Äدين مقدم العطاء بارتكاب جريمة تتعلق بسلوكه المهني.
- كان مقدم العرض مدينًا لسوء سلوك مهني جسيم يثبت بأي وسيلة لا يمكن أن يبرره صاحب العمل.
- لمنف مقدم العطاء بالالتزامات المتعلقة بسداد ا sitiAKات الضمان الاجتماعي وفقًا للأحكام القانونية للبلد الذي أنشأ فيه أو مع بلد صاحب العمل.
- لم يف مقدم العرض بالالتزامات المتعلقة بسداد الضرائب وفقًا للأحكام القانونية للبلد الذي أنشأ فيه أو تلك الخاصة ببلد صاحب العل.
- مقدم العطاء مذنب بتزوير خطير في تقديم أو عدم توفير المعلومات التي يطلبها العمل.
- ينضب أو خضع للتحقيق (مقدم العطاء) من قبل الأمم المتحدة أو وكالة دولية أخرى فيما يتعلق بانشطته.
- أدين مقدم العرض أو أي شركة ذات صلة ضمن مجموعة شركات العروض بالقيام بأي أنشطة مخالفة للاحتصان الدولي بما في ذلك على سبيل المثال لا الحصر:
- المشاركة في منظمة إجرامية محظورة
- الفساد
- الاحتيال
- غسيل أموال
Financial and Economic Standing:

State turnover in each of the last three complete financial years directly relating to company activities:

2019 ________________________________ 2019
2020 __________________________________ 2020
2021 __________________________________ 2021

Technical Capability – Experience:

Has the Bidder undertaken and/or completed similar project within the last three years? (Submitting an official document proving the experience from the party that received the works).

<table>
<thead>
<tr>
<th>Year</th>
<th>Project Name &amp; Location</th>
<th>Project Value $</th>
<th>Status ongoing or year when completed</th>
<th>Certificate Completion Received (yes/No)</th>
<th>شهادة اتمام الإستلام (نعم / كلا)</th>
<th>حالة المشروع أو سنة الانتهاء</th>
<th>قيمة المشروع بالدولار</th>
<th>اسم الموقع</th>
<th>السنة</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>2020</td>
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<td>2020</td>
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<td>2021</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td>2021</td>
</tr>
</tbody>
</table>

Technical Capability – Human Resources:

The Bidder should list below details of the firms’ average number of persons employed for the years 2019 to 2021 inclusive:

<table>
<thead>
<tr>
<th>Year</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2021</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managerial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Project Health and Safety:**

Does the Contractor have a health and safety plan/ procedure?

The procedure should include any possible risk that may arise during the distribution of materials, the level of hazards the risks pose and any mitigation that can be put in place for limiting the risks.

Yes ☐ No ☐ Not Applicable ☐

Who is responsible on behalf of the bidder in the Safety and Security Department during the phase of transporting and distributing the required materials to the works sites?

Name_________________________________________

Title__________________________________________

Position in structure of company_______________________

Educational and Professional Qualifications ________________________________________________

No. of Years Relevant Experience _______________________________________________________

Health and Safety Training ________________________________
Quality Standards controls

Indicate with which recognized Quality Control Systems Standards the Bidder is registered for both prefabricated unit production and construction:

SA 8000  ☐  OHSAS 18001  ☐  ISO 14001  ☐
ISO 9001  ☐  Other Standard  ☐  None  ☐

How will quality control be put in place and what are the procedures?
Provide details below

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
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______________________________________________________________
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__

ضوابط معايير الجودة

إذا كان المقاول يلتزم ويطبق معايير أنظمة مراقبة الجودة المعترف بها، يتم تسجيل مقدم المناقصة في كل من إنتاج وتجهيز الوحدات الجاهزة التالية:

ISO 8000  ☐  OHSAS 18001  ☐  ISO 14001  ☐
ISO 9001  ☐  Other Standard  ☐  None  ☐

كيف سيتم وضع خطة مراقبة الجودة وما هي الإجراءات؟
قدم التفاصيل أدناه:

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
__
12. Technical Evaluation:
The technical proposal should include the following document in a separate envelope.

Note: Failure to submit all official documents that prove the mandatory criteria will lead to disqualification of the bid.

<table>
<thead>
<tr>
<th>Obligatory Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit the bidding documents in a sealed and separated envelopes (technical/financial) affixing the name of the bidder, telephone number, bidder name and number</td>
</tr>
<tr>
<td>Copy of the Company license registration (copy of commercial register, copy of commercial broadcasting, copy of the institution's certificate of registration with the Ministry of Finance, and copy of Certificate of VAT Registration if available and ID card copy for the institution owner)</td>
</tr>
<tr>
<td>Submission of a commitment from the company to comply with the specifications listed in the Attached BOQ &amp; adhere to the instructions of the project engineer in LOST.</td>
</tr>
<tr>
<td>Submission of a commitment from the company to maintain a health &amp; safety standard for participants in the shelter works, providing a safe working environment (hard hat, safety boot, eye protection glasses, ear defenders, mask, gloves, first aid kit, presence of signboard and ensuring all used equipment is safe).</td>
</tr>
<tr>
<td>Technical criteria</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Submitting the company’s Profile</td>
</tr>
<tr>
<td>Certificate of Past Experience (provide at least one previous client you have worked with, preferably INGO/NGO, including the contact’s name and phone number - an official document must be provided from the recipient)</td>
</tr>
<tr>
<td>Submitting a commitment to carry out the necessary maintenance work periodically and whenever needed, within a period of six months from the date of handing over the works and without any additional cost</td>
</tr>
<tr>
<td>Submitting a commitment to deliver all required works on the site within a maximum period of 15 working days according to the listed specifications from the date of signing the contract Failure to do so, this contract will be considered cancelled and the contractor will not be receiving any further payments</td>
</tr>
<tr>
<td>Submitting a commitment from the company to remove all existing debris from site to another location under the company responsibility.</td>
</tr>
<tr>
<td>the contractor shall secure a warehouse for keeping materials, in which the necessary conditions for preserving them are secured from moisture and other factors.</td>
</tr>
<tr>
<td>The Contractor shall submit a detailed method statement and a phasing plan for the works prior to the start of any works on the Site, and shall make no amendment to work unless the change is approved from the Engineer's review and approval</td>
</tr>
<tr>
<td>Submitting a transaction statement from the bank</td>
</tr>
<tr>
<td>Technical Evaluation</td>
</tr>
<tr>
<td>Financial Evaluation</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
Bid disqualification criteria:

- Envelopes not sealed, signed and stamped (Financial & Technical envelopes).
- The technical and financial offers submitted by qualified applicants in the envelopes are not (sealed, separated and stamped).
- Not submitting (Commercial Registration, Commercial radio and Certificate of registration from Ministry of Finance, ID card copy for the institution owner).
- Not filling the required data listed on the tender conditions and not signing and stamping the documents.
- Non-compliance with the date and time for submission of required bid documents.
- Merging file sheets (financial file and technical file) with each other, and if this happens the application submitted is canceled.
- Send offer through email.

Scoring criteria

- For the technical criteria we have weighted a scoring of 60 points, therefore all suppliers with 50/60 and above can be considered to open their financial document.
- The materials provided by the winning bidder must be identical to the samples previously submitted.
- The winning supplier must comply with the specifications listed in Annex 2.
- Institutional / corporate owners must submit official documents that demonstrate the technical competence.

Financial Evaluation:

Financial score for proposal X =
Max. score for financial proposal * price of lowest financial proposal
price of financial proposal X

Other Evaluations: LOST will also check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors.
Selection of Tender: the bid will be granted to the supplier that reaches the highest joint score.

Acceptance of Successful Tender: Taking into consideration the recommendation of the Tendering Committee, LOST will make the final choice of the awarded applicant. LOST will then send a letter of acceptance to the successful applicant. After submitted documentation has been verified, the supplier will then be requested to sign the contract for the stated amount. Any amendment to the awarded tender will be documented as an “Annex” to the contract and will be determined by LOST which should be approved by mutual consent agreement.

Interpretation: Should there be any doubt or obscurity as to the meaning of any of the contract documents or as to anything to be done or not to be done by the Contractor or as to those instructions or as to any other matter, Applicants must set forth in writing such doubt or obscurity and submit the same to LOST no later than three days before the date fixed for the delivery of the Tenders. All questions should be directed to the project coordinator Nassim Hijazy,

If the Applicant requires clarification or interpretation in the final three days before Tender submission date, then he/she will when submitting his Tender set out in a covering letter, the interpretation on which his/her tender has been based.

No claim from Applicants for an extension of the time set for submitting Tenders will be entertained on the grounds of any procedure in connection with interpretation of the Tender documents.

Penalties: Any supplier that wins the bid, and afterwards changes in any of the conditions mentioned in the tender form and the contract signed, will be penalized according to the following cases:

- Changing in the supplied material compared to the agreed on in quality of materials.
- Sending delivery bills that have false information.

Penalties: يعاقب كل مورد يربح العرض، وبعد ذلك يجري تغييراً في أي شروط من الشروط المذكورة في نموذج المناقصة والعقد الموقع، وفقاً للحالات التالية:

- تغيير المواد المقدمة مقارنة بالمواد المتفق عليها ذات الجودة.
- إرسال فواتير تسليم تحتوي على معلومات خاطئة.
**TENDER DOCUMENT**

- Deciding to stop supplying the project with the agreed materials
- Delay in the delivery of the materials according to the delivery time mentioned in the tender.

The penalty will range from verbal notice, then if repeated a notice letter and the supplier will not be paid for the material that was cheated with, and finally if repeated canceling the contract and the supplier will pay the value of the materials yet not delivered as compensation.

**General Information**

- Only suppliers who have submitted the pre-qualification data (copy of commercial register, copy of commercial broadcasting, copy of the institution's certificate of registration with the Ministry of Finance and and ID card copy for the institution owner) are allowed to participate in the tender.

- The signed contract between LOST and the selected supplier will include all technical and financial details included in the bid document and will be communicated accordingly in the Q&A session. These criteria will be the baseline for selection of the winning suppliers’/service providers.

- No Subcontracting is allowed.

- Bid documents will be opened in the presence of:
  - Finance officer
  - Logistics officer
  - Member of bidding committee
  - Project engineers
  - Suppliers how wish to attend
TENDER DOCUMENT

- LOST will have log sheets for the following:
  - For Bid submission of files (Name of submitter, name of company, time and date of submission, submitter signature, and procurement officer signature).
  - For bid opening (Name of committee members, name of company representatives, time and date, and signature).

5. Qualifications Summary

<table>
<thead>
<tr>
<th>Certificate of legal registrations in Lebanon.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>Name of Company or Applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Address:</td>
</tr>
<tr>
<td>3</td>
<td>City- Town:</td>
</tr>
<tr>
<td>4</td>
<td>Telephone:</td>
</tr>
<tr>
<td>5</td>
<td>Email Address:</td>
</tr>
<tr>
<td>6</td>
<td>Legal Status:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>اسم الشركة أو الطالب:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>العنوان:</td>
</tr>
<tr>
<td>3</td>
<td>المدينة – البلدية:</td>
</tr>
<tr>
<td>4</td>
<td>رقم الهاتف:</td>
</tr>
<tr>
<td>5</td>
<td>عنوان البريد الإلكتروني:</td>
</tr>
<tr>
<td>6</td>
<td>الوضع القانوني:</td>
</tr>
<tr>
<td></td>
<td>Number, year and place of registration (copy enclosed)</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Experience and reference list (please attach any documents related to the last three years’ activities)</td>
</tr>
<tr>
<td></td>
<td>List of previous clients we have supplied similar services to. Name of Client</td>
</tr>
<tr>
<td></td>
<td>Year</td>
</tr>
<tr>
<td>9</td>
<td>Comments:</td>
</tr>
<tr>
<td>10</td>
<td>Name-signature-stamp</td>
</tr>
</tbody>
</table>
### 6. Declaration of Eligibility

<table>
<thead>
<tr>
<th>Supplier:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The undersigned (Name and address of representative)</td>
</tr>
<tr>
<td>Representative of</td>
</tr>
<tr>
<td>(Name and address of company)</td>
</tr>
</tbody>
</table>

Declare that the following conditions are applicable to us:

- We are not bankrupt or in the process of going bankrupt.
- We have not been convicted for an offense concerning professional conduct.
- We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- We have fulfilled obligations related to payment of social security and taxes.
- We are not guilty of serious misinterpretation in supplying information.
- We are not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on commission).
- We were not declared as serious fault of implementation owing to a breach of their contractual obligations.
- We do not employ personnel below the legal working age.
- We provide basic social rights and fair working conditions to our employees.
- We are not on any list of sanctioned parties issued by the United States Government, United Nations and European Union.

In the presence of:

Signature
7. Distribution Working process

The standard operating procedures of the service provider must follow the following procedures:

1. LOST shall prepare a list including all information on the places where the work will be carried out.
2. LOST and the service provider shall agree on the times, places and quantity of delivery of the required materials.
3. The program and monitoring and evaluation officers in LOST and their assistants are responsible for monitoring the quality of raw materials.
4. The service provider must put in the financial file the price of the required materials with the cost of transport.
5. The service provider shall provide LOST in the field with copies of the delivery papers daily and both parties shall sign these papers.
6. The service provider will not be reimbursed for the provision of services not required by LOST, unless LOST itself refers it.
7. The service provider's invoices shall not be paid until after the technical team of the project has disclosed the completed works to ensure that they conform to the specifications and conditions agreed upon.
8. The service provider shall deliver the invoices to the office of LOST at the end of the works. The payment process shall be carried out after the approval of the technical team in the project on the executed works after fifteen days from the date of submitting the invoices.
9. LOST conducts field visits to sites where the workplace has been reported in order to ensure compliance with the contract between LOST and the service provider to monitor the quality of the materials used. It is appropriate to punish the service provider in accordance with the terms of the contract in case of non-compliance or non-delivery of the service.
10. The service provider shall bear the cost of the goods that were not delivered in the event of a decision to suspend the transaction with LOST, and shall bear all the consequences of the harm and damage.
11. The supplier must take into consideration the Labor Code, so that there is no underage (eighteen years old) within the working group.

12. Prices must be inclusive of VAT.

13. The service provider may not participate in the tender unless he is registered with the Ministry of Finance and has all the official documents.

14. The service provider may not re-award the tender to any other supplier.

**Penalties:**

In case that the service provider breaches any item of the tender, the service provider will be penalized in the following conditions:

- Noncompliance with samples provided in advance.

- If there is a rig between the goods received and delivery authorization.

- The service provider decides to stop delivery of the goods.

- Delays in the agreed period for delivery of goods.

Delivery of the required materials without prior notice will be subjected in the presence of the service provider. The service provider will be punished according to the results showing the manipulation of the quality and quantity of the required materials:

- First negative situation: first warning and non-payment of fees for applications of the materials concerned.

- Second negative situation: second warning and non-payment of current month fees.

- The third negative situation: the abolition of the contract and the non-payment of any deserved fees by LOST.

- Noncompliance with samples provided in advance.

- If there is a rig between the goods received and delivery authorization.

- The service provider decides to stop delivery of the goods.

- Delays in the agreed period for delivery of goods.

Delivery of the required materials without prior notice will be subjected in the presence of the service provider. The service provider will be punished according to the results showing the manipulation of the quality and quantity of the required materials:

- First negative situation: first warning and non-payment of fees for applications of the materials concerned.

- Second negative situation: second warning and non-payment of current month fees.

- The third negative situation: the abolition of the contract and the non-payment of any deserved fees by LOST.

- Noncompliance with samples provided in advance.

- If there is a rig between the goods received and delivery authorization.

- The service provider decides to stop delivery of the goods.

- Delays in the agreed period for delivery of goods.
8. Ethics clauses and code of conduct

a) Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful service contracts with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labor standards

The tenderer and its staff must comply with human rights and applicable data protection rules. In particular, and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental service contracts, and with the core labor standards as applicable and as defined in the relevant International Labor Organization conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labor; abolition of child labor).

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Zero tolerance for sexual exploitation, abuse and harassment:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the tenderer.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

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c) Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or
refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Tenders will be rejected, or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified, or commissions paid to a company which has every appearance of being a front company.

Contractors found to have paid unusual commercial expenses on projects funded by the European Union, or any other donors are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving funds.

e) Breach of obligations, irregularities, or fraud

LOST reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities, or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

LOST supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labor, environment and anti-corruption.

Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labor

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: The elimination of all forms of forced and compulsory labor;
- Principle 5: The effective abolition of child labor; and
- Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: Undertake initiatives to promote greater environmental responsibility; and
- Principle 9: Encourage the development and diffusion of environmentally friendly technologies.
- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages: https://www.unglobalcompact.org

LOST renounces all forms of terrorism and money laundering

LOST renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, LOST is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of LOST to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, LOST will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

3. Signature of contract: The successful bidder will be informed in writing that its tender has been accepted (notification of award). LOST will send the signed contract documents in two original copies to the successful bidder.

The unsuccessful tenderers will be informed by e-mail within the 10 days following the award.

Within 5 working days following the reception, the successful tenderer will sign, date and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within 5 working days, LOST can consider after notification the award as null and void. After selection, and before signature of the contract, LOST will inspect the equipment and the teams of the selected tenderer that will be allocated for the works. LOST reserves the right to de-select the tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender dossie.
ANNEX 2. FINANCIAL PROPOSAL and Specification

ملحق رقم 2: العرض المالي والمواصفات
## TENDER DOCUMENT

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Village</td>
<td>Deir El Ahmar - Haouch Tall Safyel - Saaide - Haouch Snaid - Aadous - Boudai</td>
<td>烧饼 - خضر - سعيد - حوش تل صقية - آدوس - بوداي</td>
<td></td>
</tr>
<tr>
<td>الصنف</td>
<td>REF</td>
<td>item</td>
<td>Unit</td>
</tr>
<tr>
<td>أعمال الباطون والحجر</td>
<td>1</td>
<td>Civil works: CONCRETE and BLOCK WORKS</td>
<td></td>
</tr>
<tr>
<td>تأمين وتشييد الجدران من أحجار الخفان ذات المقاسة ككسر (40 سم / سم) الداعم بعمال الطين، التنظيف وجميع المواد اللازمة</td>
<td>1.5</td>
<td>Supply, installation &amp; erection of Concrete Masonry Units (CMU) Walls, 10 cm thickness including: [a] mortar, [b] curing with water, [c] scaffolding, [d] all necessary materials, tools, requirements including labors.</td>
<td>m2</td>
</tr>
<tr>
<td>أعمال التشبو</td>
<td>2</td>
<td>WATERPROOFING Works</td>
<td></td>
</tr>
<tr>
<td>توريد وتثبيت الطبقات البلاستيكية الثلاثة، سماكة 200 ميكرون / 3 طبقات</td>
<td>2.1</td>
<td>Supply and installation of plastic roll -3 layers (200-micron thickness - thermal polyethylene)</td>
<td>m2</td>
</tr>
<tr>
<td>توريد وتركيب ودهان مواد عازلة (بي بو) ثلاثة طبقات على الأسمنت أو الخوادج بعد تنظيفها وتتبيث السطح لعمال المنزل واعمال ورقية وطلقات نحتية حسب توجيهات المهندس</td>
<td>2.2</td>
<td>Supply, apply and test roof waterproofing using PU material, the works includes cleaning, surface preparation works, drying, filling cavities with mortar, applying primer, angle fillets, plaster works for parapets and any other materials needed prior to the proper application of 3 layers of PU</td>
<td>m2</td>
</tr>
<tr>
<td>أعمال التوريق</td>
<td>3</td>
<td>Civil Works: Plaster works (C:S ration 1:4 to 1:5)</td>
<td></td>
</tr>
<tr>
<td>طبقة من الورقة المقلقة من الأسمنت مع الرمل، بما في ذلك شبك محلي عند كل مقاس الباطن وقطع جديدية توضع عند الزوايا الخارجية</td>
<td>3.1</td>
<td>Internal Plastering 20 mm thick in 1 coat, with spatter dash. Surface should be scrubbed quite smooth, ready for painting for walls of bath room or above kitchen sink</td>
<td>m2</td>
</tr>
<tr>
<td>ورقة متر جر نازية الأبواب والشباك، الأعمدة تسكن فتحات في الجدران</td>
<td>3.4</td>
<td>Plastering for corner of column, window, door, closing voids in the walls</td>
<td>Lm</td>
</tr>
<tr>
<td>أعمال التثليط + إشكال الدهان</td>
<td>4</td>
<td>Tile and paint work (Floor and wall)</td>
<td></td>
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<tr>
<td>توريد وتنفيذ بلاط سيراميك عادي غير خشبي (للحمامات للجران) والمغليب بوضع طقة من الطين، وفرشة من رمل الداعم (الشاطئ)، تحته، وتضمن الترموي، وكل ما يتطلب من مواد ولازم أساسية</td>
<td>4.2</td>
<td>Provide and install local made Ceramic wall tiles 200x600x8mm for walls of Toilets or above kitchen sink</td>
<td>m² 26</td>
</tr>
<tr>
<td>توريد وتحضير وتطلي طلاء من الأكريليك/ كاوشك قابل للغسل، صنع محلي، يحتوي على الطلاء المهندسي وال الطلاء الرفيع، والطلاء النهائي لجران الخلفان الجديده، حسب التشطيبات الفعلية emulsion low VOC paint</td>
<td>4.3</td>
<td>Prepare and apply acrylic base washable emulsion low VOC paint, local made, including primer, undercoats and finishing coats; as per actual existing finishes</td>
<td>m² 245</td>
</tr>
<tr>
<td>أعمال النجارة</td>
<td>5</td>
<td>Carpentry Works (Door/Windows)</td>
<td></td>
</tr>
<tr>
<td>توريد وتحضير وتطبيق طلاء من الأكريليك قابل للغسل صنع محلى، بما في ذلك المعجون الطلاء المهندسي والطلاء النهائي لجران الخلفان الجديده emulsion low VOC paint</td>
<td>4.4</td>
<td>Prepare and apply acrylic base washable emulsion low VOC paint, including, putty, primer, undercoats and finishing coats for New CMU Walls</td>
<td>m² 2</td>
</tr>
<tr>
<td>تصليح وتثبيت وتنظيف الأبواب الخشبية الممولة. يشمل العمل قطاعات وتركيب أواح جديدة، معجون و توفير جميع الملحقات اللازمة (مقاض، عازل، زجاج، ... بما في ذلك العملة)</td>
<td>5.5</td>
<td>Repairing, fixing and cleaning wooden doors. work includes cutting, installing new panels and boards, putty providing all needed accessories (handles, wind and rain isolation, glass, mesquite mesh…) including labors</td>
<td>U 5</td>
</tr>
<tr>
<td>توريد وتركيب قطاع خشبي بلاي وود 18 مم مع فواصل خشبية بالإضافة إلى باب من صنع وماسكا، وقفل للباب والعمل يتضمن تامين كل الأكسسوارات اللازمة (80*200 سم)</td>
<td>5.8</td>
<td>provide and install 18 mm plywood wooden partition with horizontal and vertical wooden partitions to fix it with a door with handles and locks. works include all necessary accessories. (80*200) cm 1 Doors</td>
<td>m² 2.5</td>
</tr>
<tr>
<td>تركيب قفل عربي وميسكة لأبواب الخشب للأبواب الداخلية الموجودة</td>
<td>6.9</td>
<td>Supply and install of CE approved Arabic lock with key &amp; handle for existing wooden door. (Internal rooms)</td>
<td>U 5</td>
</tr>
<tr>
<td>تركيب قفل أوروبي وميسكة لأبواب الخشب لباب المدخل</td>
<td>7</td>
<td>Supply and install of CE approved European lock with key &amp; handle for existing wooden door. (For main entrance door)</td>
<td>U 6</td>
</tr>
<tr>
<td>تركيب مسكة لأبواب الخشب - صيني باب أول</td>
<td>7.2</td>
<td>Supply and install of Door knob for wooden door, copy original China made</td>
<td>U 8</td>
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<td>TENDER DOCUMENT</td>
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<tr>
<td>7.4</td>
<td>Repair wooden windows with all needed accessories including but not limited to (lock, glue, screws, hinges, nails. (Please specify the size during assessment)</td>
<td>U 2</td>
<td></td>
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<tr>
<td>7.7</td>
<td>Supply and install of metallic knob for doors and windows</td>
<td>U 20</td>
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<tr>
<td>6</td>
<td><strong>METAL Works (Door, windows, Roof)</strong></td>
<td></td>
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<tr>
<td>6.2</td>
<td>Provide and fix new steel window complete with paint with all accessories included</td>
<td>m2 1</td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Repair steel door with all accessories included but not limited to(lock, handle, security glass, paint)</td>
<td>U 3</td>
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<tr>
<td>7</td>
<td><strong>ALUMINIUM Works (Door Windows)</strong></td>
<td></td>
<td></td>
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<tr>
<td>7.2</td>
<td>Supply &amp; install of Aluminum Window for Rooms (H= 1.00m w= 1.00m) with Insect Screen in accordance with the following details: - local made Aluminum Profile - Standard Profile Colors (White, Black, or Aluminum Finish) -Accessories local made - Double Glazed - European Silicone</td>
<td>m2 0.3</td>
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<tr>
<td>7.9</td>
<td>Replacement of Broken Window / Door Single Glazed Glass 6 mm</td>
<td>M2 10.9</td>
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<tr>
<td>8</td>
<td><strong>Electrical Works</strong></td>
<td></td>
<td></td>
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<tr>
<td>8.1</td>
<td>Supply and install of lighting point including but not limited to electrical PE conduits, power socket outlet, boxes, cables, light switch, light point lamp 20W LED</td>
<td>U 20</td>
<td></td>
</tr>
<tr>
<td>8.2</td>
<td>Supply and install of lighting point including, power socket outlet, boxes, light switch, light point lamp 20W LED</td>
<td>U 14</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Unit</td>
<td>Quantity</td>
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<tr>
<td>8.4</td>
<td>Supply &amp; Install Circuit breaker 1 Pole (16 A) with all the needed connection for the building</td>
<td>U</td>
<td>5</td>
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<tr>
<td>8.5</td>
<td>Cashe cable</td>
<td>Lm</td>
<td>43</td>
</tr>
<tr>
<td>8.7</td>
<td>LED light bulb 20 W</td>
<td>U</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>WASH: Sanitary and plumbing works</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Units</td>
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<tr>
<td>10.1</td>
<td>Supply and install of water mixer copy original China made for wash basin or sink including: [a] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [b] removal of damaged existing one.</td>
<td>U 9</td>
<td></td>
</tr>
<tr>
<td>10.2</td>
<td>Supply and installation of water mixer for shower copy original China made including: [a] shower pipe (stainless), [b] water connection (1/2&quot; PPR, hidden, hot and cold), [c] all necessary materials, accessories, requirements and manpower to make it properly serviceable and [d] removal of damaged existing one.</td>
<td>U 9</td>
<td></td>
</tr>
<tr>
<td>10.3</td>
<td>Supply and install stainless steel kitchen copy original China made, overall dimensions 100 x 60 cm, fixed using steel angled supports scaffolding, including provide and install waste fitting heavy duty pipe Easy flex plug, with all accessories including accessories, material, labor, PVC adhesive, Silicone and needed tools.</td>
<td>U 5</td>
<td></td>
</tr>
<tr>
<td>10.4</td>
<td>1/2&quot; (15mm) PPR Pipes 'Supply and install PPR pipes with proper connection and fittings- Turkish made</td>
<td>m 13</td>
<td></td>
</tr>
<tr>
<td>10.7</td>
<td>Provide and fix 100mm (4&quot;) diameter PVC pipes- copy original China made. provide proper installation and connection works, proper excavation and debris removal work and finishing</td>
<td>m 10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Supply and installation new 3-layer PE Water tank 1000 liter with all Accessories and connections to the building (including all necessary pipe, fittings…)</td>
<td>U 5</td>
<td></td>
</tr>
<tr>
<td>11.2</td>
<td>Provide and fix new water tap</td>
<td>U 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Quantity</td>
<td>Unit</td>
</tr>
<tr>
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<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>11.4</td>
<td>Provide &amp; install water heater capacity of 80 liters, including fixtures, fittings, piping, Italian resister and all accessories. National quality approved by the Engineer in charge</td>
<td>U</td>
<td>3</td>
</tr>
<tr>
<td>11.6</td>
<td>Expanding foam, 500mL bottle</td>
<td>U</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Cost $**

**Fresh dollars**

**VAT 11 %**

Will be paid in LBP at official rate

*ملاحظة: سوف يتم توزيع جدول مفصل (BOQ) بالأنشطة المطلوبة تنفيذها لكل منزل على حدى لاحقاً للشركة الفائزة في المناقصة.*

للإملاء والتفاصيل، نشاط هندي المسؤول: نسيج جازري على الرقم التالي:

71276284