

**COUNCIL FOR DEVELOPMENT AND RECONSTRUCTION
BEIRUT - LEBANON**

RFB: Rehabilitation of Shelters (Public Schools) – Batch 3: Lot 1, Lot 2, Lot 3 and Lot 4

RFB Reference No.: LEAP-SH-SW-MEHE – Batch 3 (4 Lots)

Employer: The Council for Development and Reconstruction (CDR)

Project: Lebanon Emergency Assistance Project (LEAP)

Country: Lebanon

PRE-BID MEETING

MINUTES OF MEETING

BEIRUT, October 1st 2026

Attendance:

Representatives from the Employer: Council for Development and Reconstruction:

- Eng. Simon Moawad (Senior Procurement Expert)
- Eng. Rania Bourji (Civil Engineer)

Representatives from the Consultant:

Rafik El Khoury & Partners

- Mrs. Sabine Mrad

Representatives from following Bidders:

ISOPACK s.a.r.l.

- Mr. Roger Stephan

HICON s.a.r.l.

- Mr. Nabil Shehadeh

SAM Int.

- Mr. Rayan Malaeb

LEMACO

- Eng. Bilal Hachem

Binaa and Iamar

- Eng. Elie Ghoren

Al Bonyan for Engineering and Contracting

- M/S. Farah R. Al-Hajj

TRUST Contracting & Trading s.a.l.

- Eng. Rima Srour

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EMC Elie Maalouf

- Mr. Mohammad M

Saba Makhlof Establishment for Trading and Contracting s.a.r.l.

- Mr. Hawchab Makhlof

Maalouf Trading and Contracting

- Mr. Fakhry Al Fakhry.

Rouchaid El Khazen Establishment for Contracting

- Mr. Tony Abi Raad

Danash for Contracting and Trading s.a.r.l.

- M/S. Mayssaa Mohsen

Sepetra

- Mr. Houssam Mazloun

The Meeting was held at the Offices of the Council for Development and Reconstruction in Tallet El Saray – Beirut, Tenders Department – Ground Floor, on Thursday the 1st of October 2026, in accordance with ITB 7.4 and the Bid Data Sheet.

The representatives of CDR presided the meeting and welcomed the attendance. The purpose of the meeting was to clarify the requirements of the Bidding Document and to answer the questions raised by the prospective Bidders. The attendance sheet signed by the participants is attached as Annex 1.

The Employer reminded the attendees that, in accordance with ITB 7.6, these Minutes, including the questions raised and the responses given, will be transmitted to all Bidders who have acquired the Bidding Document. Non-attendance at the Pre-Bid Meeting is not a cause for disqualification of a Bidder.

ITB 7.6:

“Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the bidding document in accordance with ITB 6.3 Any modification to the bidding document that may become necessary as a result of the pre-Bid meeting shall be made by the Employer exclusively through the issue of an addendum pursuant to ITB 8 and not through the minutes of the pre-Bid meeting.”

The following points were raised by the bidders and answered by CDR.

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Question 1:

Several bidders have requested an extension of the tender submission deadline.

CDR Answer:

Due to the emergency nature of the Project, no extension of time is granted.

Question 2:

Are the Specifications required to be printed, signed and stamped?

CDR Answer:

The Specifications (Volume 2), as part of the Bidding Document, must be printed, signed and stamped by the Bidder and submitted with the Bid, together with all Addenda and these Minutes, likewise signed and stamped.

BDS ITB 11.1 (i):

"The Bidding Documents signed and stamped by the bidder; Any addenda issued pursuant to ITB 8 of the Instructions to Bidders and/or any minutes of Pre-bid meeting issued pursuant to ITB 7.4, signed and stamped by the bidder;"

Question 3:

Are site visits allowed?

CDR Answer:

Site visits are permitted; however, the Employer will not organize them. Bidders wishing to visit the site must coordinate directly with MEHE officials in advance.

ITB 7.2:

"The Bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense."

BOQ Preamble 1.08:

"Before Pricing the Contract, the Contractor shall visit the Sites and shall satisfy himself as to the meaning and to the estimated quantity of each item in the Bill of Quantities."

Question 4:

Clarification was requested regarding the nature of the Contract and the quantities shown in the Bill of Quantities.

CDR Answer:

As stated in the RFB and in the Preamble to the Bill of Quantities, the Contract is a fixed Lump Sum Contract and the quantities shown in the Bill of Quantities are indicative. Each Bidder shall make its own estimate of the quantities required to complete the Works and shall price its Bid accordingly. In addition, any item found to have already been executed by the Employer, the School or any other party will be omitted by Variation and valued from the priced BOQ, and the Contractor will be paid only for works actually executed and certified.

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BOQ Preamble 1.01 and 1.02:

"This is a Lump Sum Contract. The estimated quantities set-out in the Bill of Quantities are indicative, and the actual and correct quantities needed for the execution of the Works are the sole responsibility of the Contractor."

PCC GCC 40.1:

"Notwithstanding any provision to the contrary in the General Conditions, this Contract is a fixed Lump Sum Contract. The Contract Price shall not be adjusted for any actual difference between the estimated quantities set out in the Bill of Quantities and the actual quantities executed by the Contractor, except as a result of a formal Variation Order issued by the Employer/Project Manager."

PCC ADD 42.9:

"Where, prior to the commencement of the Contractor's Works at any School, any item, activity or part thereof included within the Contractor's Scope of Works is found to have already been executed by the Employer, the School, another contractor, or any other party, the Project Manager may instruct a Variation omitting such item, activity or part thereof from the Contractor's Scope of Works."

Question 5:

Will the Bill of Quantities be provided in Excel format?

CDR Answer:

The Bill of Quantities in Excel format will be sent separately to the Bidders for ease of reference. The Excel file is provided for convenience only: the Bill of Quantities governing the Bid remains Volume 3 as issued, and the original Bill of Quantities submitted with the Bid shall be filled in by hand.

BDS ITB 20.3:

"The original Bill of Quantities of the Bid shall be filled in, only, in handwriting, otherwise the Bid will be rejected."

Question 6:

How will the Provisional Sum be used?

CDR Answer:

A Provisional Sum of US\$ 50,000 is included for each Lot in the General Requirements of the Bill of Quantities. The Provisional Sum shall be used for any unforeseen works and for ramps where applicable, upon the instruction of the Project Manager. Bidders shall not modify the amount of the Provisional Sum, which is included in the Total Bid Price and excluded from the evaluated Bid price.

Section IV – Schedule of Payment Currencies:

"Provisional Sums Expressed in USD – For Batch 3 - Lot 1: 50,000 USD; For Batch 3 - Lot 2: 50,000 USD; For Batch 3 - Lot 3: 50,000 USD; For Batch 3 - Lot 4: 50,000 USD. TOTAL BID PRICE (Including provisional sum)"

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BOQ Preamble 1.11:

"Where work cannot be fully described or where the quantity of work required cannot be accurately determined, it is given as an item or a Provisional Sum."

ITB 35.2 (a):

"the Bid price, excluding Provisional Sums and the provision, if any, for contingencies in the Summary Bill of Quantities"

Question 7:

What type of materials shall be used for the replacement items?

CDR Answer:

All materials and items to be replaced shall be similar to the existing ones on site, in type, size, material and finish, as described in the Bill of Quantities items, or shall comply with the Specifications and with the applicable MEHE standards.

Section VII – Clause C.3:

"The Contractor shall obtain the applicable MEHE standards through the Employer prior to the preparation of any shop drawings or material submittals, and shall demonstrate compliance with those standards in each submittal."

Question 8:

What is the process for the approval of materials?

CDR Answer:

Before ordering or installing any material, the Contractor shall submit a Material Approval Request (MAR) to the Engineer, including the material catalogue and technical data, with reference to the relevant section of the Specifications and to the corresponding Bill of Quantities item. This applies to items such as painting and similar finishes. For existing items to be repaired or replaced, the MAR shall be accompanied by a method statement and/or by the proposed material, showing both the existing item and the item proposed for replacement. No material shall be installed before the approval of the Engineer.

Section VII – Equivalency of Standards and Codes:

"Other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Project Manager's prior review and written consent."

Question 9: What are the requirements regarding the safety of students, teachers, and school administration during the works?

CDR Answer: The Contractor shall ensure at all times the safety of students, teachers, and school administrative staff. The Contractor must strictly comply with all Environmental and Social (E&S) Checklists and Health and Safety Appendices included in the Tender Documents and Contract. Furthermore, the Contractor shall coordinate continuously with the school administration prior to

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the commencement of any works and submit a site-specific Works Sequencing and School Continuity Plan (including a detailed Safety Plan) for approval. No works shall commence on site prior to the formal approval of this plan.

GCC 18.1:

"The Contractor shall be responsible for the safety of all activities on the Site."

Section VII – Clause A.2:

"Prior to mobilization at each site, and in any case within seven (7) days of the Notice to Commence of the relevant Contract, the Contractor shall submit for the approval of the Engineer a site-specific Works Sequencing and School Continuity Plan (WSCP), prepared in consultation with the School Administration and cleared by the MEHE Focal Point identified under Clause E. No works shall commence before the WSCP is approved."

Section VII – Clause E.2:

"A coordination meeting shall be held with the School Principal or nominated Deputy before mobilization at each site."

Question 10:

What are the Occupational Health and Safety (OHS) requirements?

CDR Answer:

Bidders are referred to the Occupational Health and Safety requirements of the RFB, namely Appendix 1 – CDR Safety, Health and Environmental Regulations (in particular Clause 4 – General Requirements and Clause 5 – Safety Requirements) and the E&S Checklist, which are part of the Contract. The related costs shall be included in the Contract rates and price.

Section VII – Environmental and Social Requirements:

"The Environmental and Social requirements, mitigation measures, and Occupational Health and Safety (OHS) obligations applicable to this project are set forth in: Annex 1: CDR OHS Requirements; Annex 2: E&S Checklist (Contractor Responsibilities and E&S Mitigation Plan). The Contractor is required to fulfill all requirements and implement all mitigation measures outlined in Annexes 1 and 2 above"

Appendix 1 – Clause 4.2.1:

"The Contractor shall appoint a competent Safety Officer who shall be responsible for safety, health and the environment."

Question 11: Can the same Environmental and Social (E&S) Expert be proposed for more than one Lot?

CDR Answer: Yes. The E&S Expert is required on a part-time basis. The Employer allows the same E&S Expert to be proposed for a **maximum of two (2) Lots**, provided that their cumulative deployment across both Lots does not exceed full-time capacity. Note that this

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provision applies strictly to the E&S Expert; all other Key Personnel must remain dedicated exclusively to a single Lot.

Section III – 4. Key Personnel:

“Environmental and Social Expert with a minimum of 7 years of experience. (Part time 20 hours per week). N.B.: The proposed key personnel shall be exclusive for this tender. Any duplication of personnel with other Packages will not be permitted.”

Question 12:

For how many years must audited financial statements be submitted?

CDR Answer: Bidders must submit audited financial statements for the last **ten (10) years**, completed using Form FIN – 3.1 and including all required attachments.

Section III – 3.1 (iii):

“The audited balance sheets for the last Ten years shall be submitted and must demonstrate the current soundness of the Bidder’s financial position and indicate its prospective long-term profitability.”

Question 13:

What is the amount required in the Bank Certificate?

CDR Answer:

The bank certificate (access to liquid assets, unencumbered real assets, lines of credit and other financial means) shall be for US\$ 300,000 for each Lot. For Bidders submitting Bids for more than one Lot, the amount is cumulative, i.e. US\$ 300,000 multiplied by the number of Lots bid.

Section III – 3.1 (i):

“The Bidder shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated for different lots as follows: Batch 3 - Lot 1: 0.3 MUS \$; Batch 3 - Lot 2: 0.3 MUS \$; Batch 3 - Lot 3: 0.3 MUS \$; Batch 3 - Lot 4: 0.3 MUS \$”

Specific Procurement Notice – para. 4:

“Bidders submitting their bids for more than one lot, must ensure that the following criteria are met for the combined requirements of the lots included in their bid: Construction cash flow requirements stipulated in Section III - Evaluation and Qualification Criteria - Eligibility and Qualification Criteria Paragraph 3.1”

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Question 14:

Is the experience requirement cumulative for Bidders submitting Bids for more than one Lot?

CDR Answer:

The specific experience requirement is not cumulative.

Question 15:

What is the required format of the Bid Guarantee?

CDR Answer:

The Bid Security shall be submitted in the amount of US\$ 15,000 (Fifteen Thousand fresh US Dollars) for each Lot, in the form of an unconditional Bank Guarantee issued by a Lebanese bank or by a foreign bank through its correspondent bank in Lebanon. The Bank Guarantee shall strictly follow the format of the "Form of Bid Security – Bank Guarantee" included in Section IV – Bidding Forms, pages 69 and 70 of Volume 1 of the Bidding Document, without any alteration to its text. Any alternate form or wording will result in the rejection of the Bid. The Bid Bond and the Bid-Securing Declaration forms are not applicable to this RFB. The Bid Security shall remain valid for twenty-eight (28) days beyond the expiry of the Bid validity period of 90 days.

There being no further questions, the meeting was closed. Bidders are reminded that any further request for clarification shall be submitted in writing to the Employer.

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