

## **Request for Proposals (RFP) for the Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon**

Sustainable Facility Management at Public Schools in Lebanon (SUFA) project.

Funded by the German Federal Ministry for Economic Cooperation Development (BMZ) under the education portfolio of GIZ Lebanon.

June 2023

Prepared by the Lebanese Center for Energy Conservation (LCEC)

Beirut, Lebanon

The Lebanese Center for Energy Conservation (LCEC) reserves the right to request additional information to be added to the RFP.

Should any company interested in submitting a proposal fail to provide its contact details to the LCEC, the LCEC shall not be responsible if such company fails to receive any updates to this document or clarifications relating thereto.

June 2023 - Beirut, Lebanon

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## Abbreviations

CD	Compact Disk
BoQ	Bill of Quantities
LCEC	Lebanese Center for Energy Conservation
MEW	Ministry of Energy and Water
PDF	Portable Document Format
RFP	Request for Proposal
USD	United States Dollars
WBS	Work Breakdown Structure

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## A. Background Information

1. The overall objective of the Sustainable Facility Management at Public Schools in Lebanon (SUFA) project is to reduce the environmental footprint and to keep the schools operational, in line with SUFA project's general goal to improve the school conditions for Lebanese children and Syrian refugee children in the host communities.
2. The specific objectives of the project are the following:
  - SO1. To ensure sustainable access to electricity for school students, teachers, and administrators in the targeted areas
  - SO2. To strengthen the capacities of schools and MEHE's resources in the energy field
  - SO3. To contribute to environmental protection, climate change adaptation and mitigation through improved energy management of public schools' buildings and execution of green school measures.
  - SO4. To reduce the energy consumption in public schools and increase energy security and affordability through the implementation of cost-effective renewable energy and energy efficiency measures, tailored to specific sites conditions
  - SO6. To increase awareness and sustainable energy habits through the engagement of students and staff in the operation and use of REEE systems
  - SO7. To reduce the environmental footprint and operating cost of public schools through the implementation of eco-friendly and environmental measures under Green Schools component.
3. The Lebanese Center for Energy Conservation (LCEC) is an independent organization within the Ministry of Energy and Water in Lebanon. It is a technical point of reference specialized in renewable energy and energy efficiency.
4. LCEC works on setting national strategies and action plans to be adopted by the Lebanese Government and on the implementation and quality control of national projects and initiatives in the country. LCEC is also involved in the update and development of the legal and administrative framework needed for the greening of the energy sector.
5. For more information, please refer to the following website: <https://www.lcec.org.lb/>

6. As part of the contract signed between GIZ and LCEC, the LCEC is acting closely with the GIZ SUFA team to implement different eco-friendly and environmental measures in public schools.
7. The objective of this Request for Proposal (RFP) is for the Lebanese Center for Energy Conservation (LCEC) to select Contractors to procure and install eco-friendly and environmental measures in fourteen (14) public schools utilizing a contract agreement.

## B. Important Notes

8. The bid is divided on three (3) main lots.  
A bidder may apply and send proposal for only one (1) lot out of three (3) lots indicated in Annex 1 of this RFP.
9. The intent is to contract one qualified bidder for each lot for the supply and installation of the systems and products subject of this RFP, under the Sustainable Facility Management at Public Schools in Lebanon (SUFA) project.
10. The winning bidder (s) will be referred to as “Contractor” in the following sections.
11. The Green School component of the SUFA project include the installation of the following measures, where applicable, in 14 public schools:
  - Outdoor recreational and green spaces such as school gardens, covered and open playgrounds with markings and equipment, outdoor classrooms/platforms and learning spaces, drop off zones and entrances, canopies, hardscape and softscape, etc.
  - Eco-friendly measures such as rainwater harvesting tanks and related systems, and installation of water efficient equipment/fixtures.
  - Indoor co-curricular spaces such as multipurpose room, computer labs, science labs, libraries, etc.
  - Technical and storage areas; enhancing the maintenance and storage capabilities of the school.
12. Bidders must refer to sites’ information, design and drawings, BoQs, and technical specifications subject of annexes to this RFP.

13. The BoQs listed in Annex 3 show the distribution of measures in each school.
14. The deadline for the request for clarifications is on July 11<sup>th</sup> at 3:00 p.m. All requests for clarifications shall be submitted **ONLY** by email to: [energy@lcec.org.lb](mailto:energy@lcec.org.lb) using “RFC-RFP for the Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon” as subject title.
15. Site visits will be conducted to inspect the installation areas of the public schools. The site visits schedule to all schools is shared in Annex 1.
16. Proposal is due on the 14<sup>th</sup> of July at 3:00 p.m. All proposals received after the mentioned date and time will be rejected.
17. The Contractor is expected to hand-over the project in less than five (5) months starting from the date of contract signature.
18. LCEC may, at its discretion, extend the deadline for the submission of proposals, in which case all rights and obligations of LCEC and the applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
19. Financial proposals shall be submitted in USD (\$) including VAT. Offers submitted without mention of VAT will be automatically considered VAT inclusive.
20. Proposals must be delivered to the LCEC offices at the following address: Ministry of Energy and Water (MEW), Corniche du Fleuve, 1st Floor, Room 303.
21. Proposals shall be in two (2) envelopes: Envelope (1) contains the Administrative Capabilities and Technical Proposal and Envelope (2) contains the Financial Offer. The proposal shall be valid for 180 days from the proposal due date.
22. All information included in all the pages of this document and its annexes is an integral part of this Request for Proposal (RFP).
23. For all questions, comments, suggestions, and clarifications regarding this proposal, communicate with LCEC **ONLY by email** to: [energy@lcec.org.lb](mailto:energy@lcec.org.lb).

## C. Scope of the Proposal and Required Deliverables

24. The overall objective of the SUFA project is to reduce the environmental footprint and to keep the schools operational, in line with SUFA project's general goal to improve the school conditions for Lebanese children and Syrian refugee children in the host communities.
25. To achieve all the mentioned above, the Contractor shall perform the tasks detailed here below.
26. The Contractor shall implement landscape and improvement works for outdoor & indoor educational spaces in addition to sustainable green measures (water/ energy/ waste) at public schools to create a healthy and safe and sustainable learning environment for students;
27. The Contractor shall introduce and install eco-friendly and environmental measures, revamp outdoor recreational and sports facilities, school gardens, enhance indoor co-curricular spaces, and optimize technical and storage areas of the school;
28. The Contractor shall focus on the environmental interventions and surroundings of the public schools owned by the Ministry of Education and Higher Education.
29. The Contractor shall assign a team for each school especially for metal and steel works. Execution works should proceed simultaneously respecting due dates and avoiding any delay excuses.
30. All bidders are invited to attend a pre-bid site visit to assess the site conditions, and to prepare clarifications needed.
31. Under the supervision of LCEC and reference to the design drawings, BoQs, and technical specifications subject of Annexes 2, 3, and 4 respectively, the Contractor shall supply and install, where applicable, the following measures, and/or other measures indicated by LCEC in this RFP:
  - Adding Planting Selection;
  - Canopy installation;
  - Compost Station;
  - Concrete Bench and Pots for Outdoor Spaces & Playgrounds;



- Concrete Outdoor Learning Station;
  - Concrete Outdoor Embedded Amphitheatre;
  - Gravels with Concrete Border;
  - Marking Existing Playgrounds;
  - Playground Multi Layered Bench;
  - Pavement;
  - Renovation of Indoor Co-Curricular spaces;
  - Toilets Rehabilitation;
  - Water Tank for Rain Water Harvesting systems;
32. The Contractor is responsible for verifying all quantities, dimensions, conditions and variables on each site.
33. Since implementation works shall be conducted for all sites in each lot, in parallel, the Contractor must assign a particular implementation team for each school (site).
34. The Contractor shall follow the LCEC and the manufacturer's recommendations during the installation of any equipment and /or material unless in conflict with applicable codes and/or specifications.
35. Subject to prior approval by LCEC, as to size, design, type, location and to local regulations, the Contractor shall take all necessary measures related to safety for purposes of identification and controlling public traffic as well as for the purpose to safeguard life and property.
36. All items installed under any contract resulting from this RFP must include both a manufacturer's warranty, plus a minimum warranty from the Contractor for labor and installation as per Form 9 of this RFP. This period will begin on the date of final acceptance by LCEC.
37. The Contractor shall provide prompt written notification to LCEC when all works are completed. A final project inspection shall take place when all works are completed.
38. A final inspection will be performed to determine whether the work has been completed in accordance with the construction documents and provide a punch list schedule which describes any minor items of incomplete or unsatisfactory work and documents if there are

any major deficiencies which must be corrected by the Contractor, and additional inspections scheduled prior to contract settlement

39. The expected deliverables are provided in the table below:

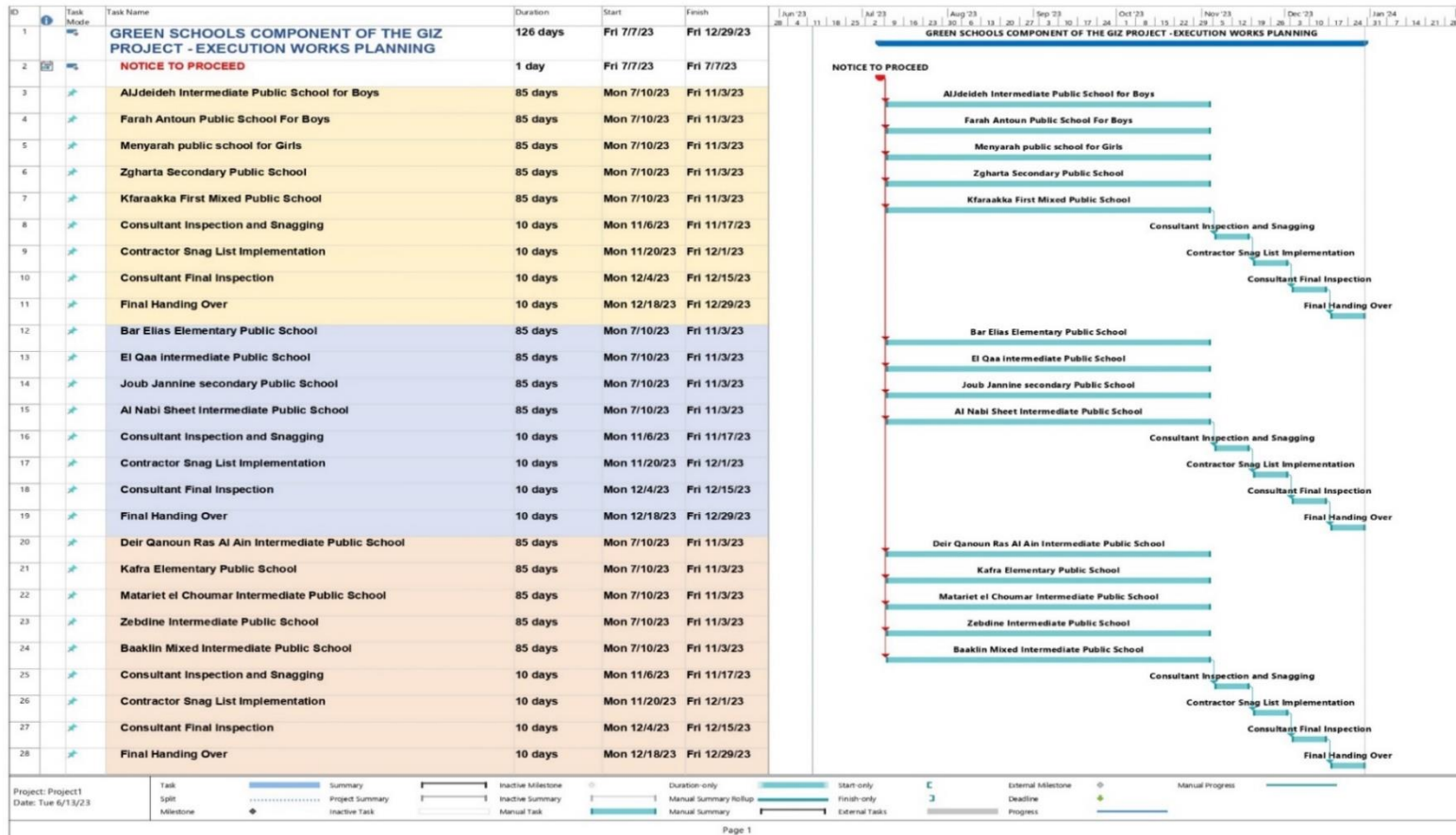
*Table 1: List of Deliverables*

Deliverable 1	Report of project methodology envisaged to execute the works, including but not limited to, work breakdown structure (WBS) with project schedule (Gantt chart) for the execution, communication plan, risk management, human resources, procurement procedures, drawings and shop drawings methodology. & documentation of the works.
Deliverable 2	On-site supply and delivery of components.
Deliverable 3	Report of Implementation of Works, to be issued following the completion of installation of all measures as per Annex 3.
Deliverable 4	Report of Commissioning of works, including the completion of snag lists where applicable.
Deliverable 5	Report of Shop Drawings, schedule of equipment installed, technical datasheets, O&M manuals, and products warranties.
Deliverable 6	One (1) year O&M for the schools in each lot.

40. The Provisional Acceptance Certificate will be issued by the LCEC once Deliverables 4 & 5 are both satisfied. The O&M period begins starting the date of issuance of the Provisional Acceptance Certificate, and the Final Acceptance Certificate will be issued upon completion of the O&M period.

41. Implementation Schedule (Master Plan):

The bidder shall provide a detailed work breakdown structure and schedule of implementation activities in each school (site) in line with the Master Plan provided below:



## D. Instructions to Bidders

42. Interested bidders are required to read carefully all the information in all the sections: abbreviations; background information; important notes; scope of the proposal and required deliverables; instructions to bidders; evaluation process and scoring method; qualification criteria; technical scoring; general terms and conditions; miscellaneous term and conditions; general conditions of contract; forms section; and the annexes.
43. The deadline for submission of proposals is the 14<sup>h</sup> of July at 3:00 p.m. All proposals received after the mentioned date and time will be rejected.
44. Proposals must be delivered to the LCEC offices at the following address: Ministry of Energy and Water (MEW), Corniche du Fleuve, 1<sup>st</sup> Floor, Room 303, Beirut- Lebanon. Proposals may be hand delivered or sent by courier to the mentioned address.
45. The bidder shall submit its proposal in two parts. The first part shall contain the entire proposal except the financial proposal. The second part shall contain only the financial proposal.
46. The bidder shall prepare one (1) proposal. The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the proposal.
47. A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the proposal.
48. The bidder shall submit a CD containing a digital copy of the entire proposal (except the financial offer) as one searchable document in PDF format. The CD must be clearly marked to indicate the name of the bidder and the statement “Proposal for Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon”.

49. The bidder shall seal the proposal in one (1) outer envelope including two (2) inner sealed envelopes and the CD as detailed below.
50. The back of the outer envelope shall be clearly marked with “Proposal for Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon” as well as the name of the bidder. The outer envelope shall be addressed to: “Lebanese Center for Energy Conservation (LCEC), Ministry of Energy and Water (MEW), Corniche du Fleuve, 1<sup>st</sup> Floor, Room 303, Beirut- Lebanon, phone: 00961 1 565 108”.
51. The two (2) inner envelopes must be sealed.
52. One (1) of the inner envelopes shall contain all the information specified in the RFP except the financial offer. This envelope must be marked on its back with “Operational and Technical Proposal”. The operational and technical part of the proposal should not contain any pricing information whatsoever on the services offered.
53. The other one (1) inner envelope shall contain the financial offer for the project. This envelope must be marked on its back with “Financial Offer” and the name of the bidder.
54. If any of the envelopes are not sealed and marked as required, LCEC will assume no responsibility for the misplacement of the proposal or its premature opening.
55. Failure of the bidder to abide by the requirements of this section might lead to the rejection of the proposal.
56. The technical proposal must clearly include five (5) sub-sections: the official and administrative signed papers, the management and resource plan, the proposed methodology, the team composition and tasks assignment, and an unpriced detailed bill of quantities (BoQ) according to the BoQs listed in Annex 3.
57. The official and administrative signed papers sub-section should include all the official papers of the bidder, especially those needed for the qualification stage described later on. This sub-section should also include all the needed forms mentioned in the forms section later on.

58. The management and resource plan section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the bidder's present activities. It should focus on services related to the proposal.
59. The management and resource plan section should also describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The bidder should comment on its experience in similar projects and identify the person(s) representing the bidder in any future dealing with the LCEC.
60. The management and resource plan section should also fully explain the bidder's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the bidder's current capabilities/facilities and any plans for their expansion.
61. The proposed methodology section should demonstrate where needed the bidder's responsiveness to the specifications by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.
62. It is mandatory that the proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the proposal/response.
63. The team composition and task assignment section should include the CV's of the key personnel and their key qualifications, as well as the assignment(s) dedicated to each of the personnel.
64. The bid must include clear detailed bills of quantities (BoQs) of all the products and quantities according to the BoQs listed in Annex 3. All BoQs shall be included in the technical proposal without any pricing.
65. The same detailed BoQs shall be included in the financial offer envelope including the pricing.

## E. Evaluation Process and Scoring Method

66. A four-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared.
67. The proposal will undergo a four-stage evaluation:
  - a. Stage 1: Administrative and Technical Qualification (Pass/Fail);
  - b. Stage 2: Capability and Technical Scoring;
  - c. Stage 3: Financial Offer Comparison;
  - d. Stage 4: Negotiation.
68. In case the winning bidder does not sign the contract within 30 days of the announcement of the award, then the LCEC reserves the right to disqualify the winning bidder and choose the next bidder. The disqualified bidder will forfeit the bid deposit.
69. Stage 1 evaluation will be based on the qualification criteria described in the following section here below. The evaluation committee will reject proposals that do not meet **all** the qualification criteria in stage 1.
70. All proposals that pass stage 1 evaluation will be scored in stage 2 based on the capability and technical scoring. At this stage, the financial proposal will not be opened. Companies that score 70 or higher out of a score of 100 (technical score, St) will be selected to move to stage 3.
71. If the number of proposals that possess a score of 70 or higher is less than 3, then the top three proposals will be selected to move to stage 3 regardless of the score.
72. In stage 3, the financial proposal of the bidders selected in stage 2 will be opened and subsequently compared.
73. The formula for determining the financial scores is the following:  
 $S_f = 100 \times F_m/F$ , in which  
S<sub>f</sub> is the financial score,  
F<sub>m</sub> is the lowest price  
and F the price of the proposal under consideration.

74. The Total Score for each proposal will be calculated independently by formula:  
$$TS = St \times 0.7 + Sf \times 0.3$$
  
TS is the total score of the proposal under consideration;  
St is technical score of the proposal under consideration;  
Sf is financial score of the proposal under consideration
75. The bidder with the highest Total Score (TS) will be selected to proceed to signing of the contract.
76. The evaluation committee to be assigned by the LCEC will use the mentioned scoring method. It reserves the right to change, modify or enhance the evaluation criteria and the scoring method. Full scores will be given only if all the requested information is provided.
77. The evaluation committee reserves the right to disqualify bidders that provide conflicting, contradictory, implausible (technical data or calculation) or in any other way misleading information.
78. The LCEC reserves the right to negotiate the proposed financial offer with the selected bidder before signing the contract.



## F. Qualification Criteria

79. All bids must meet all the following qualification criteria (items 80 to 96 below). Compliance with all the qualification criteria is mandatory. **If any one of all the requested mandatory qualification criteria (and sub-criteria) is not met by the bid, then the whole bid will be rejected (PASS/FAIL).**
80. All the pages of this RFP, its addendums and clarifications should be included in the proposal, signed and stamped.
81. The proposal must clearly include five (5) sub-sections: the official and administrative signed papers, the management and resource plan, the proposed methodology, the team composition and tasks assignment, and detailed bills of quantities (BoQs) according to the BoQs listed in Annex 3 of this RFP.
82. All forms mentioned in the forms sections should be clearly filled, signed, and stamped.
83. The forms submitted by the bidder shall be in conformance with the provided sample forms (Forms 1 to Forms 10). **Any alternate form/text in any of the forms, would result in the rejection of the bid.**
84. The signed application form should be clearly filled, signed, and stamped.
85. The power of attorney (notarized) should be provided, signed and stamped. The power of attorney should authorize the person signing the application form to act as a representative (or representatives) on behalf of the bidder (or joint venture members) to submit the proposal.
86. The bidder's commercial registration (or equal) should be provided, signed, and stamped.
87. The proposal bid must include clear detailed bill of quantities (BoQs) of all the products according to the BoQs listed in Annex 3. The BoQs shall be included in the technical proposal without any pricing.
88. **The reference or model numbers of the proposed products must be clearly included in the BoQs where applicable.**

89. Bid bond: the technical proposal shall be accompanied by a bid bond made payable in cash to the LCEC to the amount of 10,000 USD. The bid bond shall be drawn in a manner acceptable to the LCEC.
90. General company eligibility: the bidding company shall fill all the requirements in the Applicant(s) Information Form, and submit all the required documentation related to eligibility.
91. Team leader: the bidder shall assign a team leader with at least 5 years of experience in the construction sector.
92. Project completion date: the completion date for the project, including final handing over of works, must not exceed 5 months following contract signature.
93. Capacity of the project: the proposal shall include the implementation of all measures indicated in this RFP.
94. The Contractor shall abide by the spaces allocated for the project at the locations of the schools subject of this RFP.
95. The proposed methodology should include the following minimum information:
  - a. Timeline/project schedule;
  - b. Scope of Work;
  - c. Equipment details and description where applicable;
  - d. Selection of key equipment where applicable;
  - e. Specifications for equipment procurement and installation where applicable;
  - f. All engineering associated with designs;
  - g. Shop drawings;
96. The LCEC reserves the right to add, modify, or delete criteria to or from this qualification list for any reason at its own discretion.

## G. Technical Scoring

97. Only proposals that pass Stage 1 evaluation will be evaluated in the Stage 2- Capability and Technical Scoring;
98. The technical scoring is over 100.
99. Following this evaluation, each company will have one technical score (St). Companies that score 70 or higher will be selected to move to stage 3.
100. If the number of proposals that possess a score of 70 or higher is less than 3, then the top three proposals will be selected to move to stage 3 regardless of the scores.
101. The technical score of 100 will cover four (4) aspects:

<b>Evaluation</b>	<b>Maximum Obtainable Points</b>
a) Management and resource plan	30 points
b) Methodology	30 points
c) Products	20 points
d) Team composition and tasks assignment	20 points
<b>Total</b>	<b>100 points</b>

### **a) Management and Resource Plan - Total obtainable score: 30 points**

The Contractor must provide an organization chart of the structure that shall be established to carry out this project, by describing plants proposed and available staff for implementation of works. The resource plan must state the materials and resources - with their main features - implemented for the execution of this project including, but not limited to, materials and equipment needed for earthworks, concrete manufacturing, transport, steel shaping, lifting, safety, etc. Points will be given as per the quality of used equipment and material and the strategy used for works completion for each schools package.

The Contractor must fill a list of past projects of similar type with a description of implemented works as per Form 10. Contact details and references must be provided. Additional materials regarding past projects (leaflets, clients' recommendations, pictures) shall be added.

### a) Management and Resource Plan

Ref.	Item	Max. Score	Criteria	Score
1	Formatting, Organization and Visual Clarity of the Submittal	5	Weak	0
			Fair	3
			Good	4
			Excellent	5
2	Year of Incorporation	5	< 1 year	0
			[1 to 5 years [	3
			[5 to 10 years [	4
			≥10 years	5
3	Average Total Revenues of the Last Three years <i>*Use Form 4: Financial Situation and Performance</i>	5	Less than 100,000 USD	0
			100,001 to 300,000 USD	3
			300,001 to 500,000 USD	4
			More than 500,000 USD	5
4	Organizational and Management Approach for the Project	5	Weak	0
			Fair	3
			Good	4
			Excellent	5
5	Previous Experience in similar projects	5	< 1 year	0
			[1 to 5 years [	3
			[5 to 10 years [	4
			≥10 years	5
7	Previous Experience in similar projects in the Lebanese Market	5	< 1 year	0
			[1 to 5 years [	3
			[5 to 10 years [	4
			≥10 years	5
<b>Maximum Obtainable Score</b>		<b>30</b>		

### b) Methodology - Total obtainable score: 30 points

Arrangements and methodology envisaged to complete all the works within the five (5) months period for the execution and commissioning of the works, the bidder shall prepare and submit two methodology plans:

- *Site Deployment Methodology*

In the supporting statement, the Contractor must draw up a work program describing the work procedures and their phasing (phasing, as detailed as needed, by item, technical sections, etc.). The document must include a schedule specifying all the main tasks.

The Contractor shall also specify the number of staff planned for each site.

Details on the implementation team's composition and tasks distribution must be provided. The Contractor must indicate the project communication plan and how risks and issues resulting from the smallness and the escarpment of the plot.

- *Drawings and Shop Drawings Methodology*

The Contractor must provide the methodology used to produce details drawings/shop drawings and superimposed drawings and how material submittals will be presented. Points will be given as per the site strategy and organization and as per the quality and clarity of drawings execution.

**b) Methodology**

Ref.	Item	Max. Score	Criteria	Score
1	Site Deployment Methodology	10	Weak	0
			Fair	5
			Good	7
			Excellent	10
2	Drawings and Shop Drawings Methodology	10	Weak	0
			Fair	5
			Good	7
			Excellent	10
3	Committed Time	10	>5 Months	0
			[4 to 5 Months[	5
			< 4 Months	10
<b>Maximum Obtainable Score</b>		<b>30</b>		

**c) Products - Total obtainable score: 20 points**

The Contractor shall provide technical datasheets for all proposed products according to Annex 3, and specify the full warranty period on each component as per Form 9, starting from the issuing of the Provisional Acceptance Certificate.

Points will be given to products that are complying with requirements and specification.

Weak	Fair	Good	Excellent	Outstanding
0	7	15	18	20

**d) Team Composition and Tasks Assignment – Total obtainable score: 10 points**

The Contractor must describe the project’s team organization to carry out this project. CVs of the main staff must be attached.

The tasks assignment document must also define how the administrative and financial aspects of the project will be carried out and by whom.

Points will be related to team experience and strategy for task completion.

**c) Team and Tasks**

Ref.	Item	Max. Score	Criteria	Score
1	Team Leader- Total Years of Experience <i>* In case of multiple team leaders involved, the average years of experience will be considered</i> <i>*Use Form 7: CV of Team Leader</i>	5	[5 to 10 years [	2
			[10 to 15 years [	3
			> 15 years	5
3	Technical and Managerial Staff Involved in the Project	5	< 4	0
			[4 to 8 [	2
			[8 to 10 [	4
			> 10	5
4	Overall Evaluation of the CV’s of Team Members <i>*Use Form 8: CVs of Team Members</i>	5	Weak	0
			Fair	1
			Good	3
			Excellent	5
5	Distribution of Tasks Assignment	5	Weak	0
			Fair	1
			Good	3
			Excellent	5
<b>Maximum Obtainable Score</b>		<b>20</b>		

102. The LCEC reserves the right to add, modify, or delete criteria to or from this qualification list for any reason at its own discretion.

103. The LCEC also reserves the right to change the weight associated to the different criteria for any reason at its own discretion.

## H. General Terms and Conditions

104. Successful bidder will sign the contract agreement with the LCEC.
105. Proposal must be submitted as per the contents of this RFP using the forms shown in the forms section.
106. Cost of proposal: the bidder shall bear all costs associated with the preparation and submission of the proposal. The LCEC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the RFP. All documents submitted in response to this RFP will become the property of LCEC. **All prices shall be quoted in USD and including VAT.**
107. The application, as well as all correspondence and documents relating to the RFP shall be written in the English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate official translation of the relevant passages into the English language, in which case, for purposes of interpretation of the application, the translation shall govern.
108. Confidentiality of Proposal: information relating to the evaluation of proposals shall not be disclosed to bidders or any other persons not officially concerned with such process until the notification of selection is made to all bidders.
109. Evaluators will read printed copy of proposal. All evaluators may not have access to the internet, therefore it is recommended to not include URLs, hyperlinks or other forms of internet-based content in the proposal.
110. Clarification of Proposal: to assist in the evaluation of proposal, LCEC may, at its discretion, ask any bidder for a clarification of its proposal which shall be submitted within a stated reasonable period of time. **Any request for clarification and all clarifications shall be in writing and consequently no change in price or substance of the proposal shall be sought, offered or permitted.** If a bidder does not provide clarifications of the information requested by the date and time set in the request for clarification, its proposal may be rejected.

111. Proposal must offer services for the total requirements of the RFP. Proposals offering only part of the requirements will be rejected.
112. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP. Failure to comply with these documents will be at the bidder's risk and may affect the evaluation of the proposal. Any proposal which is not responsive to the requirements of the RFP may be rejected.
113. Reservation of Rights: LCEC reserves the right to:
  - a) Modify or withdraw from the RFP, or modify the provisions contained in the RFP, for any reason;
  - b) Award contract to bidder(s) based on some or all criteria in this RFP, or additional criteria not specified in this RFP, or post-bid negotiations;
  - c) Waive any material or immaterial non-conformity in any bid received
  - d) Reject parts of bid or entire bid for any reason;
  - e) LCEC shall have no obligation to provide a reason for rejecting a bid.
114. By submitting the proposal, bidder agrees that the terms in the proposal shall remain irrevocable for 180 days after the due date of the proposal.
115. At any time prior to the deadline for submission of proposals, LCEC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP by amendment. All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP.
116. In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their offers, LCEC may, at its discretion, extend the deadline for the submission of proposals.
117. Bid bond: the proposal shall be accompanied by a bid bond made payable in cash to the LCEC to the amount of 10,000 USD.
118. The bid bond shall be drawn in a manner acceptable to the LCEC.



119. The bond shall be valid for 180 days starting from the tender opening date, and shall be automatically extended after this date. The LCEC may request an extension of the validation period of the tender.
120. If the winning bidder fails to sign the contract within thirty (30) days following the bid notification of the acceptance the full amount of the bid bond shall become automatically payable to the LCEC as a compensation of such default.
121. The bid bond will be returned within thirty (30) days after one of the following events:
  - a) If the proposal is rejected;
  - b) If a proposal is successful; after signing the contract with the LCEC.
  - c) If the bidding process is cancelled without awarding the contract.
122. The bidder shall indicate an appropriate price schedule for the services it proposes to supply under the contract.
123. The price of the current contract is a lump sum. The bidder's total remuneration shall be a fixed lump-sum including all staff costs, subContractor's (if any) costs, printing, communications, travel, accommodation, and the like, and all other costs incurred by the bidder in carrying out the services. The contract price may only be increased if the parties have agreed to additional payments in case of modification of the terms and conditions of this contract.
124. LCEC shall effect payments to the winning bidder after acceptance by LCEC of the invoices submitted by the Contractor, upon achievement of the corresponding milestones of the project defined as Deliverables. Payments will be effected in US Dollars. All terms will be detailed in the Contract to be signed between the winning bidder (s) and the LCEC.
125. The bidder may withdraw its proposal after the proposal's submission, provided that written notice of the withdrawal is received by LCEC prior to the deadline prescribed for submission of proposals. The bidder's withdrawal notice shall be prepared, sealed, marked, and sent by hand or fax but followed by a signed confirmation copy.
126. No proposal may be modified subsequent to the deadline for submission of proposals.

## I. Miscellaneous Terms and Conditions

127. Corrupt and Fraudulent Practices: Anticorruption Policy requires bidders, suppliers, and Contractors to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy the organization defines, for the purposes of this provision, the terms set forth below as follows:
- a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
  - b) “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - d) “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
128. LCEC will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive practices, or any illegal practice in competing for the Contract.
129. LCEC will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in contracts if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive practices, or any illegal practice in competing for, or in executing, a contract.
130. Conflict of Interest: LCEC considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under LCEC’s Anticorruption Policy. In pursuance of LCEC’s Anticorruption Policy’s requirement, bidders, suppliers, and Contractors under contracts must observe the highest standard of ethics. LCEC will take appropriate actions to manage such conflicts of interest which may

include rejecting a proposal for award if it determines that a conflict of interest has flawed the integrity of any procurement process. At the time of bidding, bidders may be considered to be in a conflict of interest with one or more parties if they, including but not limited to:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of their Application; or
- d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or to influence the bid of another Applicant in the subsequent bidding process or influence the decisions of LCEC regarding this prequalification process; or
- e) participated as a consultant in the preparation of the technical specifications of the works that are the subject of this prequalification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, may not normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this prequalification, unless it can be demonstrated that there is no significant degree of common ownership, influence or control.

## J. General Conditions of Contract

131. **LEGAL STATUS:** The Contractor shall be considered as having the legal status of an independent Contractor vis-à-vis LCEC. The Contractor's personnel and sub-Contractors shall not be considered in any respect as being the employees or agents of LCEC.
132. **SOURCE OF INSTRUCTIONS:** The Contractor shall neither seek nor accept instructions from any authority external to LCEC in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect LCEC and shall fulfill its commitments with the fullest regard to the interests of LCEC.
133. **Contractor's RESPONSIBILITY FOR EMPLOYEES:** The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.
134. **ASSIGNMENT:** The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of LCEC.
135. **SUB-CONTRACTING:** In the event the Contractor requires the services of sub-Contractors, the Contractor shall obtain the prior written approval and clearance of LCEC for all sub-Contractors. The approval of LCEC of a sub-Contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.
136. **OFFICIALS NOT TO BENEFIT:** The Contractor warrants that no official of LCEC has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.
137. **INDEMNIFICATION:** The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, LCEC, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers,

agents or sub-Contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-Contractors. The obligations under this Article do not lapse upon termination of this Contract.

138. INSURANCE AND LIABILITIES TO THIRD PARTIES:

- a) The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- b) The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees or any third party member to cover claims for personal injury or death in connection with this Contract.
- c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-Contractors performing work or services in connection with this Contract.
- d) Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - i. Name LCEC as additional insured;
  - ii. Include a waiver of subrogation of the Contractor's rights to the insurance carrier against LCEC;
  - iii. Provide that LCEC shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- e) The Contractor shall, upon request, provide LCEC with satisfactory evidence of the insurance required under this Article.

139. ENCUMBRANCES/LIENS: The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with LCEC against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

140. **TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by LCEC shall rest with LCEC and any such equipment shall be returned to LCEC at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to LCEC, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate LCEC for equipment determined to be damaged or degraded beyond normal wear and tear.
141. **COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:** LCEC shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract as well as after execution. At the LCEC request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to LCEC in compliance with the requirements of the applicable law.
142. **USE OF NAME, EMBLEM OR OFFICIAL SEAL:** The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with LCEC, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of LCEC, or any abbreviation of the name of LCEC in connection with its business or otherwise.
143. **CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**
- a) All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of LCEC, shall be treated as confidential and shall be delivered only to LCEC authorized officials on completion of work under this Contract.
  - b) The Contractor may not communicate at any time to any other person, Government or authority external to LCEC, any information known to it by reason of its association with LCEC which has not been made public except with the authorization of LCEC; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

144. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:

- a) Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- b) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to LCEC, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify LCEC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, LCEC shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- c) If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, LCEC shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 147, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

145. TERMINATION

- a) LCEC reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case LCEC shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- b) In the event of any termination by LCEC under this Article, no payment shall be due from LCEC to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- c) Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, LCEC may, without prejudice to any other right or remedy it may have, terminate this Contract

forthwith. The Contractor shall immediately inform LCEC of the occurrence of any of the above events.

146. **SETTLEMENT OF DISPUTES:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. In case amicable efforts fail, the settlement of disputes will take place in the courts of Beirut according to Lebanese laws and regulations.
147. **CHILD LABOUR:** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle the LCEC to terminate this Contract immediately upon notice to the Contractor, at no cost to the LCEC.
148. **OBSERVANCE OF THE LAW:** The Contractor shall comply with all Lebanese laws, decrees, ordinances, rules, and regulations (including future amendments) bearing upon the performance of its obligations under the terms of this Contract.
149. **AUTHORITY TO MODIFY:** No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against LCEC.



## K. Forms

### Form 1 – Letter of Application

Date of Application            Day/Month/Year

To:                                    The Lebanese Center for Energy Conservation (LCEC)  
Ministry of Energy and Water  
Corniche du Fleuve, First Floor, Room 303  
Beirut, Lebanon

From:                                [Insert company name]  
    [Insert full legal address]  
    [Insert full applicant's authorized representative name]  
    [Insert applicant's authorized representative telephone/Fax]  
    [Insert applicant's authorized representative mobile phone]  
    [Insert applicant's authorized representative email]

Name of the Project:            “The Implementation of Eco-friendly and Environmental Measures in  
Fourteen (14) Public Schools in Lebanon”

We, the undersigned, submit this proposal and declare that:

- (a) We have examined and have no reservations to the most recent version of the RFP document and all its addendums;
- (b) We hereby confirm that we will comply with the policy in regard to Corrupt and Fraudulent Practices, and we have no conflict of interest in accordance with the section mentioned on this issue in the RFP;
- (c) We hereby confirm that if our proposal is selected, we shall sign the agreement as per the proposal;
- (d) We plan to subcontract the following key activities and/or parts of the works:  
    [Insert any of the key activities, subcontractors, details of the subcontractors, their qualification and experience]

- (e) We understand that you may, without incurring any liability to the applicants, a) cancel the RFP at any time and b) accept no proposal or invite no applicant to sign the agreement. We also understand and accept that we shall bear all costs associated with its preparation and submission and that LCEC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process;
- (f) All information, statements and description contained in the application are in all respect true, correct and complete to the best of our knowledge and belief;
- (g) We understand that LCEC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application. This letter of application will also serve as an authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by LCEC to verify statements and information provided in this application, or with regards to the resources, experiences, and competence of the bidder.

[Insert full name of person signing the application]

In the capacity of: [Insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of: [Insert full name of Applicant]

Signature and Stamp

## Form 2 – Applicant Information Form

Applicant's name:	[insert full name]
Applicant's actual country of registration:	Lebanon
Applicant's actual year of incorporation:	[indicate year of Constitution]
Applicant's legal address in Lebanon:	[insert street/ number/ town or city/ Lebanon]
Applicant's authorized representative information	[insert full name]
Name:	[insert street/ number/town or city/country]
Address:	[insert telephone/fax numbers, including country and city codes]
Telephone/Fax numbers:	[indicate e-mail address]
E-mail address:	

*Attach copies of original documents of articles of incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.*

### Form 3 – Bid Bond

*The Bid Bond submitted by the Bidder shall be in conformance with the below sample form. Any alternate form/text would result in the rejection of the Bid.*

To: The Lebanese Center for Energy Conservation (LCEC)  
Ministry of Energy and Water  
Corniche du Fleuve, First Floor, Room 303  
Beirut, Lebanon

Name of the Project: “The Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon”

By this guarantee we confirm that we, the undersigned, are bound unto LCEC in the sum of 10,000 USD (hereinafter called “Bid Deposit”) for which a cash deposit has been well and truly made to LCEC.

The conditions of the obligation under this Bid Bond are:

1. If the Bidder withdraws the Bid during the period of bid validity specified in the project RFP;  
or
2. If the Bidder having been notified of the acceptance of its Bid by LCEC during the period of Bid validity:
  - Fails or refuses to execute the Contract,  
or
  - Refuses to accept the correction of the errors in the Bid.

The Bidder hereby constitutes and appoints LCEC as its attorney to assign, appropriate, transfer and apply the said Bid Deposit as a result of the occurrence of one or both of the two conditions, without notice.

This Bid Bond will remain in force up to and including the date 180 days after the deadline for submission of Bids and it may be extended automatically after this date, notice of which extension(s) is hereby waived.

The conditions under which the obligation under this Bid Bond will be null and void and the Bid Deposit will be released and returned to the Bidder are:

- If the Bidder is notified of the rejection of its Bid by LCEC,  
or
- If the Bidder having been notified of the acceptance of its Bid by LCEC executes the Contract.

[Insert full name of person signing the application]

In the capacity of: [Insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of: [Insert full name of Applicant]

[Insert full legal address]

[Insert applicant's authorized representative telephone/Fax]

[Insert applicant's authorized representative mobile phone]

[Insert applicant's authorized representative email]

Signature and Stamp

## Form 4 – Financial Situation and Performance

[Name of Applicant]

- *The Applicant shall complete the below table.*
- *The Applicant shall provide copies of financial statements for 2020, 2021, and 2022. The financial statements shall: (a) reflect the financial situation of the Applicant, (b) be independently audited or certified in accordance with local legislation, (c) be complete, including all notes to the financial statements, (d) correspond to accounting periods already completed and audited*

Type of Financial information	Historic information for (USD)		
	2022	2021	2020
Statement of Financial Position (Information from Balance Sheet)			
Total Assets (TA)			
Total Liabilities (TL)			
Total Equity/Net Worth (NW)			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital (WC)			
Information from Income Statement			
Total Revenue (TR)			
Profits Before Taxes (PBT)			
Cash Flow Information			
Cash Flow from Operating Activities			

**Form 5 – Team Composition and Tasks Assignment**

[Name of Applicant]

*Please attach the CV of each team member separately.*

Team Name	Member	Position in this Project	Assigned Tasks	Experience in the design, supply, and installation of related components/measures

## Form 6 – Cash Retention

- *At the bid submission stage, this form has only to be signed and stamped, no need to be completed.*
- *Once the contract is awarded, the Contractor will complete the form and submit it, prior to the contract signature.*

To: The Lebanese Center for Energy Conservation (LCEC)  
Ministry of Energy and Water  
Corniche du Fleuve, First Floor, Room 303  
Beirut, Lebanon

Name of the Project: “The Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon”

WHEREAS, [Applicant’s Name], duly represented by [Insert full name of person signing the application] [Insert full legal address], hereinafter called “the Contractor” has undertaken in pursuance of the Contract dated [Date of contract signature] between the Contractor to execute the Implementation of Eco-friendly and Environmental Measures in Fourteen (14) Public Schools in Lebanon, hereinafter called “the Contract” for the Lebanese Center for Energy Conservation having its address at the Ministry of Energy and Water Building, Corniche du Fleuve, 1<sup>st</sup> Floor, Room 303, Beirut, Lebanon hereinafter called “the LCEC”;

AND WHEREAS it has been stipulated in the said Contract that the Contractor shall be responsible of a one (1) year of O&M following the issuance of the Provisional Acceptance Certificate by the LCEC;

NOW THEREFORE the Contractor hereby affirms that LCEC will be withholding a total of [10% of the Contract Value in USD]. from its first payment to the Contractor, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, hereinafter called “the Cash Retention”, and LCEC shall have recourse to the Cash Retention without cavil or argument, within the limits of [10% of the Contract Value in USD] as aforesaid without needing to prove or to show grounds or reasons for such recourse for the sum specified therein.

The Contractor hereby waives the necessity of LCEC demanding the said debt from the Contractor before having recourse to the Cash Retention.



The Contractor and LCEC, hereinafter jointly called “the Parties”, further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed hereunder or of any of the Contract documents which may be made between the Parties shall in any way release any Party from any liability under this guarantee.

This guarantee shall be valid for at least one (1) year from the date of issuance of the Provisional Acceptance Certificate by LCEC.

[Insert full name of person signing the application]

In the capacity of: [Insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of: [Insert full name of Applicant]

[Insert full legal address]

[Insert applicant's authorized representative telephone/Fax]

[Insert applicant's authorized representative mobile phone]

[Insert applicant's authorized representative email]

Signature and Stamp

**Form 7 – CV of Team Leader**

*[Use this standard format for specifying the name and relevant experience of the team leader. The CV of the team leader must be attached separately.]*

Person name:	
Title in the project:	
Affiliation:	
Experience	
Date range:	
Project name:	
Role:	
Date range:	
Project name:	
Role:	
Date range:	
Project name:	
Role:	

*[Add tables as needed]*

**Form 8 – CVs of Team Members**

*[Use this standard format for specifying names and relevant experience of key people that constitute the team. CV's of the team members must be attached separately.]*

*[If the bidder intends to subcontract any of the key activities, then the subcontractor name shall be clearly identified in the Affiliation, and attach a letter of support from the subcontractor stating the name of the project and personnel provided. Add more rows if necessary.]*

Person name:	
Title in the project:	
Affiliation:	
Experience	
Date range:	
Project name:	
Role:	
Date range:	
Project name:	
Role:	
Date range:	
Project name:	
Role:	

*[Add tables as needed]*

## Form 9 – Warranty Form

[Name of Applicant] *Please specify the full warranty period on each component, starting from the issuing of the Provisional Acceptance Certificate.*

Products of Divisions as per Annex 4	Full Warranty Period (Years)
Division 03	[5 to 10 years starting from the issuing of the Provisional Acceptance Certificate]
Division 04	[5 to 10 years starting from the issuing of the Provisional Acceptance Certificate]
Division 05	[10 to 20 years for canopies starting from the issuing of the Provisional Acceptance Certificate] [3 to 5 years for normal metal works starting from the issuing of the Provisional Acceptance Certificate]
Division 06	[1 to 3 years starting from the issuing of the Provisional Acceptance Certificate]
Division 07	[5 to 10 years starting from the issuing of the Provisional Acceptance Certificate]
Division 09	[3 to 5 years for paint starting from the issuing of the Provisional Acceptance Certificate] [5 to 10 years for wood and tiling starting from the issuing of the Provisional Acceptance Certificate]
Division 10	[At least 3 years starting from the issuing of the Provisional Acceptance Certificate]
Division 22	[1 to 3 years starting from the issuing of the Provisional Acceptance Certificate]
Division 26	[At least 2 years starting from the issuing of the Provisional Acceptance Certificate]
Division 27	[2 to 5 years starting from the issuing of the Provisional Acceptance Certificate]
Division 31	[3 to 10 years starting from the issuing of the Provisional Acceptance Certificate]
Division 32	[At least 4 years starting from the issuing of the Provisional Acceptance Certificate]

[Insert full name of person signing the application]

Signature and Stamp

**Form 10 – Reference Projects- Past Experience**

[Name of Applicant]

- *Please list the most recent projects (starting from 2023 and 2022)*
- *Please only list the projects that were completed and commissioned*
- *Assignments completed by the bidder’s individual experts working privately or through other firms, partners, or sub-contractors cannot be claimed as the relevant experience of the bidder*

Please list a minimum of projects similar to the activities required in this RFP.

Project Ref.	Description of activities	Project Location	Completion Date	Client Contact Details
1				
2				
3				
4				
5				
6				
<i>[add rows as necessary]</i>				

## L. Annexes

### Annex 1: Schools Lots Distribution & Site Visits Schedule

- Lot 1: Bekaa Governorate
- Lot 2: South & Mount Lebanon Governorates
- Lot 3: North Governorate

Table 2: Lot 1 Schools Information

Lot 1: Bekaa Governorate			
School #	School Name (School Code)	School District	School Coordinates
1	Bar Elias Elementary Public School (BE832) بر الياس الرسمية الابتدائية	Zahle زحلة	33.7784230, 35.9017060
2	El Qaa intermediate Public School (QA889) متوسطة القاع الرسمية	Baalbak بعلبك	34.3471200, 36.4710790
3	Joub Jannine secondary Public School (JJ985) ثانوية جب جنين الرسمية	West Bekaa البقاع الغربي	33.6282900, 35.7983100
4	Al Nabi Sheet Intermediate Public School (NS956) متوسطة النبي شيت الرسمية	Baalbak بعلبك	33.8706270, 36.1084380

Table 3: Lot 2 Schools Information

Lot 2: South & Mount Lebanon Governorates			
School #	School Name (School Code)	School District	School Coordinates
1	Baaklin Mixed Intermediate Public School (BA311) بعلقلين المتوسطة الرسمية المختلطة	Chouf الشوف	33.6797510, 35.5785910
2	Deir Qanoun Ras Al Ain Intermediate Public School (DQ1276) دير قانون راس العين المتوسطة الرسمية	Tyr صور	33.2223600, 35.2499060
3	Kafra Elementary Public School (KA1312) كفرا الابتدائية الرسمية	Bint Jbeil بنت جبيل	33.1727830, 35.3353150
4	Matariet El Choumar Intermediate Public School (MC1369) متوسطة مطرية الشومر الرسمية	Saida صيدا	33.3389670, 35.2856490
5	Zebdine Intermediate Public School (ZE1371) متوسطة زبدين الرسمية	Nabatiye النبطية	33.3760320, 35.4587560

Table 4: Lot 3 Schools Information

Lot 3: North Governorate			
School #	School Name (School Code)	School District	School Coordinates
1	AlJdeideh Intermediate Public School for Boys (363-375) الجديدة الرسمية للصبيان	Tripoli طرابلس	34.4386940, 35.8404690
2	Farah Antoun Public School For Boys (363-375) فرح انطون الرسمية للبنين	Tripoli طرابلس	
3	Menyarah public school for Girls (MN542) منيارة الرسمية للبنات	Akkar عكار	34.533191, 36.064132
4	Zgharta Secondary Public School (ZG674) ثانوية زغرتا الرسمية	Zgharta زغرتا	34.399632, 35.895721
5	Kfaraakka First Mixed Public School (KF725) مدرسة كفر عكا الاولى المختلطة الرسمية	Koura الكورة	34.305015, 35.8360170

**Site visits schedule:**

- The below tables show the schedule for the site visits to the Fourteen (14) schools located in Thirteen (13) different buildings, as one pair of schools is located in the same building.
- Each bidder may apply for a maximum of one (1) lot out of Three (3).
- As per the schedules, each day, every interested bidder shall have two teams diffused in the corresponding lot where two teams representing the LCEC will be conducting the site visits.

Table 5: Lot 1 Visits Schedule

Lot 1: Bekaa Governorate			
School #	School Name	Date	Time
1	Bar Elias Elementary Public School بر الياس الرسمية الابتدائية	05/07/2023 Team 1	10:00 AM
2	Joub Jannine secondary Public School ثانوية جب جنين الرسمية		12:30 PM
3	El Qaa intermediate Public School متوسطة القاع الرسمية	05/07/2023 Team 2	10:00 AM
4	Al Nabi Sheet Intermediate Public School متوسطة النبي شيت الرسمية		12:30 PM

Table 6: Lot 2 Visits Schedule

Lot 2: South & Mount Lebanon Governorates			
School #	School Name	Date	Time
5	Baaklin Mixed Intermediate Public School (BA311) بعقلين المتوسطة الرسمية المختلطة	06/07/2023 Team 1	09:00 AM
6	Matariet El Choumar Intermediate Public School (MC1369) متوسطة مطرية الشومر الرسمية		12:30 PM
7	Zebdine Intermediate Public School (ZE1371) متوسطة زبدین الرسمية		14:30 PM
8	Deir Qanoun Ras Al Ain Intermediate Public School (DQ1276) دير قانون راس العين المتوسطة الرسمية	06/07/2023 Team 2	10:00 AM
9	Kafra Elementary Public School (KA1312) كفرا الابتدائية الرسمية		12:30 PM

Table 7: Lot 3 Visits Schedule

Lot 3: North Governorate			
School #	School Name	Date	Time
10	AlJdeideh Intermediate Public School for Boys الجديدة الرسمية للصبيان	07/07/2023 Team 1	10:00 AM
11	Farah Antoun Public School For Boys فرح انطون الرسمية للبنين		
12	Menyarah public school for Girls منياره الرسمية للبنات		12:30 PM
13	Zgharta Secondary Public School ثانوية زغرنا الرسمية	07/07/2023 Team 2	10:00 AM
14	Kfaraakka First Mixed Public School مدرسة كفرعقا الاولى المختلطة الرسمية		12:30 PM



## Annex 2: Technical Design & Drawings

*The Technical Design and Drawings referred to as Annex 2 can be found on this link:  
<https://lcec.org.lb/node/12918>*

### Annex 3: Bills of Quantities (BoQs)

*The Bills of Quantities referred to as Annex 3 can be found on this link:*

*<https://lcec.org.lb/node/12918>*

## Annex 4: Technical Specifications

Where applicable, the technical specifications, tests, and O&M measures should be applied by the Contractors. Technical Specifications are represented under divisions each representing a different trade, and all divisions are divided by sections defining every material used in the project.

Divisions are distributed by trades as per the following:

- Division 03 – Concrete
- Division 04 – Masonry
- Division 05 – Metals
- Division 06 – Wood, Plastics, and Composites
- Division 07 – Thermal and Moisture Protection
- Division 09 – Finishes
- Division 10 – Specialties
- Division 22 – Plumbing
- Division 26 – Electrical
- Division 27 – Communications
- Division 31 – Earthwork
- Division 32 – Exterior Improvements

*The Technical Specifications referred to as Annex 4 can be found on this link:*

*<https://lcec.org.lb/node/12918>*