

ITB NO. **ADM/FAC/202009/001** EVALUATION FORM**MANDATORY LEGAL SUBMITTALS**

	<p>ESTABLISHMENT OF LEGAL STATUS: Bidder shall provide sufficient documentation to support they are legally established and registered to operate in Construction works in Lebanon.</p>	<ol style="list-style-type: none"> 1. Bid Submission form - duly completed. 2. Company Registration/Certificate of Incorporation 3. Ministry of Works Building Sector classification "<u>Category A</u>" certificate 4. "<u>03 Star classification</u>" by Council of Development & Reconstruction 5. Proof of membership to the "Order of Engineers & Architects" 6. Ministry of Finance VAT certificate 7. Bid Security @ USD. 10,000 8. Written POA indicating person authorized to commit the organization legally <p>ISO certification (where available)</p>	<p>P/F (Failure to provide any legal document leads to automatic disqualification and Offerors Bid will not be considered further)</p>
--	--	---	---

MANDATORY EXPERIENCE/CAPACITY EVALUATION

1.2	<p>Corporate general and specific experience</p> <p>assessment: Contractor shall provide proof of experience in projects of similar scope and size.</p>	<p>It is <u>mandatory</u> for Firm/Entity to have successfully implemented minimum 03 Building construction Works over the past 05 years <u>valued at \$1.2 m net or more</u>. Bidder shall provide:</p> <ol style="list-style-type: none"> i) List of construction projects undertaken over last 05 years ; ii) List of ongoing works (completion must be 70% or higher); iii) 3 references; iv) Litigation history. 	<p>P/F</p>
1.3	<p>Financial Capacity: Proof of bidder's ability to finance operations adequately.</p>	<p>It is <u>mandatory</u> for a Firm/Entity to have a minimum average turnover of USD(\$) 1 million per year.</p> <p>Minimum supporting docs required include:</p> <ol style="list-style-type: none"> (1) Audited Financial statements for last 02 years (2) Reference letter from Bidder's bank to support contractor's financial capacity. 	<p>P/F</p>

TECHNICAL CAPACITY ASSESSMENT:			
General Criteria		Notes (Case Specific)	P/F Criteria
2.1	Compliance with SOW and Tech drawings: To what degree does the Firm understand the task in relation to the objectives and requirements set out in SOW - is scope of task well defined?	<p>Does the proposal describe how each of the illustrative topics in the SOW shall be addressed ?</p> <p><i>The Technical proposal should exhibit offerors own understanding of UNESCO objectives per SOR, indicate strategies to be employed by Contractor to ensure achievement of the expected outcomes, stakeholders to be involved in the different activities, Contractor's assumption applied in defining their proposal, etc.</i></p>	P/F
2.2	Compliance with special & general conditions in Solicitation documents: <i>Are the different components of the project adequately weighted relative to each other?</i>	<ol style="list-style-type: none"> 1. Demonstrated ability to honor important responsibilities and liabilities allocated to the Contractor in this ITB (e.g. Quality management, insurance coverage, Performance Bond, etc.) 2. Does the proposal reflect a feasible and sound methodology considering potential risks and limitations? 3. Is the methodology proposed sound enough to address SOW. 4. Does bidder include a summary proposal of Quality Assurance/Control plan to be incorporated? 	P/F
2.3	Compliance with start-up time and completion time set by UNESCO: <i>Proposed workplan.</i>	<p><i>The proposal shall include a realistic timeline with specific treatment of key deliverables and prioritization, task divisions amongst team members, etc.</i></p> <p>Submittal:</p> <ol style="list-style-type: none"> 1. Gantt Chart (proposed work plan for works delivery). 2. Is the sequence of proposed activities and the planning logical and realistic? 3. Does it promise efficiency/timely submissions of deliverables? 	P/F
2.4	EQUIPMENT: <i>Essential equipment to be made available by the Contractor for execution of works under contract.</i>	<p>Bidder shall complete Annex V.</p> <ol style="list-style-type: none"> 1. Declare availability of Equipment requested by UNESCO Engineer 2. List any other additional equipment to be provided by Contractor. 	P/F

PROPOSED KEY PERSONNEL EVALUATION * BIDDERS SHALL SUBMIT DULY COMPLETED****ANNEX V - BIDDER INFORMATION*******Contractor Project Manager CV Evaluation:**

3.1	1. Provide CV in the format outlined in Annex V .	It is <u>mandatory</u> for the proposed Project Manager to have: a) Univ degree in Civil/Architectural field b) Minimum 10 years experience in Architectural and/or Civil Engineering	P/F
	2. CV must be <u>signed/stamped by Employer</u> as proof of personnel competency verification checks per UNESCO requirements	It is <u>mandatory</u> for firm to propose a Project Manager with 2 to 3 professional references, and/or ensure CV lists the proposed individual as having taken lead as Project Manager in supervision of 03 works of similar scope and size.	P/F
	3. Attach Certificate of Order of Engineers membership.	It is <u>mandatory</u> that the Project Manager has; (i) Good English language skills; (ii) Is registered as a member of Order of Engineers; (iii) PMP a plus	P/F

Proposed Planning/Site Engineer CV Evaluation:

3.2	1. Provide CV in the format outlined in Annex V .	It is <u>mandatory</u> for the proposed Site Engineer to have: a) Univ degree in Architecture or Civil Engineering b) Minimum 08 years experience in Architectural and/or Civil Engineering field	P/F
	2. CV must be <u>signed/stamped by Employer</u> as proof of personnel competency verification checks per UNESCO requirements	It is mandatory for firm to propose a Site Engineer with 2 to 3 professional references, and/or ensure CV lists the proposed individual as having taken lead as Site Engineer in previous 03 works of similar scope and size.	P/F
	3. Attach Certificate of Order of Engineers membership.	It is mandatory that the Site Engineer has; (i) Good English language skills; (ii) Fluent Arabic; (iii) Is a registered member of Order of Engineers;	P/F

Proposed Electrical Engineer :

	1. Provide CV in the format outlined in Annex V .	It is <u>mandatory</u> for the proposed Electrical Engineer to have: a) Univ Degree in Electrical Engineering; b) Minimum 06 years experience in Electrical Engineering field	P/F
	2. CV must be <u>signed/stamped by Employer</u>		

RFP EVALUATION GRID - SAMPLE (BFM/FPC)

3.3	as proof of personnel competency verification checks per UNESCO requirements 3. Attach Certificate of Order of Engineers membership.	It is <u>mandatory</u> for firm to propose an Electrical Engineer with 2 to 3 professional references, and/or ensure CV lists the proposed individual as having taken lead as Electrical Engineer in previous 03 works of similar scope and size.	P/F
		It is <u>mandatory</u> for the Electrical Engineer to have (i) Good English language skills; (ii) Fluent Arabic; (iii) Is a registered member of Order of Engineers;	P/F
Proposed Mechanical Engineer :			
3.3	1. Provide CV in the format outlined in Annex V. 2. CV must be signed/stamped by Employer as proof of personnel competency verification checks per UNESCO requirements 3. Attach Certificate of Order of Engineers membership.	It is <u>mandatory</u> for the proposed Mechanical Engineer to have: a) Univ Degree in Mechanical Engineering; b) Minimum 06 years experience in Mechanical Engineering field	P/F
		It is <u>mandatory</u> for firm to propose a Mechanical Engineer with 2 to 3 professional references, and/or ensure CV lists the proposed individual as having taken lead as Electrical Engineer in previous 03 works of similar scope and size.	P/F
		It is <u>mandatory</u> for the Mechanical Engineer to have (i) Good English language skills; (ii) Fluent Arabic; (iii) Is a registered member of Order of Engineers;	P/F
FINANCIAL EVALUATION: BID PRICE COMPONENT			
4.1	Bid Price (USD)		
	Compliance with pricing conditions set in the ITB and BOQ: Contractor Itemized BOQ pricing shall be evaluated against UNESCO established cost estimates. Best Value for Money approach shall prevail.		