

ANNEX A: TERMS OF REFERENCE

for

Establishing Local Long-Term Arrangements (LTA) for Engineering Services in Lebanon

1.0. BACKGROUND

- 1.1. UNICEF Lebanon Country Office is engaged in a variety of construction/rehabilitation activities which are in line with the Country Programme. This includes, but is not limited to construction of new schools, rehabilitation and extension of existing schools, the rehabilitation and extension of UNICEF's office building in Lebanon, etc. Most of the construction activities we engaged in are located in all governorates (urban and rural areas) in Lebanon.
- 1.2. Since 2013, UNICEF Lebanon was engaged in construction activities that varies from minor to full rehab and new construction. The value of on-going and projected construction activities is estimated at US\$ 50 million. These activities required engineering services, such as site assessment, designs and construction documents, site supervision during project execution, etc. These engineering services are normally provided by engineering firms, but some of them can also be provided by NGOs.
- 1.3. Within this context, UNICEF Lebanon Country Office wishes to enter into non-exclusive LTA(s) for the procurement of engineering services, as required from time to time during the term of the LTAs. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantity of these items, and that purchases will be made only if and when there is an actual requirement. UNICEF shall not be liable for any cost in the event that no purchases are made under any resulting LTA(s).
- 1.4. In cases in which the awarded LTAs are used by UNICEF offices in neighboring countries, the requesting UNICEF office will cover travel expenses (travel and accommodation) in addition to the unit costs of the engineering services required. The value of the travel expenses will be established prior signing the specific contract.
- 1.5. Other United Nations Agencies, Funds and Programmes shall be entitled to place orders under the prices and terms of this LTA. Orders placed by other United Nations entities constitute a contractual agreement between the contractor and the ordering United Nations entity. UNICEF will not be a contractual party to these orders and has therefore no obligations or liabilities for orders not issued by UNICEF.

2.0. SCOPE OF SERVICES

- 2.1. The scope of services is divided in 2 lots: (Lot 1) main engineering services which are typical used in most of UNICEF construction activities, and (Lot 2) supplementary technical services referring to specialized engineering services that shall be required only for specific construction activities.
- 2.2. Below are the main engineering services to be provided. Each service is described in detailed in Section 3 Expected Deliverables.
 1. Site Assessment
 2. Design and Technical Documents
 3. Technical Support to Procurement
 4. Quality Assurance and Site Supervision
- 2.3. The awarded LTA holders are expected to be able to offer the supplementary technical services listed below for construction projects with high degree of technical requirements, such as cold-room storage, desalination plant, large water treatment facilities, warehouse with large span, etc.:
 1. Advanced Topographical Surveys
 2. Advanced Geotechnical Surveys
 3. Advanced Architectural Services
 4. Advanced Building Design Services
 5. Blast Design and Seismic Analysis
 6. Social and Environmental Screening
 7. Project Management (should coordinate closely with UNICEF in-house engineer/s)
 8. Drawing Illustrations

3.0. EXPECTED DELIVERABLES

- 3.1 The table below describes in detail each required engineering service, including tasks and expected deliverables. Payments will be based on satisfactory completion of deliverables.
- 3.2 Deliverables shall be submitted to UNICEF in electronic format (drawings in AutoCAD and PDF) and hard copies printed in an appropriate scale.

Table 1: Services, Tasks and Deliverables

#	Service Descriptions	Tasks	Deliverables
Lot 1	Main Engineering Services	Typically used in most of UNICEF construction activities.	
1-	Site Assessment Evaluation of site characteristics and preparation of detailed analysis with recommendations for design and implementation.	<p>Assessment of existing construction Verify structural integrity and functionality of existing construction, quality of finishes, accuracy of the as-built design drawings, and if not available, prepare architectural drawings of existing buildings.</p> <p>Assessment of sites for new construction Conduct site surveys (topographical, geotechnical and engineering); verify the land legal status and construction laws.</p> <p>Soil investigation Check the site topography for surface and subsurface exploration. Subsurface exploration (boreholes) involves soil sampling and laboratory tests of the soil samples retrieved.</p>	<p>Detailed report approved by UNICEF with site layout, collected data, as-built drawings, building(s) and site analysis and recommendations.</p> <p>Detailed report approved by UNICEF on soil investigation.</p>
2-	Design and Technical Documents Development of construction technical documents, and obtaining necessary construction permits, if required.	<p>Conceptual design Produce design sketches that comply with site conditions, criteria, performance standards and accessibility requirements; formulate and evaluate design options; develop conceptual design for the “passed-screening” option.</p> <p>Preliminary design documents Produce a preliminary design documents (architectural, structural and MEP) based on approved conceptual design</p> <p>Construction Permit Compile technical and administrative documents required for requesting permit and obtain necessary construction permits¹ from Authority.</p> <p>Final Design documents Produce the final set of drawings based on the obtained official construction permit.</p> <p>Detailed final Executional Drawings, specification, BOQ:</p> <p>Architectural design Develop Detailed design with finish materials’ specifications.</p> <p>Structural design Detailed design with technical specifications and design analysis.</p>	<p>Feasibility report approved by UNICEF includes design criteria, options' analysis and conceptual design drawings.</p> <p>Set of architectural, structural and Mechanical and electrical drawings, approved by UNICEF and respective governmental entity.</p> <p>Original copy of permit(s) officially authorized by Authority.</p> <p>Set of architectural, structural and Mechanical and electrical drawings, approved by UNICEF and respective governmental entity.</p> <p>Full set of architectural drawings² with specifications, approved by UNICEF.</p> <p>Full set of structural drawings³, specifications, calculations and</p>

¹ Such as construction permit and permits from utility companies.

² Full architectural set includes master plan, layout, plans, sections, elevations, 3D images, details and finishes.

³ Full structural set includes foundation details, structural design and details of columns, beams, slabs, stairs, etc.

			design analysis, approved by UNICEF.
		Building service design Develop detailed design with technical specifications and design analysis of plumbing, sanitary, electrical services based on approved architectural design.	Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF.
		Bid technical documents Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities).	BoQs for repairs, rehabilitation and/or new construction approved by UNICEF. Confidential cost estimates.
3-	Technical Support to Procurement Assisting UNICEF in the solicitation process and the selection of qualified construction companies.	Pre-qualification of contractors Assist UNICEF in the evaluation and pre-qualification of contractors.	Report includes a shortlist of pre-qualified contractors approved by UNICEF.
		Bidders' conference Attend bidders' conference with Potential Bidders; respond to their technical queries and questions.	Report includes answers to all technical queries and questions of Potential Bidders during the bidding process.
		Technical evaluation Assist in the evaluation of technical proposals, visits to bidders' offices and relevant projects, verification of references, etc.	Evaluation report approved by UNICEF includes scores and remarks on each technical sub-criterion.
4-	Site Supervision/ Quality Assurance and Handover Technical oversight of ongoing construction activities to ensure compliance with specifications and signed contract and provide advice to UNICEF on any potential risks related to timeline, budget and quality of works.	Quality assurance Undertake quality assurance and quality control plans and related procedures; review and approve contractor's construction schedule, detailed designs, shop and as-built drawings; inspect material sources and materials' tests. Site supervision and handover Assist in project's start-up; inspect and monitor time, progress, cost, quality and quantity of works and other agreed targets; certify payments and assist UNICEF in the control of variation orders; document project records that provide the necessary evidentiary and analyses in case of claims and disputes; ensure that works are executed in accordance with local Bylaws, national and international health and safety standards, quality standards and signed contract; liaise and co-ordinate with local authorities, if required; issue the Certificates of Partial, Substantial and Final Completion of works; prepare monthly progress reports and final narrative report.	Reports approved by UNICEF based on site visits.
Lot 2	Supplementary Technical Services	Advanced engineering services required only for specific construction activities.	
1-	Advanced Topographical Surveys⁴ Prepared by a Land Surveyor with min 8-year relevant experience.	Establish Permanent Ground Markers on the site and prepare a detailed ⁵ topographical survey and drawings with photographic documentation.	Detailed report approved by UNICEF with conclusions and recommendations.
2-	Advanced Geotechnical Surveys⁶ Prepared by an accredited Geotechnical firm/lab.	Provide detailed soil characteristics, bearing capacity, ground water level, depth of bedrock, soil layers and soil contamination; assess the potential for aggressive attack by the soil on concrete and steel; provide study on seismic vulnerability and underlying ground conditions.	Detailed investigation report approved by UNICEF with conclusions and recommendations.

⁴ Topographical surveys required for specific sites (e.g. with steep slopes, irregular shapes).

⁵ Contours shall be interpolated on the drawings at 0.2m intervals and spot levels shall be shown on the drawing on an approximate 10m square grid.

⁶ Geotechnical surveys required for specific sites (e.g. multi-storey building located in a high-risk seismic zone).

3-	<p>Advanced Architectural Services⁷</p> <p>Prepared by an Architect with min 8-year relevant experience, within the accredited consulting firm</p>	<p>Identify project requirements and constraints; prepare summary report and concept design based on collected data, climate information, national and local Bylaws, best practices, permit requirements, accessibility requirements, project information, etc.; develop project design in 2 stages: preliminary and detailed with cost estimates; provide specifications for works and finishes; ensure design is compliance with national and international health and safety standards, environmental sustainability and internationally recognized quality standards.</p>	<p>Detailed design drawings in appropriate scale approved by UNICEF with finish specifications</p>
4-	<p>Advanced Building Service Design</p> <p>Preparing and/or reviewing advanced designs for specific projects and/or systems (e.g. large-span steel structures, cold-room stores, renewable power sources), prepared by a Specialized Engineer (Structural, Electro-mechanical, IT, etc.) with min 8-year relevant experience.</p>	<p>Structural and civil works</p> <p>Collect data from topographical, geotechnical, utilities surveys and seismic design considerations; prepare options layouts with cost estimates; develop detailed structural and civil design for the selected alternative with structural analysis and calculations.</p> <p>Electro-mechanical works</p> <p>HVAC⁸ and extraction system; automated elements⁹; water pumps, well and water purification systems; waste management and environmental efficiency systems; backup power and energy supply¹⁰; energy distribution systems; fire detection and suppression systems; security and building control systems; ICT¹¹ networks; lightning protection; refrigeration; water drainage and plumbing; carbon emission and reduction.</p>	<p>Detailed design drawings in appropriate scale approved by UNICEF with material/equipment specifications including complete analysis and calculations.</p>
		<p>Technical peer review</p> <p>Review of existing design and technical documents to check compliance with requirements and deliverables; ensure completed works are able to perform satisfactorily under the expected conditions of use; ensure Health and Safety required by local practice are in place and recorded; check compliance with relevant regulatory requirements, national/international codes and standards; confirm that appropriate surveys have been carried out; confirm constructability and maintainability considerations are in place; ensure cost-effectiveness; verify interdisciplinary design reviews are carried out.</p>	<p>Detailed report approved by UNICEF with conclusions and recommendations.</p>
5-	<p>Blast Design and Seismic Analysis</p> <p>Ensuring design compliance with anti-blast and seismic standards for specific projects (e.g. located in areas exposed to explosions, in high-risk seismic zones), prepared by a Specialized Engineer with min 8-year relevant experience.</p>	<p>Blast design</p> <p>Conduct vulnerability assessment; identify explosive threats and level of protection; determine air-blast parameters and building performance in response to the identified threats; develop mitigation measures and recommendations; discuss with UNICEF scope of works, logistics, approach and timing.</p> <p>Seismic analysis</p> <p>Collect data from building planning and control records, site geotechnical records, area seismic activity records, local drainage records and any as-built information for the subject buildings; conduct surveys and testing; undertake Tier level 1 to 3 reviews; prepare a conclusive assessment report.</p>	<p>Detailed analysis report approved by UNICEF with conclusions and recommendations.</p>

⁷ Architectural designs for specific complex projects (e.g. UNICEF new offices, new warehouses, landscaping).

⁸ Heating, ventilation and air conditioning

⁹ Elevators, escalators and automated doors and windows

¹⁰ Gas, electricity and renewable sources such as solar, wind, geothermal and biomass

¹¹ Information and communications technology

6-	<p>Social and Environmental Screening</p> <p>Ensuring sustainable development and providing direction for the management of social and environmental risks, prepared by an Environmental Scientist with min 8-year relevant experience.</p>	<p>Assess social and environmental risks and impacts associated with each of the following standards: labor and working conditions; resource efficiency and pollution prevention; community health, safety and security; land acquisition and involuntary resettlement; biodiversity conservation and sustainable management of living resources; indigenous people; cultural heritage; climate-resilient development. Determine the level of risk; develop a risk management plan.</p>	<p>Detailed analysis report approved by UNICEF with conclusions and recommendations including Risk Management Plan.</p>
7-	<p>Project Management</p> <p>Providing technical support to UNICEF programme and Supply in project planning, reviewing technical documents, contract administration, procurement, risk and quality management, conducted by a Project Manager with min 10-year experience.</p>	<p>Support to project and contract management Identify project requirements and constraints; develop terms of reference; prepare a project delivery programme for all phases including key milestones; develop documentary system; select and manage services of third parties; liaise with UNICEF and manage stakeholders; provide technical support on reviewing designs and cost estimates; provide technical expertise during execution; establish management control systems on estimated quantities and costs; manage contracts under direction of UNICEF; review and approve recommendations, requests, management plans submitted by the engineering firm; provide direct monitoring of project execution and work progress; prepare progress reports; manage test of works and materials; attend technical meetings.</p> <p>Support to procurement management Develop scope of work including cost estimation for selecting a design engineering firm; provide preliminary cost estimates for construction works; conduct construction market survey; review and update the shortlist of construction companies; attend Bidders' conferences; participate in tender evaluation and draft recommendation on contract award; prepare cost comparison between bids and the cost estimate.</p> <p>Risk management Prepare and maintain a Risk Register that records identified risks; determine responsibility for the risk management process; advise on commercial impact of risks; develop and implement mitigation plans of risks.</p> <p>Quality management Develop initial quality and project plans¹²; identify the standards to be used as part of the project; provide quality auditing and oversight of sub-contractors; ensure the works are completed in accordance with the contract with specific reference to the development and implementation of Quality Procedures; identify and generate project quality records during the life of the contract and made available for review by UNICEF.</p>	<p>Reports approved by UNICEF submitted on monthly basis and/or upon completion of specific task include technical information, conclusions, recommendations and required actions.</p>
8-	<p>Drawing Illustrations</p> <p>Prepared by a Junior Draughtsman with 3-year experience.</p>	<p>Support team to develop design drawings by using AutoCAD, 3D illustrations, etc.</p>	<p>Complete design drawings approved by UNICEF.</p>

¹² including specific work practices, methods and events, lists of all procedures applicable to the project, audit plan, management review, performance indicators, allocation of resources, responsibilities and authority for all phases of the work, control of non-conformances, lessons learned continual improvement, QA/QC organization.

4.0. ELIGIBILITY AND QUALIFICATIONS

- 4.1. The Potential Bidders are eligible to submit complete proposals for one or both lots of the services included in Section 3 Expected Deliverables, and their submission will be taken into consideration in the proposal's evaluation process.
- 4.2. The LTA holder(s) is expected to assign or deploy adequate qualified staff to undertake the specific engineering services requested.
- 4.3. The Potential Bidder shall provide all the information and documentation requested in this section with its Proposal. Failure to submit the information below will disqualify the Potential Bidder.
- 4.4. **Original Documents** to be submitted in the Technical Proposal:

The Potential Bidder must be registered as a consulting engineering firm in Lebanon.

Bidders must submit the following original legal documents that shall be valid and newly issued (no later than 3 months ago unless otherwise stated) at the time of submission (No points – pre-qualifying criteria).

- Certificate of non-bankruptcy and no liens (شهادة عدم إفلاس) issued by the court (محكمة الإفلاس);
- Certificate of non-liquidation (شهادة عدم وجود تصفية قضائية) issued by the court (المحكمة الابتدائية الاولى التجارية);
- Statement of occurrences issued by the commercial register (إفادة وقوعات صادرة عن أمانة السجل التجاري);
- Power of attorney of the signatory;
- Certificate of registration of the Company issued by the Ministry of Finance (شهادة تسجيل الشركة الصادرة عن وزارة المالية);
- Certificate of VAT registration, whether subject to VAT or not;
- Certificate of Social Security Fund valid for the whole duration of tender validity (شهادة تسجيل في الصندوق الوطني للضمان الإجتماعي);
- Valid and certified construction consultancy certificate issued by:
 - CDR (for consultancy firms) if available proving that the company is not excluded from participating in the implementation of deals and no amendment has been made to the classification;
 - and / or
 - Ministry of Public Works Classified as a first class in consultancy services in buildings category
- Valid ISO Certificate;
- Complete bidding documents initialed on all pages.
- Copy of receipt of Bidding Documents.
- A statement that the company, including all members of a Joint-Venture and Sub-Contractor has no conflict of interest directly or indirectly with UNICEF and/or its projects.

In addition to the above-mentioned documents, potential bidders shall submit documents stated in Table 2 Technical Evaluation Criteria (page 8):

- 4.5. The Potential Bidder must provide sufficient **information** in their proposal to demonstrate compliance with the requirements defined by UNICEF. The forms listed below contains the eligibility and minimum qualifying criteria that UNICEF will use to evaluate proposal for the award of LTA(s).
 - a) Information to be submitted in the Technical Proposal (ANNEX C):
 - Form 1: Technical Proposal Submission
 - Form 2: Technical Proposal Letter
 - Form 3: Potential Bidder's General Information
 - Form 4: Potential Bidder's Contact Details
 - Form 5: List of Completed Similar Services Undertaken the Last 5 Years
 - Form 6: List of Similar Services in Hand
 - Form 7: List of Proposed Key Personnel
 - Form 8: CV of the Proposed Team
 - Form 9: List of Office Equipment, Engineering Instruments and Design Software
 - Form 10: Potential Bidder's Financial Information/ Adequacy of Working Capital
 - Form 11: Summary of Service Values Undertaken the last 5 Years
 - Form 12: List of Current Litigations
 - b) Information to be submitted in the Price Proposal (ANNEX D):
 - Form 13: Price Proposal Letter
 - Form 14: Price Proposal Submission

4.6. The Proposals prepared by Potential Bidders and all correspondence and documents relating to the Proposals exchanged by Potential Bidders and UNICEF shall be written in the English language.

4.7. Errors in the Proposals

- Bidders are expected to examine all instructions and documentation of the RFP. Failure to do so will be at Bidders' own risk.
- In the event of any discrepancy between the copies of the Proposals, the original shall govern. The original and each copy of the Technical and Price Proposals shall be prepared in indelible ink and shall be signed by the authorized Contractor's representative.
- The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves. Any such correction shall be initialled by the person or persons signing the Proposal.

4.8. The following criteria will be considered for selection of Potential Bidders for the award of LTA:

- The capacity of the engineering firm to manage multiple assignments at different geographical locations.
- The engineering firm has demonstrable capacity (staff, equipment, logistics, finance) in similar types of assignment.
- The Potential Bidder must have wide range of experience and technical expertise in the field of construction engineering consultancy (at least 7 years).
- The Potential Bidder must be well informed of the construction engineering context of Lebanon and is very familiar with Lebanese National Building Code.
- The working experience with international and UN Organizations will be preferable.

5.0. EVALUATION PROCESS AND METHOD

5.1. Following closure of the RFP, Technical Proposals will be evaluated by the evaluation team. The evaluation will be restricted to the contents of the Technical Proposals and the reference checks.

5.2. UNICEF will first evaluate the completeness and responsiveness of Proposals in relation to:

- Proposals submitted as per the instructions of the RFPS; Submission of all document requested in Section 4.4 and all information requested in Section 4.5.
- The Technical Proposal letter is duly signed (Form 2)
- Potential Bidders with minimum of 7 years' experience and technical expertise in the field of construction engineering consultancy.

5.3. Proposals that fail to comply with the above will be disqualified and will not be given further consideration.

5.4. UNICEF will then evaluate the technical merits of each Technical Proposal using the rating system in **Table 2** below.

5.5. A maximum of **70 points** will be assigned to the Technical Proposals. Technical Proposals receiving **49 points (70%)** or higher will be considered technically responsive. Non-technically compliant and non-responsive Proposals will not be given further consideration.

Table 2: Technical Evaluation Criteria

CRITERIA	MAXIMUM POINTS
TECHNICAL EVALUATION	70
1. Firm's Profile	
- Number of years as a consulting engineering firm providing similar services; minimum of 7 years and Size and structure of the firm (organogram);4pts	
- Type and range of similar services previously provided (e.g. assessment of an existing building, seismic analysis and vulnerability checking, topographical survey and sub soil investigation, building architectural design, and preparing full set of executional drawings and tender documents, site supervision and quality assurance for construction project).3pts	10
- Valid ISO Certificate;3pts	
2. Firm's Experience	
- List of services of similar nature (consultancy and supervision services for construction/rehabilitation services of different types of projects: schools, warehouse, hospitals, PHCCs,.. etc.) completed in past five (5) years	20

<ul style="list-style-type: none"> inside and outside the country list to include the type of clients to whom the services were provided (Government, private sector, others); ;2.5pts - List of on-going services of similar nature with reference;2.5pts - Proven experience in the country and nearby countries, if any; 2points per proven experience.....12pts - Work experience with the United Nations' Organizations or other international entities;3pts 	
<p>3. Resources (key personnel and equipment)</p> <ul style="list-style-type: none"> - List of key personnel proposed for the management team of design phase including CVs, years of experience in similar services (proof required), education degree certificate, ToR for the position;.....6pts - List of key personnel proposed for the management team of site supervision phase including CVs, years of experience in similar services (proof required), education degree certificate, ToR for the position;6pts - List of essential support staff;4pts - List of office equipment, engineering instruments and design software owned by the firm.....4pts - UNICEF may conduct reference checks on the key personnel during the evaluation process. - Any change in key personnel staffing of project need to be re-submitted to UNICEF for approval. 	20
<p>4. Method Statement</p> <ul style="list-style-type: none"> - A general description of the Works and explanation of how it will be carried out.....1.5pts - Details of the availability of necessary resources (labor/ workforce, Equipment such as equipment for surveying purposes, etc.) to complete the work.....1.5pts - A timeline showing periods for all activities, including all services stated in Table 1: Services, Tasks and Deliverables. Both MS project and primavera are acceptable.....4pts - The Bidder shall submit a detailed plan of the QC/Quality Assurance (QA) and Health and Safety (H&S) that they plan to implement on the project. The procedures should be applicable to any potential project under this LTA.3pts 	10
<p>5. Financial Capacity</p> <ul style="list-style-type: none"> - Working capital;4pts - Provision of Audited Financial Reports (including profit and loss statements) for the last five (5) years;.....4pts - Summary of project values for the last five (5) years.....2pts 	10

5.6. UNICEF will evaluate the Price Proposals that pass the technical evaluation. The total number of points allocated for the Price Proposal is **30 points**. An independent evaluation of Price Proposals will be conducted for each lot based on a comparison of costs submitted by Bidders. The maximum number of points will be allocated to the Proposal with the lowest price. All other Price Proposals shall receive points in inverse proportion to the lowest price.

5.7. The recommendation for the award of LTA(s) will be based on the Best Value for Money principle. The Proposal(s) obtaining the highest cumulative score(s) (Technical + Commercial) will be recommended for the award.

5.8. UNICEF reserves the right to make multiple arrangements for any service(s) where UNICEF considers it to be in its best interest to do so.

5.9. UNICEF reserves the right to make arrangements for one lot or both with the engineering firm where UNICEF considers it to be in its best interest to do so.

6.0. INDICATIVE PERIOD

6.1. The LTA is for 3 years and may be extended for another term of one year.

6.2. Each assignment under the LTA must be completed within the specific deadline of each contract.

ANNEX B: TECHNICAL PROPOSAL FORMS

The following Forms and information there within are considered an integral part of this submission and must be provided for the Proposal to be considered. The information should be provided according to the sample format.

Form 1: Technical Proposal Submission

This PROPOSAL FORM must be completed, signed and returned to UNICEF. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

INFORMATION

Any request for information concerning this invitation, must be forwarded in writing by email or by fax, to the person who prepared this document, with specific reference to the RFP number.

DECLARATION

The undersigned, having read the Terms of Reference, the UNICEF Contract for Engineering Services, the UNICEF General Terms and Conditions, and **RFP# [LRPS-2021-9169554]** set out in the attached document, hereby offers to supply the services specified in Terms of Reference at the price or prices quoted in the Schedule of Prices, in accordance with the specifications stated and subject to the Terms and Conditions set out or specified in the **RFP# [LRPS-2021-9169554]**

Name of authorized representative: _____

Title: _____

Signature: _____

Date: _____

Supplier Name: _____

Postal Address: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Validity of Offer (not less than 90 days): _____

Currency of Offer: _____

Form 2: Technical Proposal Letter

Date: _____

To: David Muhia; Supply & Logistics Manager
UNICEF Lebanon, Achrafieh, Sodeco Area, Petro Trad Street, Sama Beirut Bldg, Beirut, Lebanon

Dear Madam/Sir,

We, the undersigned, offer to provide engineering services in Lebanon under Long Term Arrangement (LTA) in accordance with your Request for Proposal **RFP# [LRPS-2021-.....]** dated 27 August 2021 and our Proposal dated [-----]. We are hereby submitting our Proposal, which includes this Technical Proposal and a Price Proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from **LTA** negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Construction Company
Address:

Form 3: Potential Bidder's General Information

Potential Bidder General Information		
Description	Information (to be filled by the Potential Bidder)	Remarks
Registration number		
Grade		
Specialty		
Expiry Date		
Legal Status		Provide certified copies of Registration
Written power of attorney of the signatory to the Bid	Provide original or certified copy of the power of attorney attested by a Notary	
VAT Registration Nr.		
UNGM Registration Nr.		

Form 4: Potential Bidder's Contact Details

Name and Title of Contact Person	_____
Address of Contact Person	_____
Telephone/Cell number of Contact Person	_____
Email of Contact Person	_____

Form 5: List of Completed Similar Services Undertaken the Last 3 Years

Please provide copies of signed Contracts and Certificates of final completion for each completed service.

Completed Services				
Employer name & contact details	Description of Services	Start date	End date	Value

Form 6: List of Similar Services in Hand

Please provide copies of signed Contracts for each service in hand.

Completed Services				
Employer name & contact details	Description of Services	Start date	Expected end date	Value

Form 7: List of Proposed Key Personnel

Qualifications and experience of key management and technical personnel proposed for the required services. Signed CVs (Max. two (2) pages) and education degree certificate of all proposed key staff must accompany the submission, and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNICEF. (Key Personnel of all sub-Contractors must also be listed along with the name of the sub-Contracting Companies). A detailed organization chart of the company, including the location and staffing of existing offices must also be attached to the offer.

Management Key Staff		
A. Key Professionals for Design Stage		
Name	Position	Task
B. Key Professionals for Site Supervision Stage		
Name	Position	Task
C. Support Staff		
Name	Position	Task

Form 8: CV of the Proposed Team

Position Title and No.	[e.g., TEAM LEADER]
Name of Expert:	[Insert full name]
Date of Birth:	[day/month/year]
Country of Citizenship/Residence	

Education: List in reverse order starting with highest degree obtained up to Graduate Degree, the university/ institution or other specialized education, giving the following details:

S. No.	Degree/Diploma/Certificate obtained	Name of University/ Institution	Duration (mm-yyyy)	
			From	To

Employment record relevant to the services: Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the service, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the service does not need to be included.

Period	Employing organization and your title/position.	Contact information for references	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, staff/advisor/consultant to...]	Tel...../e-mail.....; Mr. xxxxx, [deputy director]	

Membership in Professional Associations:

- 1.
- 2.

List of papers published in your name in peer reviewed/national/international journals:

- 1.
- 2.

Proficiency in Language Skills (indicate only languages in which you can work i.e. read, write, speak):

Languages	Read		Write		Speak		Understand	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily
English								
Bengali								
Others (specify)								

Expert's contact information: (e-mail, phone.....)

Form 9: List of Office Equipment, Engineering Instruments and Design Software

Office Equipment, Engineering Instruments and Design Software		
A. Office Equipment		
Description	Quantity	Brand, Model, Specifications
B. Engineering Instruments		
Description	Quantity	Brand, Model, Specifications
C. Design Software		
Name	Version	Utilization

ANNEX C: PRICE PROPOSAL FORMS

Form 13: Price Proposal Letter

Date: _____

To: David Muhia; Supply & Logistics Manager
UNICEF Lebanon, Achrafieh, Sodeco Area, Petro Trad Street, Sama Beirut Bldg, Beirut, Lebanon

Dear Madam/Sir,

We, the undersigned, offer to provide engineering services in Lebanon under Long Term Arrangement (LTA), as specified in the Annex A, following your Request for Proposal **RFP# [LRPS-2021-9169554]** dated 27 August 2021] and our Technical Proposal in the Annex B.

Our attached Price Proposal is for the sum of (-----
-----amount in figures and words). This amount is inclusive of all taxes payable under the applicable law.

Our Price Proposal shall be binding on us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity of the Proposal.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Construction Company
Address:

Form 14: Price Proposal Submission

Services for Rehabilitation Projects	Unit	Unit Cost in [USD]	Unit Cost in [USD]	Unit Cost in [USD]
	BUILT UP AREA	Small Size Below 2500 m²	Medium Size 2500-5599 m²	Large Size Above 5600 m²
Lot 1 MAIN ENGINEERING SERVICES				
1. Site Assessment				
1.1. Assessment of existing construction: Detailed report with site layout includes collected data, as-built drawings, building(s) analysis and recommendations.	Per site			
1.2. Assessment of sites for new construction: Detailed report with site layout includes collected data, site analysis and recommendations.	Per site			
1.3. Soil investigation: Detailed report on soil investigation.	Per site			
2. Design and Technical Documents				
2.1. Conceptual design: Feasibility report includes design criteria, options' analysis and concept design drawings.	Per site			
2.2. Preliminary design documents: Produce a preliminary design documents (architectural, structural and MEP) based on approved conceptual design. All drawings for existing building should be surveyed accurately by a surveyor. CAD files to be submitted. <i>In case of prototype design, UNICEF will pay for the design of the building once no matter how many times this building is going to be repeated.</i>	Square meter			
2.3. Construction Permit: Compile technical and administrative documents required for requesting permit and obtain necessary construction permits from Authority. Original copy of permit(s) officially authorized by Authority, where applicable.	Per site			
2.4. Final Design documents: Produce the final set of drawings based on the obtained official construction permit, where applicable. <i>In case of prototype design, UNICEF will pay for the design of the building once no matter how many times this building is going to be repeated.</i>	Square meter			
2.5. Detailed final Executional Drawings, specification, and BOQ: <i>In case of prototype design, UNICEF will pay for the design of the building once no matter how many times this building is going to be repeated.</i>	Square meter			
2.5.1. Architectural design: Develop Detailed design with finish materials' specifications.	Square meter			
2.5.2. Structural design: Detailed design with technical specifications and design analysis.	Square meter			

2.5.3.	Building service design: Develop detailed design with technical specifications and design analysis of plumbing, sanitary, electrical services based on approved architectural design.	Square meter		
2.5.4.	Bid technical documents: Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities).	Per site		
3. Technical Support to Procurement				
3.1.	Pre-qualification of contractors: Report includes a shortlist of pre-qualified contractors	Per contractor		
3.2.	Bidders' conference: Report includes answers to all technical queries and questions of Potential Bidders during the bidding process.	Per bidding		
3.3.	Technical evaluation: Evaluation report includes scores and remarks on each technical sub-criterion.	Per bidding		
4. Site Supervision/ Quality Assurance and Handover				
4.1.	Site visit report for sites in the Capital city or the nearby coastal areas (all costs included)	Per visit		
4.2.	Site visit report for sites in remote areas (all costs included)	Per visit		
4.3.	Site Supervision/ Quality Assurance including monthly reports for sites in the Capital city or the nearby coastal areas (all costs included)	Per month		
4.4.	Site Supervision/ Quality Assurance including monthly reports for sites in remote areas (all costs included)	Per month		

Services for Construction Projects	Unit	Unit Cost in [USD]	Unit Cost in [USD]	Unit Cost in [USD]
	BUILT UP AREA	Small Size Below 2500 m ²	Medium Size 2500-5599 m ²	Large Size Above 5600 m ²
Lot 1 MAIN ENGINEERING SERVICES				
1. Site Assessment				
1.1.	Assessment of existing construction: Detailed report with site layout includes collected data, as-built drawings, building(s) analysis and recommendations.	Per site		
1.2.	Assessment of sites for new construction: Detailed report with site layout includes collected data, site analysis and recommendations.	Per site		
1.3.	Soil investigation: Detailed report on soil investigation.	Per site		
2. Design and Technical Documents				
2.1.	Conceptual design: Feasibility report includes design criteria, options' analysis and concept design drawings.	Per site		

<p>2.2. Preliminary design documents: Produce a preliminary design documents (architectural, structural and MEP) based on approved conceptual design. All drawings for existing building should be surveyed accurately by a surveyor. CAD files to be submitted. <i>In case of prototype design, UNICEF will pay for the design of the building once no matter how many times this building is going to be repeated.</i></p>	Square meter			
<p>2.3. Construction Permit: Compile technical and administrative documents required for requesting permit and obtain necessary construction permits from Authority. Original copy of permit(s) officially authorized by Authority.</p>	Per site			
<p>2.4. Final Design documents: Produce the final set of drawings based on the obtained official construction permit. <i>In case of prototype design, UNICEF will pay for the design of the building once no matter how many times this building is going to be repeated.</i></p>	Square meter			
<p>2.5. Detailed final Executional Drawings, specification, and BOQ: <i>In case of prototype design, UNICEF will pay for the design of the building once no matter how many times this building is going to be repeated.</i></p>	Square meter			
<p>2.5.1. Architectural design: Develop Detailed design with finish materials' specifications.</p>	Square meter			
<p>2.5.2. Structural design: Detailed design with technical specifications and design analysis.</p>	Square meter			
<p>2.5.3. Building service design: Develop detailed design with technical specifications and design analysis of plumbing, sanitary, electrical services based on approved architectural design.</p>	Square meter			
<p>2.5.4. Bid technical documents: Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities).</p>	Per site			
<p>3. Technical Support to Procurement</p>				
<p>3.1. Pre-qualification of contractors: Report includes a shortlist of pre-qualified contractors</p>	Per contractor			
<p>3.2. Bidders' conference: Report includes answers to all technical queries and questions of Potential Bidders during the bidding process.</p>	Per bidding			
<p>3.3. Technical evaluation: Evaluation report includes scores and remarks on each technical sub-criterion.</p>	Per bidding			
<p>4. Site Supervision/ Quality Assurance and Handover</p>				
<p>4.1. Site visit report for sites in the Capital city or the nearby coastal areas (all costs included)</p>	Per visit			
<p>4.2. Site visit report for sites in remote areas (all costs included)</p>	Per visit			
<p>4.3. Site Supervision/ Quality Assurance including monthly reports for sites in the Capital city or the nearby coastal areas (all costs included)</p>	Per month			
<p>4.4. Site Supervision/ Quality Assurance including monthly reports for sites in remote areas (all costs included)</p>	Per month			

Supplementary Services		Unit	Unit Cost in [USD]
Lot 2 SUPPLEMENTARY TECHNICAL SUPPORT			
1.	Advanced Topographical Surveys: Land Surveyor, degree qualified (surveying) with min 8-year relevant experience.	Per day	
2.	Advanced Geotechnical Surveys: Geotechnical Engineer, degree qualified (geotechnical engineering) with min 8-year relevant experience.	Per day	
3.	Advanced Architectural Services: Architect, degree qualified (architecture) with min 8-year relevant experience.	Per day	
4.	Advanced Building Service Design: Specialized Engineer, degree qualified with min 8-year relevant experience.	Per day	
5.	Blast Design and Seismic Analysis: Specialized Engineer, degree qualified with min 8-year relevant experience.	Per day	
6.	Social and Environmental Screening: Environmental Scientist, degree qualified (Environmental Science) with min 8-year relevant experience.	Per day	
7.	Project Management: Project Manager, degree qualified (Engineering Science or Architecture) with min 10-year experience of managing design and planning of construction projects. Chartered professional and registered with internationally recognized trade body.	Per day	
		Per month	
8.	Drawing Illustrations: Junior Draughtsman with relevant technical qualifications and 3-year experience.	Per day	

UNICEF reserves the right to decide which service lines will be considered in the consultancy service contract for each project, where UNICEF considers it to be in its best interest to do so.

UNICEF will assume that the bidders will have factored in its offer all causes that may have an influence on the prices. Therefore, the costs indicated above should include all costs and benefits related to labor, including but not limited to:

- Head office overhead charges;
- Travel expenses to remote sites except for services provided under Section B, 7. Project Management;
- Time lost due to inclement weather;
- Bonuses and all other incentive payments;
- Contribution to training levy and all statutory contributions;
- Contributions for annual and public holidays;
- Fares and time allowances for traveling;
- Safety and welfare facilities;
- Workmen's compensation and third-party liability insurance's, sick pay or insurance in respect thereof;
- Obligations for redundancy payments;
- Engineering tool and instrument allowance;
- Use, repair and up keeping of engineering tools and instruments;
- Protective clothing and safety personnel protection;