

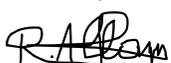
## MINUTES OF MEETING

<b>Project Name:</b>	Establishing Local Long-Term Arrangement LTAs for Engineering Services in Lebanon	
<b>Objective:</b>	Request for Proposal for Services (LRPS-2021-9169554); Pre-bid Meeting	
<b>Date:</b>	September 2, 2021	<b>Time:</b> 10:00 am
<b>Present:</b>	<b>UNICEF:</b> Reem Badran (RB), Roger Allam (RA) <b>Potential bidders</b>	

### 1- Project Brief and Evaluation Criteria

- UNICEF (RA) explained the project objective, scope of work, and timeframe as stipulated in the Terms of Reference (TOR).
- (RA): Submission date is Sep 24, and the last date to receive the questions is Sep 07, then UNICEF will reply to the question on Sep 09. All questions will be gathered and replied to at once.
- (RA) explained how the process goes: Bidders should submit 2 proposals in 2 different emails, the first is technical and the other is financial. As specified in the TOR, only the Bidders that pass the average in the technical evaluation can proceed to financial evaluation. At the end the two results will be combined to generate the final score.
- (RA): Bidders shall send the originals of mandatory documents as stated in page 6 in TOR to UNICEF office to the recipient Reem Badran. Soft copy to be included in the technical proposal.
- UNICEF (RB) explained the general overview and context of the bid:  
Since 2013, UNICEF has been engaged the construction activities that serve the program in our country office. The main activities are usually focused on school buildings, and can be rehabilitation, extension or construction. Recently after the blast, UNICEF has intervened in rehabilitating hospitals, medical centres, and warehouses, as well as the works related to UNICEF premises. All these go under the scopes of the LTA.
- (RB): This call is to sign a long-term agreement with more than one firm depending on the evaluation result. However, as explained on page 2 in the TOR clause #1.3, 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)
- In line with Lebanon Country office program demands UNICEF will produce TORs for specific future projects and send it out to the LTA holders for pricing based on the provided prices in the signed LTA. So, for the upcoming projects this will lead to a smaller competition between the LTA holders.
- (RB) fully explained and listed the scope of work as specified in the TOR and that is divided into 2 parts:  
LOT 1: Main engineering services  
LOT 2: Supplementary engineering services  
Bidders can submit their proposals for one Lot only or both.
- (RB) insisted of the importance to read and understand page 6 Eligibility and Qualifications and explained the process of presenting the mandatory documents that qualify the bidder for the evaluation.
- Bidders shall submit the original legal documents by 24 September same time of the tender closing based on bidders' request and due to country's situation in terms of delays at the governmental institutions.
- (RB) has listed and explained all the mandatory documents.
- (RB) also explained page 7 in the TOR and the necessity of the bidding firm to prove their capacity regarding the requirements of any project in terms of staffing, experience, familiarity with the Lebanese code, etc.
- (RB) explained how the evaluation will take place: how the grades are divided shown in table 2, and the committee's mechanism (two separate committees technical and financial) showing transparency and fairness.
- (RB) pointed on the form 14, Price Proposal Submission: The totals of the LOTS should be combined and submitted on form 13. However, financial evaluation will be conducted per service line and not on the grand total submitted on form 13.

2- Questions Asked by Bidders	
<p>1. When should the mandatory original documents be submitted? Can the 1-week margin for presenting the mandatory documents before the closing date be extended?</p>	<p>(RB): The mandatory documents can be exceptionally this time presented on the closing day, 24<sup>th</sup> of the September strictly not later, along with the bids. All mandatory documents should be recently issued, no longer than 3 months, except for the National Social Security Fund document that is normally issued yearly. It should be valid during the tender process.</p> <p>In case of any difficulties in obtaining a legal document from the official institutions, it can be reported and communicated by email with UNICEF. But mainly 18 working days are fair enough to obtain all the documents.</p>
<p>2. Must the mandatory documents be submitted as well in a closed envelop on the 24<sup>th</sup> of Sep?</p>	<p>(RB): the technical and financial documents must be submitted via email as previously explained, and the original copy of the - recent- mandatory documents should be submitted to UNICEF offices in an envelope and having as recipient Reem Badran. Then these documents will be inspected and given back.</p>
<p>3. In case of a joint venture with a foreign company, some documents like the “3adam tasfye and efles and daman” do not apply for foreign companies. What can we do in this case?</p>	<p>(RB): it is mentioned under paragraph 4 Eligibility and Qualification, point 4.4 that potential bidders must be registered as a consulting engineering firm in Lebanon. Hence, in case of a JV, both companies should submit the mandatory administrative and legal documents.</p>
<p>4. Is being ISO certified mandatory?</p>	<p>(RB): Being ISO certified is a requirement and a mandatory document. Bidders that are not ISO certified are not eligible to apply for the LTA as mentioned on page 6 of the TOR.</p>
<p>5. Should the legal documents be translated to English?</p>	<p>Legal documents can be in Arabic.</p>
<p>6. Soil investigation, in Form 14 1.3, is asked to be priced “by site” although it’s usually calculated per meter and depth. How should we price it?</p>	<p>It should be averagely priced based on previous experience.</p>
<p>7. Page 6, 4.5 shows discrepancy with form 5, page 12</p>	<p>Please consider the 5 years instead of 3 years.</p>
<p>8. In 2.3, does the construction permit price include the governmental permit price?</p>	<p>Price proposal: 2.3; the construction permit price is the company’s fees based on invoices. The permit fees for the government are not included in this section.</p>

<p><b>Roger Allam</b></p> <p><b>Date: September 09, 2021</b> <b>Signature:</b> </p>	<p><b>Reem Badran</b></p> <p><b>Date: September 09, 2021</b> <b>Signature:</b> <i>Reem Badran</i></p>
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