

Renovation contracting

Saltek training center

Lebanon

CONTEXT

The European Institute for Cooperation and Development (IECD) is a French non-governmental organization (NGO) founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration, assistance to micro and small enterprises, and access to education for the most vulnerable. IECD has been operating in Lebanon since 1989 and opened a regional office in Beirut in 2007.

Semeurs d'Avenir (SDA), association created in 2010, is the operational partner of the IECD. As part of its partnership with IECD, SDA implements projects in the field of entrepreneurship, education, training, and professional integration.

The ASSET project works on enhancing the level of technical education in Lebanon while working with both the public and private sector. In the process of development and creating opportunities for the youth to have decent jobs, a successful relationship was built with Saltek willing to train our graduates who have an interest in the sector.

The aim of this intervention is to create an academy at Saltek for the implementation of bootcamps in certain fields. An existing space is allocated for the training center, with a need of renovation and readaptation of the space to meet the needs of use.

To support this project, IECD and SDA are soliciting proposals from qualified contractors to provide renovation services for the training center. A project budget, timeline and action items should be clearly identified.

Scope of work for the contractor

The renovation works will be carried out by the main contractor in the areas mentioned below, under the direct supervision of the IECD team.

The contractor selected through this proposal will be responsible for the following:

- Assessing the designated area through a site visit and identifying all the items mentioned in the BoQ.
- Develop shop drawings prior to the execution of the works, as per the initial design plans.
- Conducting the works in accordance with the BoQ categories (architecture and civil works, electrical works, mechanical works) and under a safe and secure environment.
- Completing the work in accordance with the specifications required and as per the design plans.
- Commissioning the works in the presence of IECD team, while resolving any snag list that can occur.
- Delivering as built plans to IECD team.

Continuous communication must be maintained between the IECD team and the consultant.

DELIVERABLES

IECD anticipates that the consultant selected will provide services on a continuous basis with the 15th of October as a deadline.

How to Apply

Interested bidders are invited to submit their proposal in English based on the TOR, the proposal should include:

Technical Proposal:

- Curriculum Vitae (including CVs/portfolio).
- Company profile
- List of previous projects and clients
- Provide reference letter(s) from clients for similar projects
- The technical offer which includes the implementation period and methodology
- Certificate of business registration, certificate of incorporation, business license (Commercial circular & Commercial Register)
- ID of authorized Signatory
- Certified copy of tax registration (MOF and VAT document if available)

Financial Proposal:

- A detailed financial offer that includes all fees or expenditures in a table (BoQ), the financial offer should include the payment methods and all the needed information for payments. The financial offer should clearly describe the disaggregation of the deliverables.

PAYMENT TERMS

Payment schedule to be defined at the contract stage based on mutual agreement between consultant and SDA.

Payment will be made within 15 working days after submitting the invoice.

In case the supplier is not registered with the Ministry of Finance, a deduction of 8.5 % should always be considered.

The supplier is to select one of the below payment modalities and mention it in the PR:

- **Payment through bank transfer to Bank Audi account**, if the supplier has a Bank Audi account. This modality imposes zero transfer charges.
- **Payment through Bank transfer to a bank other than Audi** if the supplier doesn't have an Audi Account. The supplier must bear the charges fees.
- **Payment through OMT:** Supplier to bear the fees imposed by OMT. **The fee is 2.3% of the total amount of the invoice.**

EVALUATION CRITERIA

A technical evaluation will be conducted on all the bidders based on the above technical proposals submitted.

The weighted evaluation will be done as below:

- The Technical proposal grade: 60% of the total evaluation grade
- The Financial Proposal: 40% of the total evaluation grade

The technical evaluation grading will be based on the below:

Qualifications	Scale
CV – Portfolio and previous work	55%
Technical proposal: Methodology, Schedule and Planning of works, Approach (including timeline, machinery, onsite staff, etc.)	15%
Availability	30%

The quotation proposal can only be sent upon visiting the site with the presence of IECD's team.

OTHER INFORMATION

Job Location: Saltek, Mazraet Yachouh, Lebanon

Contract Type: Consultancy

Contact Information: lbn_tenders@iecd.org