



# CONTRACT NOTICE

CONTRACT TITLE: Retrofitting of public buildings through green technologies and processes (RE-FIT))  
REF: ENI/2019/410-519

LOCATION: LEBANON

## 1. Procedure

INTERNATIONAL OPEN TENDER

## 2. Project title

2018/41-140 Promoting innovation and entrepreneurship in support to Lebanon's clean energy transition

Financed by: Financed from the European Commission, Budget line 22.040102

EuropeAid163032/DD/ACT/LB

### Contracting Authority

Official name: ICU - Institute for University Cooperation Onlus

ICU, Hekmeh Bld.-5th floor-facing Sagesse Brasilia School-Baabda Street-Baabda, Lebanon

Town: Lebanon

E-mail: [tender.lebanon@icu.it](mailto:tender.lebanon@icu.it)

Internet address: <https://www.icu.it/news/>

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## CONTRACT SPECIFICATION

### 3. Contract description

The purpose of this contract:

1-Retrofitting and upgrading RE installations for public buildings (20 buildings).

2-Assessment of existing RE installations in 20 public buildings. Elaboration of a detailed plan of intervention

covering PV panels, invertors, batteries, etc.

The twenty public buildings are divided as follows:

- Eighteen public schools: PV Installations fully rehabilitated with the same capacity
- Two public schools with RE Installation with capacity of production doubled.

### 4. Number and titles of lots

No Lots



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## CONDITIONS OF PARTICIPATION

### 5. Eligibility of tenderers and origin of the supplies (if applicable)

Participation in tender procedures is open on equal terms to all natural who are nationals of and legal persons (participating either individually or in grouping-consortium- of tenderers) effectively established in a Member State or a country, territory or region mentioned as eligible by the relevant regulation/basic act governing the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed<sup>1</sup> as per Annex A2a to the practical guide. Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation.

Under CIR (REGULATION (EU) No 236/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL laying down common rules and procedures for the implementation of the Union's instruments for financing external action), supplies may originate from any country if the amount of the supplies to be procured is below EUR 100,000 per purchase. This means that as far as the value of goods originating from a country not included under Annex A2a to the PRAG is below this threshold, the related expenditure should be considered eligible.

The tenderer must state the origin<sup>2</sup> of the supplies, and the selected contractor will always have to prove the origin of the supplies. For equipment and vehicles of a unit cost on purchase of more than EUR 5 000, contractors must present proof of origin at the latest when the first invoice is presented.

The certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Union legislation. Failure to comply with this condition may result in the termination of the contract and/or suspension of payment.

### 6. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

### 7. Grounds for exclusion

As part of the tender, tenderers will be requested to sign the Declaration on honor on exclusion criteria and selection criteria annexed to the tender.

Tenderer included in the lists of EU restrictive measures (see [EU Sanctions map](#)) at the moment of the award decision cannot be awarded the contract<sup>1</sup>.

### 8. Sub-contracting

Subcontracting is not allowed.

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## PROVISIONAL TIMETABLE

### 9. Provisional commencement date of the contract

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<sup>1</sup> See additional information on EU Restrictive measures in [Section 2.4. of the PRAG](#)



14/10/2022

## 10. Implementation period of the tasks

Three months

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## SELECTION AND AWARD CRITERIA

### 11. Selection criteria<sup>2</sup>

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise.

#### Economic and financial capacity of the tenderer

The objective of this criteria is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium):

- will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

The selection criteria for each tenderer are as follows:

- The average annual turnover of the tenderer in the past 3 years must be at least 300,000 EUR.
- Evidence showing that the liquid assets and access to credit facilities are adequate for this contract, confirmed by a financial statement for the last three years verified by a chartered accountant.
- Copies of the most recent documents showing the organisation chart, legal status and place of registration of the tenderer's headquarters, a power of attorney empowering the person signing the tender and all related documentation.
- Proof of the capacity to operate under the legal framework of Lebanon and the specific bank restriction affecting Lebanon in order to perform the requested task providing the following documents:
  1. In case the offeror is Lebanese, it must proof the capacity to receive payment in Euro and  
provide the Legal Registration Documents (Registry of Commerce and Ministry of Finance  
Registration with VAT...)

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<sup>2</sup>The selection criteria should be clear and non-discriminatory and may not go beyond the scope of the contract. The reference period for financial capacity may not go beyond the last 3 years for which accounts have been closed. The reference period for professional and technical capacities may not go beyond the past 3 years from the submission deadline. Consideration has to be made regarding which proof documents should be requested for the relevant selection criteria.



2. In case the offeror is a foreign company, it must prove to have either a branch or a member of the consortium in Lebanon to supply the goods in Lebanon which must have all the Legal documents to operate in the country (see above point 1.)

- VAT registration certificate, issued by the country of registration.

**Professional and technical capacity of the tenderer**

The objective of this criteria is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium):

- Has sufficient ongoing staff resources and expertise to be able to handle the proposed contract
- Has a professional certificate appropriate to this contract, such as Project Manager and Technical engineer.
- At least Five Years total work experience and three years relevant experience in similar work staff currently work for the tenderer in fields related to this contract;
- Has sufficient expertise and experience to be able to handle the proposed contract.

The selection criteria for each tenderer are as follows:

- At least 3 projects of the same nature/amount/complexity as the works concerned by the tender and implemented during the following period: within 3 years from the submission deadline. The contracting authority reserves the right to ask for copies of certificates of final acceptance / work completion signed by the supervisors/contracting authority of the projects concerned.
- At least 2 CV's of the Key Staff proposed have the qualifications and experience in the

installation of PV systems as the minimum experience requirement specified below:

<b>Position</b>	<b>Total Work Experience (Years)</b>	<b>Relevant Experience in Similar Work (Years)</b>
Project Manager	5	3
Technical engineer	5	3

**Technical offer:**

- A detailed description of the supplies tendered in conformity with the technical specifications as per Format A & B including any documentation required (catalogues with technical specifications and proof of origin);
- A proposal for after-sales service over 3 years.
- A training proposal follow up of the installation at least for one person at school level and one central representative of MEHE (Ministry of Education and Higher Education).

The technical offer should be presented as per template (Format A, Contractor's technical offer) adding separate sheets for details if necessary.

**Financial offer:**



A financial offer calculated on a DAP<sup>3</sup> basis for the supplies tendered, including if applicable:

- Financial proposal for after-sales services for 3 years;
- Financial proposal for training;
- Financial proposal for any other amount not directly related to the intrinsic value of the product in question (such as, but not limited to, import duties and taxes, entry-import customs clearance, transport costs).

This financial offer should be presented as per template (Format B), adding separate sheets for details if necessary.

- An electronic version of the financial offer.
- All tenders must comprise the above information and duly completed documents using the templates attached:
- The "Annex 7 - Tender dossier" , together with its Annex 5\_Declaration\_honour\_exclusion-selection criteria.docx", both duly completed, which includes the tenderer's declaration (from each member if is a consortium).
- The details of the bank account into which payments should be made (financial identification form – document c4o1\_fif\_en)
- The legal entity file (document c4o2.3.4) and the supporting documents (tenderers that have already signed another contract with the European Commission, may provide their legal entity number instead of the legal entity sheet and supporting documents, or a copy of the legal entity sheet provided on that occasion, if no change in legal status has occurred in the meantime).
- To be supplied in free-text format:
- A description of the warranty conditions, which must be in accordance with the conditions laid down in the general conditions.
- A statement by the tenderer attesting the origin of the supplies tendered (or other proofs of origin).
- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorised to do so.

## 12. Award criteria

Lowest price

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## TENDERING

### 13. Deadline for submission of tenders

The deadline for submission of tenders is 07/10/2022 11:00 AM Local Time

### 14. Tender format and details to be provided

Tenders must be submitted using the standard tender form included in the tender dossier. (ref. Supply of documents in information for tenderer)

The tender must be accompanied by a tender form and the declaration of honour on exclusion

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<sup>3</sup> DAP (Delivered At Place)>] — Incoterms 2020 International Chamber of Commerce <http://www.iccwbo.org/incoterms/>



and selection criteria using the template available with the tender dossier.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

#### **15. How tenders may be submitted**

Tenders must be submitted in English exclusively to ICU, using the means specified in the section 'Information for the tenderer' of the tender dossier (Annex 7 - Tender dossier)

Tenders submitted by any other means will not be considered.

#### **16. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

#### **17. Operational language**

All written communications for this tender procedure and contract must be in English.