

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

LRPS-2021-9169554

Q&A

## BIDDERS QUESTIONS

1. Please confirm that formats of the forms to be included in the Technical Proposals are not mandatory, because it is stated under: Important \_ Essential Information: ...welcome to enclose your own specification.

**All forms' formats included in the RFP are mandatory except for any additional information where you can include your own formats.**

2. Please confirm that the Financial Proposal is only Form 14, which does not have totals. Accordingly what is the number to be inserted in Form 13, in figures and words, whose place is marked in red?

**This is to confirm that the financial offer is only Form 14 which consists of three tables (Lot 1 services for rehabilitation projects, Lot1 services for construction projects, and Lot2 for the supplementary services) the total for each table must be calculated separately. The sum of these three numbers should be mentioned in Form 13**

3. Should the Financial Proposal be Password Protected?

**The forms that you have is Word version, please fill in then save as PDF and sign before sending to UNICEF. Please also submit the word format along with the signed PDF.**

4.

- 4.4 Original Documents, page 6 of TOR, mentions : Copy of receipts of Bidding Documents; to what exactly this refers?
- What is meant by Copy of Receipt of Bidding Documents listed as point 11 under section 4.4
- In the ToR page 6 (Eligibility and Qualifications) section, what is exactly meant by:**Copy of receipt of Bidding Documents**

**It is the email that you have received from UNICEF and/or the form of "Request for proposal for services" in the LRPS page 3 of 17.**

5. Bottom of page 7 of 22 of TOR:" 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", while at the top of page 12 of 22 of TOR it states "Form 5: List of Completed Similar Services Undertaken the Last 3 Years; please reconcile.

**Should be in the past 5 years**

6. The last page of the TOR document is numbered 21 of 22, is there a page 22?

**No, document is only 21 pages.**

7. Please confirm that the scope of the services for getting a Building Permit include only the preparation of the required drawing and documents and the follow up on the process, but does not include any cash payments, fees paid to the Order of Engineers, DGU, municipalities, or any other official public entity.

**This is to confirm that all fees for the OEA, DGU, municipalities should not be included in your proposal.**

8.

- The ISO Certification is listed under section 4.4 (mandatory documents), and then again in table 2 for 3 points. Shall we understand that ISO certification is optional but that not providing it costs us 3 points? We hope that it is the case as we never sought ISO certification thus far.
- In case the bidder does not have a valid ISO Certificate, the bidder would lose 3 points in the technical evaluation? Please confirm.

**ISO is a mandatory document, bidder who fails to submit this document will be disqualified as mentioned in page 6 of the TOR**

- 9.
- All the companies must provide the mandatory documents, or only the lead company?
  - Since the ISO is mandatory, did all the members of the JV must have the certification, or it could be only one of the JV team?
  - In case of a Joint Venture between a local firm and a foreign firm, please confirm that only the Lebanese firm(s) would be required to submit the documents listed under Article 4.4 on page 6/22 of Annex A, that relate to registration in Lebanon.
  - We will apply as a JV where the foreign company is the construction consultant and the local company is classified as geotechnical and environmental consultant with CDR. Do we meet eligibility criteria with this arrangement?
  - We have a registered consulting engineering firm registered in Lebanon on the team. Are joint ventures and collaborations between international and local companies not allowed to participate?
  - At Paragraph 4.4 of Terms of Reference is indicated: "The Potential Bidder must be registered as a consulting engineering firm in Lebanon." Could you please indicate if it is possible for an International company to participate to this Bid procedure, by indicating a consulting engineering firm registered in Lebanon as sub-consultant?

**Joint venture is accepted to compliment the technical expertise only.  
Both companies should be registered in Lebanon and both shall submit all mandatory legal documents.**

10. We noticed that there was a conference for interested bidders that took place on 02.09.2021. Was this conference recorded or are there minutes of meetings or relevant information / clarifications that are not stated in the RFP?

**Yes, meeting minutes will be shared via email with the Q&A by September 9, 2021**

11. The environmental screening process will just include the identification, assessment and mitigation measures of the environmental and social impacts associated with the construction of a cold room storage, desalination plant, large water treatment facilities, and warehouse with large span. Once the project location and subprojects have been decided, a screening step will be carried out with the Lebanese Ministry of Environment (MoE) to determine whether an Initial Environmental Examination (IEE) or an ESIA (Environmental, Social Impact Assessment) is required. So basically, our technical and commercial proposal will only cover the environmental screening report at this stage.

**The social and environmental screening should include the identification, evaluation and mitigation measures of the environmental and social impacts associated with the construction of any type of UNICEF construction project i.e. hospitals, health centers, schools, etc. in addition to the types of construction mentioned above.**

**The unit price of this service shall include all fees required to cover all requirements determined by the Ministry of Environment at a later stage.**

12. The ToR's state activities in line with the Country Programme including "new schools, rehabilitation and extension of existing schools, the rehabilitation and extension of UNICEF's office building in Lebanon, etc". Can UNICEF provide clarification on the exact types of assignments and anything falling under "etc" under this LTA?

**It could be Public health care center, Vocational schools, innovation labs or any other type of construction that serve the UNICEF Lebanon Country Office program**

13. The ToR's make mention of "prototype design". What types and sizes of facilities are being considered for prototypical design and engineering?

**Prototype mentioned in TOR is to explain that:** *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*

14. Can UNICEF provide geographical locations of the different assignments?

**As mentioned during the pre-bid meeting projects that UNICEF is engaged in are in all governorates.**

15. On page 8/22 of Annex A, under "Resources", the List of key personnel proposed is required along with the "ToR for the position". Please explain what is mean by "Tor for the position"

**It means the role and responsibilities of each key personnel.**

16. On page 7/22 of Annex A, under "Firm's Experience", it is required to list the services of similar nature completed in the past 5 years whereas in "Form 5" on page 12/22, it is required to list the completed similar services undertaken in the last 3 years. Please clarify whether the period referred to on pages 7 and 12 is 3 years or 5 years.

**It should be in the last 5 years**

17. On page 19/22 of Annex A, it is required, under Article 1.3, to price the "detailed report on soil investigation". Please clarify whether this item only includes the cost of preparing the report on the soil investigation or whether it also includes the cost of undertaking the geotechnical soil investigation campaign.

**Report to include the cost of undertaking the geotechnical soil investigation campaign.**

18. And on page 11 – at the table of Form 3 (Potential Bidder's General Information), what is meant by: "Grade"

**This refers to the classification of the company in CDR and/or the ministry of public works**

19. Even we have a long experience of many years with Educational Institutions in Lebanon as Main Consultant for miscellaneous projects. We are not registered or have a certificate from the CDR/Ministry of Public Work and ISO Certificate (Item 4.4). All other Documents under Eligibility and Qualifications are available.

Shall we will be disqualified for the above reasons?

**As the documents above fall under mandatory documents, a company that does not meet the mandatory requirements will be disqualified.**