

COUNCIL FOR DEVELOPMENT AND RECONSTRUCTION

BEIRUT - LEBANON

Council for Development and Reconstruction (CDR)

Request for Proposal: Consultancy Services for the Construction Supervision of Damaged Roads Clearing and Restoration in Marjeyoun, Sour, and Bint Jbeil Cazas.

Pre-Proposal Conference

Minutes of Meeting

Beirut, March 18, 2026 – 10:00 a.m.

A. Invitation

An invitation to pre-proposal meeting was sent on March 13, 2026 to the following shortlisted consultants :

1. GAUFF GmbH & Co. Engineering KG – Germany
2. Khatib & Alami Consolidated Engineering Company –Lebanon
3. DAR AL HANDASAH NAZIH TALEB & PARTNERS -LEBANON
4. AECO-WAIL KH ABULJEBAIN ENGINEERING CONSULTING OFFICE – KUWAIT
5. KREDO SAL – LEBANON
6. Al Abdulhadi Engineering consultancy (AEC)- Kuwait (Sub-Consultant WALLPUBLISHER I.L.C- LEBANON)
7. GICOME - Antoine Salame & Associes Sal – LEBANON
8. Associated Consulting Engineers (ACE) –LEBANON

The meeting was scheduled for 10:00 a.m. at the CDR premises. Alternatively, shortlisted consultants were given the option to attend remotely via Google Meet using the link provided in the invitation.

B. Attendance

Employer – Council for Development and Reconstruction (CDR):

- Eng. Elias Helou
- Eng. Simon Moawad
- Engineer Mehdi Ramadan

Representatives of Invited Consultants:

Attended in Person:

1. Gicome- Antoine Salamé & Associés

COUNCIL FOR DEVELOPMENT AND RECONSTRUCTION

BEIRUT - LEBANON

- Eng. Wadih Salha
- Eng. Elie Youssef
- 2. Khatib & Alami Consolidated Engineering Company –Lebanon
 - Eng. Hani Khamis
- 3. ACE – Associated Consulting Engineers
 - Eng. Pierre Chalfoun
 - Eng. Celestie Nassar
- 4. Al Abdulhadi Engineering consultancy (AEC)- Kuwait (Sub-Consultant WALLPUBLISHER I.L.C- LEBANON)
 - Eng. Rabih Awad
 - Eng. Rayan Noueddine

Participated Remotely (via Google Meet):

- 5. KREDO SAL – LEBANON
 - Eng. Roula Srouji
- 6. AECO-WAIL KH ABULJEBAIN ENGINEERING CONSULTING OFFICE– KUWAIT
 - Mr. Wael Abuljebain
 - Mrs. Roupina Jambazian
 - Eng. Gebran Y. Boueri
- 7. Dar El Handasah (Nazih Taleb & Partners) - Lebanon
 - Eng. Naji Habre
 - Eng. Omar Ibrahim

Did Not Attend:

- 8. GAUFF GmbH & Co. Engineering KG – Germany

C. Discussions

1. Tender Opening Date:

Mr. Wael Abuljebain, representing AECO (Kuwait), requested an extension of at least two (2) weeks for the proposal submission deadline, citing the current situation in Kuwait, which was also requested by several Representatives of Invited Consultants who attended the pre-proposal meeting.

Eng. Helou indicated that this request will be submitted to the CDR Board for consideration, and that a separate official response will be communicated accordingly.

2. Key Experts Requirements:

Mrs. Roupina Jambazian, representing AECO (Kuwait), referred to paragraph (iii) of Clause 21.1 of the Instructions to Consultants – Data Sheet, which specifies eight (8) key experts for evaluation purposes. She noted that Section 7 (Terms of Reference, page 91)



COUNCIL FOR DEVELOPMENT AND RECONSTRUCTION

BEIRUT - LEBANON

requires the submission of twenty-one (21) CVs corresponding to the total personnel to be mobilized under the assignment.

CDR Response:

Eng. Helou acknowledged the comment and clarified that no inconsistency exists between the Data Sheet and the Terms of Reference. For evaluation purposes, CVs for 21 key experts shall be submitted. The total score allocated to each expert will be apportioned on a pro rata basis among the required key experts.

3. Office Backup Personnel:

Mrs. Roupina Jambazian, representing AECO (Kuwait), inquired whether the office backup personnel listed in Section 7 (Terms of Reference) would be subject to evaluation.

CDR Response:

Eng. Helou clarified that the office backup personnel specified in Section 7 (Terms of Reference) will not be subject to evaluation. Nevertheless, consultants are required to submit the CVs of the proposed office backup personnel as part of their proposals.

4. Applicable Income Tax Rate (foreign consultants):

Mrs. Roupina Jambazian, representing AECO (Kuwait), noted a discrepancy between Clause 49.2 of Section 8 (Conditions of Contract and Contract Forms), which specifies the income tax applicable to foreign consultants as 7.5% of the contract value, and Clause 16.3 of Section 2 (Instructions to Consultants – Data Sheet), which specifies a rate of 8.5%.

CDR Response:

Eng. Helou confirmed that the applicable income tax rate is 8.5% as per Clause 16.3 of Section 2 (Instructions to Consultants – Data Sheet), which specifies a rate of 8.5%. Eng. Helou further noted that taxes shall not be considered as part of the evaluation process.

5. Submission of Key Personnel in Multiple Proposals:

Mr. Naji Habre, representing Dar Al Handasah (Nazih Taleb & Partners) – Lebanon, inquired whether it would be acceptable for certain key personnel (such as environmental, social, and OHS experts), who are typically outsourced, to be proposed in more than one consultant's proposal.

CDR Response:

Eng. Helou clarified that environmental, social, and OHS experts are considered external experts to the consulting firms. Accordingly, such experts may be included in more than one proposal, as they are treated as external resources.

6. Certificates Submission:

Mr. Naji Habre, representing Dar Al Handasah (Nazih Taleb & Partners) – Lebanon, inquired whether it would be acceptable to submit copies of certificates within the proposal and provide the original documents at a later stage (e.g., during the opening meeting) for verification, in light of the current instability.

CDR Response:

Eng. Helou clarified that, at this stage, copies of the required certificates may be submitted as part of the proposal. However, during the evaluation process, the Evaluation Committee may request the submission of certified true copies, duly legalized by a notary public, if deemed necessary.

7. Requirements for Ongoing Contracts Disclosure:

Mr. Hani Khamis, representing Khatib & Alami, referred to Bullet No. 2 of Clause 21.1 of the Instructions to Consultants – Data Sheet (Clause 10.1), which requires the submission, as part of the Technical Proposal, of legally certified copies of original documents defining the consultant's legal status, including place of registration, principal place of business, founders, members, shareholders, authorized signatories, capital, director, and ongoing contracts.

CDR Response:

The Employer clarified that this requirement is stated as a general provision and is not specifically applicable to this assignment. Accordingly, the submission of information related to ongoing contracts is not required under this tender.

8. Submission of Itemized Statements:

Mr. Hani Khamis, representing Khatib & Alami, referred to Clause 53.1(b) of the Special Conditions of Contract under Section 8 (Conditions of Contract and Contract Forms), which requires the Consultant to submit itemized statements to the Client at quarterly intervals. He inquired whether this requirement is applicable.

CDR Response:



COUNCIL FOR DEVELOPMENT AND RECONSTRUCTION

BEIRUT - LEBANON

Eng. Helou confirmed that the Itemized Invoices may be submitted as soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Service as indicated in the General Conditions of Contract ITC 53.1.(c).

9. Assistance during Tender:

Mr. Hani Kharnis, representing Khatib & Alami, inquired about the duration of the services, including the period allocated for assistance during tendering.

CDR Response:

Eng. Helou clarified that, in accordance with Clause 14.1 of the Special Conditions of Contract under Section 8 (Conditions of Contract and Contract Forms), the contract duration is set at eighteen (18) months to cover the supervision services of 6 months and the Defect Notification Period of 12 months. However, the final contract period will be adjusted to include the period required for assistance during tendering.

10. Code of Conduct -- Form TECH-7:

A representative of a consulting firm noted that the Code of Conduct (Form TECH-7) consists of three (3) pages and must be signed by all twenty-one (21) proposed personnel, which would result in a total of sixty-three (63) signed pages. He further pointed out that the RFP stipulates a page limit of three (3) pages for Form TECH-7.

CDR Response:

Eng. Helou clarified that all twenty-one (21) proposed personnel may sign the same Form TECH-7, thereby avoiding the need to produce multiple copies. However, submission of multiple signed copies (i.e., sixty-three (63) pages) shall also be considered acceptable.

11. Assistance During Tender -- Financial Proposal:

Ms. Celestie Nassar, representing ACE, noted that the "Assistance during Tender" component is not included under Form FIN-2.

CDR Response:

Eng. Helou clarified that the fees for "Assistance during Tender" shall be included under reimbursable expenses (Form FIN-4). Accordingly, a price for three (3) units representing three tenders shall be provided under this item.

12. Form FIN-3 -- Key Experts' Input:



COUNCIL FOR DEVELOPMENT AND RECONSTRUCTION

BEIRUT - LEBANON

Ms. Celestie Nassar, representing ACE, noted a discrepancy in Form FIN-3, where the input for Key Experts K7 and K8 is indicated as sixteen (16) months, whereas it should be twelve (12) months.

CDR Response:

Eng. Helou confirmed that the input for Key Experts K7 and K8 shall remain twelve (12) months each. This quantity is provisional and may be adjusted during the course of the contract as required.

13. Duration of Services - Office Back-Up Payment:

Mr. Gebran Boueri, representing AECO, inquired about the payment for office back-up services.

CDR Response:

Eng. Helou clarified that the payment for office back-up personnel will be spread over the duration of the supervision services i.e. 6 months.

14. Duration of Services - Extension of Time:

Mr. Gebran Boueri, representing AECO, inquired whether an extension of the contract would be granted if the works are extended or executed over different periods.

CDR Response:

Eng. Helou clarified that, at present, no extension is anticipated. However, should the works contracts be executed over an extended period during the course of the assignment, an extension of time will be granted for the supervision contract accordingly.

15. Breakdown of Office Back-Up Personnel Fees:

Mr. Wadih Salha, representing GICOME, inquired whether it is necessary to submit breakdown prices for office back-up personnel.

CDR Response:

Eng. Helou clarified that as per FORM FIN-3 Breakdown of Remuneration, Office Backup fee is a Lump Sum amount to be proposed by the Consultant and no breakdown is needed.

16. Consultant's Facilities – Vehicles on Site:

Mr. Wadih Salha, representing GICOME, inquired whether vehicles on site for the Consultant are to be provided by the Contractor or by the Consultant.

CDR Response:

Eng. Helou clarified that vehicles on site for the Consultant shall be provided by the Contractor and are included as part of the Contractor's obligations under their contract.

17. Form FIN-3 – K6 (Site Inspector) Key Expert Input:

Ms. Celestie Nassar, representing ACE, noted a discrepancy in Form FIN-3, where the input for Key Expert K6 is indicated as forty-five (45) months.

CDR Response:

Eng. Helou confirmed that the input for Key Expert K6 shall remain forty-five (45) months. This quantity is provisional and may be adjusted during the course of the contract as required.

18. Collection of Tender Documents:

At the conclusion of the meeting, Eng. Helou emphasized that shortlisted consultants are required to collect the hard copies of the Tender Documents from the Tenders Department at CDR. Upon collection, a receipt will be issued to each consultant. A copy of this receipt must be submitted as part of the proposal.

