**Doc 2 - Letter of Invitation to Expression of Interest**

Tender Ref.: **CWL/LEB/Pre-Qualification/Shelter/001/2024/08**

Dear Sir/Madam,

**SUBJECT:**  **Invitation Expression of Interest (EOI) for Pre-Qualified Contractors for Shelter Rehabilitation works in Lebanon.**

Further to your enquiry regarding the publication of the above-mentioned Invitation to Expression of Interest, please find enclosed the following documents, which constitute the tender dossier:

1. **Expression of Interest Advert**
2. **Instructions to Bidders**
3. **Administrative Information sheet**
4. **Tenderers Relevant Experience**
5. **Tenderers Declaration**
6. **Master BOQ**
7. **Portfolio of the BOQ**
8. **Sample of Concern Works Contract Template**
9. **Concern Policies (Concern Programme Participant Protection Policy 2021, Child Safeguarding Policy 2021, Anti-Trafficking Policy 2021, Anti-Fraud 2020, Whistleblowing 2024, Modern Slavery Act Transparency Statement 2022)**
10. **Concern Standard Terms & Conditions**

All the documents of this Expression of Interest are to be considered one and indivisible. Participation to the tender will entail a full approval of all information, terms and conditions included in all the tender documents.

We look forward to receiving your bids on or before **23 Sep 2024 at 1500 Hrs** at the addresses or email specified in the Expression of Interest dossier.

Your bid must include the following documentation, so please use the list below as a ‘Checklist’ before submitting your tender to Concern.

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| --- | --- | --- |
| **No** | **Document** | **Essential/Desirable** |
| 1 | Commercial Registration | Essential |
| 2 | Ministry of Finance Registration – Copy of the MOF Certificate | Essential |
| 3 | Tax Number – VAT Registration Certificate | Essential |
| 4 | Tax Compliance – Annual Declaration of Tax | Essential |
| 5 | Owners/GM ID | Essential |
| 6 | Tender Declaration – Signed, Stamped and Dated | Essential |
| 7 | Relevant Experience – Signed and Stamped / submit the previous /contracts and certificate of completion | Essential |
| 8 | Local Regulations with Ministries – Copy of the Chamber of Commerce Registration | Desirable |
| 9 | Audit statements for 2021 – 2022 | Essential |
| 10 | Audit Statement for 2023 | Desirable |
| 11 | Bank Details in the name of the company | Desirable |
| 12 | List of Work sites locations finalized in 2024 | Essential |
| 13 | List & photos of Equipment used in construction work with copy of registration documents or copy of valid rental agreement | Essential |
| 14 | Organogram of the company with CV’s of technical persons/Engineers | Essential |
| 15 | Construction Site Waste Management – Copy of certificate and/or Copy of SOP for waste management | Desirable |
| 16 | Certification and construction standards related to environment – Copy of ISO 9001, ISO 45001, ISO 14001 and/or any other awarded certificates to construction companies | Desirable |

Bids can be submitted in two ways:

By hand: must be submitted in sealed envelopes, marked “not to be opened before 24th September 2024 at 0930 Hrs ” and should bear the tender reference specified above on the outside of the envelope for identification purposes.

By Email: must be submitted by email to [lebanon.tenders@concern.net](mailto:lebanon.tenders@concern.net) with the Reference Number in the Subject Line for identification purposes.

Yours sincerely**,**

Salman Zafar - Operations Director