

**Doc 3 - Instructions to Tenderers**

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

1. *Works and services to be provided*

Concern Worldwide is currently implementing **Residential Rehabilitation works** in North Lebanon (Akkar and North Lebanon), with a view to implementing them in other areas of operation as the need arises potentially including Central Lebanon (Beirut & Mount Lebanon) and South Lebanon (Nabatiyeh and South Lebanon).

Therefore, Concern Worldwide is seeking contractors who have good rehabilitation/construction work experience and can implement rehabilitation works in Lebanon. There are 3 Lots and they are detailed in Paragraph 7 below.

The objective of this tender is to pre-qualify contractors, based on their technical capacity. The pre-qualified suppliers will then be solicited for rehabilitation contracts in a restricted tender process. The duration of the pre-qualification will be for 18 months.

1. *Closing date and time for submitting documents*

Tender Submissions must be submitted no later than **23rd September 2024 at 1500 Hrs.**

1. *Submission of Bids*

Bids may be submitted in either of the two ways:

1. Sealed Expression of Interest bids should be received at:
   1. Concern office in **Concern Worldwide Beirut** – 3rd Floor, ZEN Tower, 98 Charles Malek Avenue, Ashrafieh, Beirut , or **Concern Tripoli Office:** Sana Building (Behind Chamber of Commerce), 3rd Floor East, Salim Talka Street , Dam w Fares, Tripoli between 9AM and 3 PM
   2. The bid envelope must be registered in the office.
   3. The envelope must be only marked with **“Not to be opened before 24 Sep 2024 at 0930 Hrs”** and the **Tender Reference Number CWL/LEB/Pre-Qualification/Shelter/001/2024/08 and the Lot Numbers applied for.**
   4. **Any other marks found on the envelope identifying the company will disqualify the application.**
2. **S**ending the Documents by email on [lebanon.tenders@concern.net](mailto:lebanon.tenders@concern.net)
   1. Email subject must have the Tender Reference **CWL/LEB/Pre-Qualification/Shelter/001/2024/08 and the Lot Numbers**
   2. If sending multiple emails in your submission, each one should preferably be numbered (e.g., Email #2 of 4).

**Closing date for submitting clarifications on this Invitation for Expressions of Interest is 13 September 2024 at 1600 Hrs. All queries should be sent before 13 September 2024, 1600 to email address** [**lebanon.tenders@concern.net**](mailto:lebanon.procurments@concern.net)

1. *Language of offers*

All Expression of Interest documents should be received in English. Any document in another language will not be accepted unless the document is officially translated into English. The exception to this is the official registration documents of applicants.

1. *Period of validity of offers*

It should be stated that there is no price offers at this stage but that pre-qualified suppliers lists will be valid for a period of 18 months from date of approval of Final Evaluation Report.

1. *Currency*

At this stage, there will not be financial offer. However, all subsequent contracts with Concern will be made in United States Dollars (USD).

1. *Lots*

Contractors are invited to submit their interest for one or all of the following Lots

|  |  |  |
| --- | --- | --- |
| **Lot No** | **Area** |  |
| 1 | North | Akkar and North Lebanon, |
| 2 | Central | Beirut and Mount Lebanon |
| 3 | South | Nabatiyeh and South Lebanon |

1. *Type of Contract*

For any future rehabilitation works the Concern Standard Works contract will be used. A Sample of this contract is found as Doc 9 of the tender pack. Please ensure that you go through this contract and agree to adhere to the Terms and Conditions in this contract format.

1. *Content of tenders*

All the parts/documents of this EoI are to be considered one and indivisible.

Every EoI bid must include the following documentation listed below. The list below can be used as a ‘Checklist’ before submitting the offer to Concern. Not submitting at minimum all required documents listed hereunder will be grounds for disqualification of the offer.

|  |  |  |
| --- | --- | --- |
| **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 |

1. *Opening of tenders*

The opening of the submitted bids will take place on **24 Sep 2024 at 9:30 Hrs.**

An online opening session will be available on MS Teams. Bidders who are interested in attending the opening session should register their interest by email to [lebanon.tenders@concern.net](mailto:lebanon.tenders@concern.net) 48 Hrs in advance. The email Subject should include the following:

**Registration Request for Opening Session for** **CWL/LEB/Pre-Qualification/Shelter/001/2024/08**

Concern Worldwide will not take any responsibility for any connectivity issues and the opening session will continue as planned with or without internet connection. Any costs related to attending the meeting will be the responsibility of the attendee and not Concern.

Please note that as there is no financial offers being considered for this process the only information shared during the Opening Session will be the name of the Bidder and the Lots they have submitted for

1. *Evaluation of tenders*

The evaluation of tenders will be organized by Concern Worldwide Tender Committee.

The evaluation process will consist of two main stages:

First stage: Administrative Evaluation

Second Stage: Technical Evaluation

Concern will select a list of pre-qualified contractors based on the admin compliance and technical capacity based on the submitted documents.

Only bidders satisfying each stage’s criteria will be considered in the next stage of the evaluation process.

**The Administrative Evaluation** will consist of checking the various documents mentioned above in section 7 have been submitted. The documents will be checked for validity and authenticity. Only pass/fail evaluation is done at this stage, noting:

**Failure to submit ALL ESSENTIAL documents in Section 9 will disqualify a tender submission**.

The Technical Evaluation will be based on the below:

1. Carry out Reference Check on Tenderers
2. Site Visit to Work Sites locations finalized in 2024
   1. Check Quality of the work
   2. Check the construction site waste management practices
3. Site Visit to Offices and Warehouse
   1. Check Composition of the team/civil engineers (Company organogram and Engineers and technical staff CV)
   2. Check the equipment & Machinery, stocks available with the company.
4. Bidders Relevant Experience (in Shelter rehabilitation) with proof of experience preferable with NGOs.
   1. Proof of contracts exceeding or equal to 20,000 USD.

The technical evaluation will be based on pass or fail basis.

The bids passing both the admin and the technical evaluations will be selected as pre-qualified contractors to work with Concern, subject to donor funding and requirements.

**More than one supplier/contractor will be selected in the prequalification list of suppliers. Pre-qualification does not guarantee contracts with Concern but guarantees access to the restricted tenders/ Formal RFQ processes Concern will launch each time there is the need for rehabilitation works. This list will remain valid for a period of 18 months from the date of the Approval of Final Evaluation Report.**

1. *Cancellation of the tender procedure*

The call for Expression of Interest procedure could be cancelled at any time upon sole discretion of the Tender Committee/Concern/Concern’s Donor(s). Reasons for a cancellation could be but not limited to non-receipt of a minimum number of bids, a significant change in specification of the works, the costs exceeding budgetary limits, the project being cancelled or put on hold, or any other reason that would justify such a decision.

1. *Appeals Process*

If a candidate or potential candidate for the tender has any issue which they feel requires appealing, a query can be sent to Concern Worldwide Country Director via email: [Sherzada.khan@concern.net](mailto:Sherzada.khan@concern.net)

1. *Data protection*

Concern guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Concern guarantees confidentiality of the procurement process.

1. *Donors*

The donors for the works included in this tender are primarily **UNHCR and potentially other Concern donors.**