



## Tender Specifications

**Public services contract for “Design and Supervision Consultancy for Rehabilitation Works at Five Schools in East Jerusalem”**

Lot 1: Design and supervision services for rehabilitation works at four schools in Wadi Al-Joz and Shufat

Lot 2: Design and supervision services for rehabilitation works at one school in Al-Ram

Country/Territory: Jerusalem

Reference N°: PSE22001-10073

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# 1 General and administrative provisions

## 1.1 Contracting Authority

- §1. The Contracting Authority of this public contract is Enabel, Belgian development agency, further called “Enabel”, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels).
- §2. For this public contract, Enabel is represented by Mrs. Christelle Jocquet, Resident Representative of Enabel in Palestine.

## 1.2 Rules governing the public contract

- §3. This public contract shall be governed by the Belgian law, among others:
- The Law of 17 June 2016 on public procurement contracts<sup>1</sup>;
  - The Law of 17 June 2013 on justifications, notification and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services<sup>2</sup>;
  - The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors<sup>3</sup>;
  - Royal Decree of 14 January 2013 establishing the General Implementing Rules (GIR) for public procurement contracts and for concessions for public works<sup>4</sup>;
  - Circulars of the Prime Minister with regards to public procurement contracts.
  - All of the above mentioned Belgian regulations on public procurement contracts and other applicable regulations can be consulted on <https://bosa.belgium.be/>
  - Enabel’s Policy regarding sexual exploitation and abuse – June 2019;
  - Enabel’s Policy regarding fraud and corruption risk management – June 2019;
  - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – ‘GDPR’), and repealing Directive 95/46/EC.
  - Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data. ;
  - [Enabel’s Code of Conduct](#); , [Enabel’s Policy on sexual exploitation and abuse – June 2019](#); and [Enabel’s Policy on fraud and corruption risk management – June 2019](#);

## 1.3 Definitions

- §4. The following definitions shall be used for the purposes of this contract:

<u>The tenderer:</u>	An economic operator submitting a tender;
<u>The contractor/</u> <u>service provider:</u>	The tenderer to whom the procurement contract is awarded;

<sup>1</sup> Belgian Official Gazette 14 July 2016.

<sup>2</sup> Belgian Official Gazette of 21 June 2013.

<sup>3</sup> Belgian Official Gazette 9 May 2017.

<sup>4</sup> Belgian Official Gazette 27 June 2017.

<u>The contracting authority:</u>	Enabel, represented by the Resident Representative of Enabel in Palestine;
<u>The tender:</u>	Commitment of the tenderer to perform the procurement contract under the conditions that he has submitted;
<u>Days:</u>	In the absence of any indication in this regard in the Tender Specifications and the applicable regulations, all days should be interpreted as calendar days;
<u>Procurement documents:</u>	Tender Specifications including the annexes and the documents they refer to;
<u>Technical specifications:</u>	A specification in a document defining the characteristics of a product or a service, such as the quality levels, the environmental and climate performance levels, the design for all needs, including accessibility for people with disabilities, and the evaluation of conformity, of product performance, of the use of the product, safety or dimensions, as well as requirements applicable to the product as regards the name by which it is sold, terminology, symbols, testing and test methods, packaging, marking or labelling, instructions for use, the production processes and methods at every stage in the life cycle of the supply or service, as well as the evaluation and conformity procedures;
<u>Variant:</u>	An alternative method for the design or the performance that is introduced either at the demand of the contracting authority, or at the initiative of the tenderer;
<u>Option:</u>	A minor and not strictly necessary element for the performance of the procurement contract, which is introduced either at the demand of the contracting authority, or at the initiative of the tenderer;
<u>Fixed Block:</u>	A segment of the procurement contract that is definitively agreed upon and binding for both the contracting authority and the tenderer once the contract is concluded.
<u>Conditional block:</u>	A segment of the procurement contract that is not immediately binding upon contract conclusion. The execution of conditional blocks is contingent upon a future decision by the contracting authority, which will notify the contractor in accordance with the initial procurement documents. The performance of these blocks is subject to specific conditions being met and does not alter the overall nature of the contract.
<u>Inventory:</u>	The procurement document which splits up the performance in different items and specifies the quantity or the method to determine the price for each of them;
<u>General Implementing Rules (GIR):</u>	Rules laid down in the Royal Decree of 14.01.2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works;
<u>The Tender Specifications</u> (Cahier spécial des charges/CSC):	This document and its annexes and the documents it refers to;
<u>Corrupt practices:</u>	The offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act

	relating to the award of a procurement contract or performance of a procurement contract already concluded with the contracting authority;
<u>Litigation:</u>	Court action.
<u>Subcontractor in the meaning of public procurement regulations:</u>	The economic operator proposed by a tenderer or contractor to perform part of the contract. The subcontractor is understood as the economic operator with the capacity which the applicant or tenderer relies upon or to whom he entrusts all or part of his engagements.
<u>GDPR</u>	General Data Protection Regulation: a European Union regulation on information privacy in the European Union and the European Economic Area.
<u>Controller in the meaning of the GDPR:</u>	the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.
<u>Sub-contractor or processor in the meaning of the GDPR:</u>	a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.
<u>Recipient in the meaning of the GDPR:</u>	a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not.
<u>Personal data:</u>	any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

## 2 Object and scope of the contract

### 2.1 Type of contract

§5. This procurement contract is a services procurement contract.

### 2.2 Object and scope of the contract

§6. This public services contract consists of “*Design and Supervision Consultancy for Rehabilitation Works at Five Schools in East Jerusalem*”, in conformity with the conditions of these tender documents.

§7. The services comprise the preparation of the design, tender documents and other engineering and managerial services necessary to bring the work to the tender readiness state and providing management and site supervision for the works.

### 2.3 Lots

§8. The contract has 2 lots, each of which is indivisible. The tenderer may submit a tender for one of the lots or both. A tender for part of a lot is inadmissible.

§9. Each of the two lots comprise all duties related design and supervision of school rehabilitation or extension works. The scope of the work has been divided into two lots according to the geographical situation of the schools:

- **Lot 1** is composed of the design and supervision of the rehabilitation works of 4 schools in East Jerusalem, in Wadi Al-Joz and Shufat neighborhoods. Interested tenderers need to have access rights (permit of Jerusalem ID) to Jerusalem.
- **Lot 2** is composed of the design and supervision of the rehabilitation works of Al-Beiruni school hall in Al-Ram neighborhood, outside the wall.

§10. For more information, see the list of sites 5.1 Schools list, p.27, and the available documentation (see 5.21 “Provided documentation by the Contracting Authority”, p.51).

§11. In its tenders for several lots, the tenderer cannot offer discounts or propose improvements in his/her tender for the case where these same lots are awarded to him.

### 2.4 Items

§12. Each lot of this contract consists of the following items:

- Item 1 – Design and preparation of tender documents.
- Item 2 – Works supervision and management.

### 2.5 Duration of the public contract

§13. The contract starts upon award notification and expires at the final acceptance (see point 4.9 Performance modalities (Art. 146 and seq.)21).

## 2.6 Variants

§14. Each tenderer may submit only one tender. Variants are forbidden.

## 2.7 Option

§15. There are neither required nor permitted options. Free options are not permitted.

## 2.8 Quantities

§16. The public contract's minimum quantities (first item, fixed block) are mentioned under part 5 "Terms of reference", p.27. Without prejudice to the possibility for the Contracting Authority to not to award certain lots or sub-lots, and to terminate the contract if the services performed do not meet the requirements imposed or if they are not performed by the deadlines asked, by concluding this contract (at awarding) the service provider acquires the right to perform these quantities.

§17. Only the item 1 (Design and preparation of tender documents) is determined. During the contract period and in function of the evolution of the needs, the Contracting Authority will be able to commit for additional orders for item 2 of each lot (Works supervision and management). Such commitment will be made by registered letter and will be for the above-mentioned quantities at least. The Contracting Authority reserves the right to commit to the supervision of the works in certain spaces only or not to order the item 2 of certain or all lots.



## 3 Procedure

### 3.1.1 Award procedure

§18. This contract is awarded in accordance with Art. 41, § 1 of the Law of 17 June 2016 pursuant to a negotiated procedure without publication.

### 3.2 Publication

§19. The contract notice is published on Enabel website (<https://www.enabel.be/public-procurement/>).

### 3.3 Information

§20. The awarding of this contract is coordinated by Enabel in Palestine intervention management unit. Throughout this procedure, all contacts between the Contracting Authority and the (possible) tenderers about the present contract will exclusively pass through this service. (Possible) tenderers are prohibited to contact the Contracting Authority in any other way with regards to this contract, unless otherwise stipulated in these tender documents.

§21. Until at the latest 7 calendar days before the final date for receipt of tenders, Questions may be addressed exclusively by email to: Mohammad Dahlan - Expert in Contracting and Administration ([mohammed.dahlan@enabel.be](mailto:mohammed.dahlan@enabel.be))

§22. The complete overview of questions asked shall be available as of at the latest 5 calendar days before the final date for receipt of tenders. Questions raised by tenderers during the information meeting or sent via email will answered collectively to all interested bidders and published at Enabel website: <https://www.enabel.be/public-procurement/>

§23. Until the notification of the award decision, no information shall be provided about the evolution of the procedure.

§24. In order to submit a tender in due form, the interested tenderers shall download, fill electronically and then print, sign and stamp the most updated version of tender documents published at Enabel website mentioned above.

§25. The Contracting Authority also organises for tenderers, **guided visits to each lot:**

Date	Time	School name		GPS location	Address
Lot 2					
Monday 29 <sup>th</sup> July 2024	10:00 – 10:30	Al-Beiruni secondary boys school	31.8494, 35.2298	Al-Ram main street	

Lot 1				
Tuesday 30 <sup>th</sup> July 2024	10:00 – 10:20	Al-Nithamiyeh Basic girls school		31.8135, 35.2261
	10:40 – 11:00	Al-Hasan Al- Thany basic boys school	31.7867, 35.2358	Al-Madares street, Wadi Al-Joz
	11:00 – 11:20	Al-Fata Al-Laji'a A secondary girls school	31.7868, 35.2353	
	11:20 – 11: 40	Al-Shameleh secondary girls school	31.7871, 35.2353	

- §26. To be able to submit a tender in full knowledge of the facts, the Contracting Authority organises for tenderers **one online information meeting via MS Teams**:

Date	Time	Address
30 <sup>th</sup> July 2024	13:00	<a href="#">Join the meeting now</a> Meeting ID: 348 191 182 293 Passcode: GdDRLq

- §27. Transportation: interested tenderers need to ensure their transportation to the schools by their own means.
- §28. Participation is optional but **highly recommended**.
- §29. The tenderer is supposed to submit his/her tender after reading and taking into account any corrections made to the contract notice or the tender documents that are published at the above-mentioned **website** and/or sent to him/her by electronic mail.
- §30. To do so, when tenderers have downloaded the tender documents, they are requested to contact the above-mentioned official, to express their interest in participating in the tender, to provide Enabel with their contact details and to be informed of possible changes or additional information. Tenderers who have downloaded the tender documents are also advised to consult Enabel website ([www.enabel.be](http://www.enabel.be)).
- §31. The tenderer is required to report immediately any gap, error or omission in the tender documents that precludes him/her from establishing his/her price or compare tenders, within ten days at the latest before the deadline for receipt of tenders.

## 3.4 Tender preparation

### 3.4.1 Data to be included in the tender

- §32. The tender of the tenderer will consist of the following:
- Identification form, see 6.1, p. 52

- Declaration on honour – exclusion criteria, see 6.2, p. 53
- Power of attorney, see 6.3, p. 55
- Incorporation certificate, see 6.4, p. 56
- Certification of clearance with regards to the payments of social security contributions, see 6.4§338 6.5, see p. 57
- Certification of clearance with regards to the payments of applicable taxes, 6.6, p. 58
- List of the main similar services, see 6.7,
- Certificates of completion, see 6.8, p. 60
- Financial offer for LOT 1, see 6.11, p. 61 and/or Financial offer for LOT 2, see 6.10, p. 62
- Key experts, see 6.11, p. 63
- CVs of all mentioned personnel, see 6.12, p. 65
- Subcontractors, see 6.13, p. 66

§33. The tenderer is strongly advised to use the tender forms. When not using this form, (s)he is fully responsible for the perfect concordance between the documents (s)he has used and the form.

§34. The tender and the annexes to the tender form are drawn up in English.

§35. By submitting a tender, the tenderer automatically renounces to his/her own general or specific sales conditions.

§36. The tenderer clearly designates in his/her tender which information is confidential and/or relates to technical or business secrets and may therefore not be disseminated by the Contracting Authority.

### **3.4.2 Price determination**

§37. All prices shall be given in EUR (euros) and rounded off to two figures after the decimal point. Prices given are exclusive of VAT.

§38. This contract is a mixed contract, in which some items are lump-sum (for which a flat rate price covers the whole performance of the services under that item) and others are based on a schedule-of-price (for which only the unit prices are lump-sum and will be paid according to actual implemented quantities). The total price will be calculated by adding together the various prices of all items.

§39. The item 1 of each (Design and preparation of tender documents) is a lump-sum price contract, i.e. the global price is an all-in price which covers all the services concerned by the contract.

§40. The item 2 of each lot (Works supervision and management) is a schedule of price (unit-price-based) contract, i.e. the global price is based on the estimated required months quantities. the service provider will be paid according to the actual quantities (months) ordered and implemented, until the date of the provisional acceptance of the works. In case the service provider needs to be paid partially for the quantity (months) the service provided will be paid on the actual percentage of the quantity.

§41. The two items are grouped and form single lots. The tenderer must submit prices for all items of the same lot.

- §42. According to Art. 37 of the Royal Decree of 18 April 2017, the Contracting Authority may for the purpose of verifying the prices carry out an audit involving any and all accounting documents and an on-site audit to check the correctness of the indications supplied.

### **3.4.3 Elements included in the price**

- §43. Except for VAT, the prices include all costs, taxes, duties and contributions of any kind for performing all tasks, duties, and responsibilities mentioned in the contract including the TORs, and namely:
- §44. Fees, per diems, salaries, travel costs including parking costs or fines in Jerusalem and Jerusalem suburbs, insurance costs, security costs, magnetic cards / permits costs, communication costs (including phone calls and the internet), administrative and secretariat costs, photocopy and printing costs, costs for documentation of the services that can be required by the Contracting Authority, the production and delivery of documents or records linked to the performance of the services, the customs and excise duties for materials and products used, the packaging costs, the acceptance costs, all costs, staff, equipment and material expenses needed to perform the present contract (see table below), the copyright fees, the purchase or leasing of third party services needed for the performance of the contract and costs for any possible intellectual property rights.
- §45. The cost of attending the information meeting and site visits and contributing to reply to the questions of potential tenderers during the procurement phase are deemed included in the unit prices of item 1 (design).
- §46. The cost of attending the pre-construction meeting is deemed included in the unit prices of item 2 (supervision and management).
- §47. The cost of checking the snag list and reviewing the final payment of the contractors is included in the unit prices of the monthly instalment for supervision. No additional payment will be made for such visit and review, even if it takes place after the provisional acceptance of the works.
- §48. The cost of the supervision during the defects liability period is also deemed included in the unit prices of the monthly progress payments of supervision. No additional payment will be made for this period.
- §49. In case the contract is extended, the prices mentioned in the contract apply.

### **3.4.4 Period of validity**

- §50. Tenderers will be bound by their tenders for a period of 120 calendar days from the deadline for the submission of tenders.

## **3.5 Submission of tenders**

- §51. The tender will be drawn up in 1 printed copy on A4 paper (printing in black and white and on both sides of paper is encouraged). Two electronic copies (the original editable pdf file as filled before printing and a scan of the printed, signed and stamped original

copy) must also be submitted in one or more PDF files on a CD-ROM, DVD-ROM, USB flash memory or SD card. Each tenderer may only submit one tender.

- §52. The tender and all accompanying documents have to be numbered and signed (original hand-written signature) by the tenderer or his/her representative. The same applies to any alteration, deletion or note made to this document. The representative must clearly state that (s)he is authorised to commit the tenderer. If the tenderer is a company / association without legal body status, formed by separate natural or legal persons (temporary group or temporary partnership), the tender must be signed by each of these persons.

The signed and dated original shall be sent in a sealed envelope mentioning: **Tender - “Design and Supervision Consultancy for Rehabilitation Works at Five Schools in East Jerusalem - PSE22001-10073”**

- §53. The tender must be received **before 12<sup>th</sup> August 2024 at 15:00** at one of the following addresses:

- Enabel - Belgian Development Agency, Royal Center, 7th Floor, Al Balou', Mecca Street, Al Bireh – Ramallah and Al Bireh Governorate
- Enabel, Belgian Development Agency, Consulate General of Belgium, 5 Baibars Street, Sheikh Jarrah, Jerusalem

a) Either by mail (standard mail or registered mail): In this case, the sealed envelope is put in a second closed envelope. The delivery record makes proof of compliance with the time-limit for receipt.

b) or hand delivered directly to the Contracting Authority against a signed and dated receipt: In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

- §54. Tenders for lots 1 and 2 can be delivered indiscriminately to any of the two above-mentioned addresses.

- §55. Offices can be reached on working days during office hours: from 8:30 AM to 04:00 PM. All times are in the time zone of the country of the Contracting Authority (Jerusalem/Ramallah time).

- §56. Any tender must arrive before the final submission date and time. Tenders that arrive late will not be accepted.

### **3.6 Amending or withdrawing tenders**

- §57. To change or withdraw a tender already sent or submitted, a written statement is required, which shall be correctly signed by the tenderer or his/her representative. The object and the scope of the changes must be described in detail. Any withdrawal shall be unconditional.

- §58. The withdrawal may also be communicated by email, provided that it is confirmed by registered letter deposited at the post office or against acknowledgement of receipt at the latest the day before the tender acceptance deadline.

### 3.7 Opening of tenders

The tenders will be opened in a private session, without public present. Only authorized personnel will have access to this session to ensure confidentiality and prevent any undue influence or interference during the tender opening process.

### 3.8 Evaluation of tenders

#### 3.8.1 Access rights and selection criteria

##### 3.8.1.1 Exclusion grounds

- §59. The mandatory and optional exclusion grounds are given in attachment to these Tender Specifications.
- §60. By submitting this tender, the tenderer certifies that he is not in any of the cases of exclusion listed in the Articles 67 to 70 of the Law of 17 June 2016 and the Articles 61 to 64 of the Royal Decree of 18 April 2017.
- §61. The contracting authority will verify the exactitude of this Declaration on honour for the tenderer with the best tender.
- §62. For that purpose, the contracting authority will ask the tenderer concerned to provide information or documents allowing the contracting authority to verify the tenderer's personal situation by the fastest means and within the term set by the contracting authority.
- §63. The contracting authority will itself ask for information or documents that it can obtain free of charge by digital means from the instances that manage the information or documents

##### 3.8.1.2 Selection criteria

- §64. By means of the documents requested in this tender document, the tenderer must prove that he is sufficiently capable to successfully perform this public procurement contract.
- §65. The tenderer must add to his/her tender documents a selection file with the information requested in part 6 “Forms” with regards to his/her technical capacity.

#### 3.8.2 Overview of negotiations procedure

- §66. The tenders submitted by the selected tenderers will be evaluated as to formal and material regularity. Irregular tenders will be rejected.
- §67. The contracting authority reserves the right to have the irregularities in the tenderers' tender regularised during the negotiations.
- §68. Formally and materially regular tenders will be evaluated as to content by an evaluation commission. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in the procurement documents. This evaluation will be conducted on the basis of the award criteria given in these Tender

Specifications and aims to setting a shortlist of tenderers with whom negotiations will be conducted. Maximum three tenderers may be included in the shortlist.

§69. In view of improving the contents of the tenders, the contracting authority may negotiate with tenderers the initial tenders and all subsequent tenders that they have submitted, except final tenders. The minimum requirements and the award criteria are not negotiable. However, the contracting authority may also decide not to negotiate. In this case, the initial tender is the final tender.

§70. When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any BAFOs. Once negotiations have closed, the BAFO will be compared with the exclusion, selection and award criteria. The tenderer whose BAFO shows the best value for money (obtaining the best score based on the award criteria given below) will be designated the contractor for this procurement contract.

### 3.8.3 Award criteria

§71. The Contracting Authority selects the regular tender that it finds to be most advantageous, taking account of the following criteria:

#### 3.8.3.2 Qualification and experience of experts proposed: 60 %

§72. The key experts are those whose involvement is considered to be instrumental to achieve the contract objectives. Their positions and responsibilities are defined in point 5 “Terms of Reference” (5.20.1 Personnel for the design stage, p.50 and 5.20.2 “Personnel for management and supervision stage”, p.51) and they are subject to evaluation.

1.	Team leader	10 points
2.	Architect	10 points
3.	Civil Engineer	10 points
4.	Electrical engineer	10 points
5.	Mechanical engineer	10 points
6.	Site engineer(s)	10 points

#### 3.8.3.3 Price: 40 %

§73. With regards to the ‘price’ criterion, the following formula will be used:

$$\text{Points tender A} = \frac{\text{amount of lowest tender}}{\text{amount of tender A}} * 40$$

### 3.8.4 Awarding the public contract

§74. The lot(s) of the procurement contract will be awarded to the tenderer(s) who has/have submitted the most economically advantageous tender for the lot

- §75. Notice though that in accordance with Art. 85 of the Law of 17 June 2016, there is no obligation for the contracting authority to award the procurement contract.
- §76. The contracting authority may either decide not to award the procurement contract; either redo the procedure, if necessary through another award procedure.
- §77. The contracting authority maintains the right to award only a certain lot or certain lots.

### **3.9 Concluding the contract**

- §78. In accordance with Art. 88 of the Royal Decree of 18 April 2017, the procurement contract occurs through the notification to the selected tenderer of the approval of his tender.
- §79. Notification is via digital platforms, e-mail or fax and, on the same day, by registered post.
- §80. So, the full contract agreement consists of a procurement contract awarded by Enabel to the chosen tenderer in accordance with:
- These Tender Specifications and its annexes;
  - The approved BAFO of the contractor and all of its annexes;
  - The registered letter of notification of the award decision;
  - Any later documents that are accepted and signed by both parties, as appropriate.
- §81. In an objective of transparency, Enabel undertakes to publish each year a list of recipients of its contracts. By introducing his tender, the successful tenderer declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.



## 4 Specific contractual provisions

- §82. This chapter contains the specific contractual provisions that apply to this public contract as a deviation of the ‘General Implementing Rules of public contracts’ of the Royal Decree of 14 January 2013, or as a complement or an elaboration thereof. The numbering of the articles below (in parenthesis) follows the numbering of the General Implementing Rules articles. Unless indicated, the relevant provisions of the General Implementing Rules shall apply in full.
- §83. These tender documents do derogate from Art. 25-33 of the General Implementing Rules.

### 4.2 Contract manager (Art. 11)

- §84. The contract manager is Mrs. Christelle Jocquet, Resident Representative of Enabel in Palestine, with the assistance of the experts from Enabel’s Infrastructure Unit
- §85. Once the contract is concluded, the contract manager is the main contact point for the service provider. Any correspondence or any questions with regards to the performance of the contract shall be addressed to him/her, unless explicitly mentioned otherwise in these tender documents (see namely, "Payment" below).
- §86. The contract manager is fully competent for the follow-up of the satisfactory performance of the contract, including issuing service orders, drawing up reports and states of affairs, approving the services and signing acceptance and failure report(s).

### 4.3 Intellectual property (Art. 19-23)

- §87. The Contracting Authority acquires the intellectual property rights created, developed or used during performance of the contract.
- §88. Without prejudice to paragraph 1 and unless otherwise stipulated in the contract documents, when the object of the contract consists of the creation, manufacture or the development of drawings and models or of logos, the Contracting Authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

### 4.4 Protection of personal data

#### 4.4.1 Processing of personal data by the contracting authority

- §89. The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

#### **4.4.2 Processing of personal data by a subcontractor**

- §90. For any processing of personal data carried out in connection with this public contract, the contractor is required to comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.
- §91. By simply participating in the contracting process, the tenderer certifies that he will strictly comply with the obligations of the GDPR for any processing of personal data conducted in connection with that public contract.
- §92. The contractor shall grant personnel access to the data to the extent strictly necessary for the implementation, management and monitoring of the contract. The contractor must ensure that personnel authorised to process personal data has committed itself to confidentiality or is under appropriate statutory obligation of confidentiality.
- §93. The contractor may act only on documented written instructions and under the supervision of the controller, in particular with regard to the purposes of the processing, the categories of data that may be processed, the recipients of the data and the means by which the data subject may exercise its rights.
- §94. The contractor shall adopt appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature, scope, context and purposes of processing, in order to ensure, in particular, as appropriate:
- a. the pseudonymisation and encryption of personal data;
  - b. the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
  - c. the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
  - d. a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing;
  - e. measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.
- §95. The contractor shall notify relevant personal data breaches to the controller without undue delay and at the latest within 48 hours after the contractor becomes aware of the breach. In such cases, the contractor shall provide the controller with at least the following information:
- a. nature of the personal data breach including where possible, the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
  - b. likely consequences of the breach;

- c. measures taken or proposed to be taken to address the breach, including, where appropriate, measures to mitigate its possible adverse effects.
- §96. The contractor shall immediately inform the data controller if, in its opinion, an instruction infringes data protection provisions as referred to in the tender specifications.
- §97. The contractor shall assist the Controller in ensuring compliance with obligations pursuant to Articles 32 to 36 of the GDPR, taking into account the nature of processing and the information available to the Contractor;
  - a. ensure compliance with its data protection obligations regarding the Security Measures for Personal Data Processing;
  - b. notify a personal data breach to Supervisory Authorities;
  - c. communicate a personal data breach without undue delay to the data subject, where applicable;
  - d. carry out data protection impact assessments and prior consultations as necessary.
  - e. Prior Consultation with Supervisory Authorities in light of high risks indicated by Data Protection Impact Assessments (DPIAs).
- §98. The contractor shall maintain a record of all data processing operations carried on behalf of the controller, transfers of personal data, security breaches, responses to requests for exercising rights of people whose personal data is processed and requests for access to personal data by third parties.
- §99. The contractor shall notify the contracting authority without delay of any legally binding request for disclosure of the personal data processed on behalf of the contracting authority made by any national public authority, including an authority from a third country. The contractor may not give such access without the prior written authorisation of the contracting authority.
- §100. If part or all of the processing of personal data is subcontracted to a third party, the contractor shall pass on the obligations referred to in the present article in writing to those parties, including subcontractors. At the request of the contracting authority, the contractor shall provide a document providing evidence of this commitment.

## **4.5 Performance bond (Art. 25-33)**

### **4.5.1 Provision of a bond**

- §101. In derogation of article 25§2 of the Royal Decree of 14/01/2013, the performance bond is set at 10% of the total amount, excluding VAT, of the contract. The amount thus obtained will be rounded up to the nearest 10 euros.
- §102. In accordance with the legal and regulatory provisions, the performance bond may be constituted either of cash or of public funds or may take the form of a collective performance bond. The performance bond may also take the form of a guarantee (see “Model of Proof of posting bond”) issued by a credit institution meeting the requirements of the law relating to the status and control of credit institutions, or by

an insurance company meeting the requirements of the law relating to the control of insurance companies and approved for insurance branch 15 (bonds).

- §103.* As a derogation from Article 26, the performance bond may be posted through an establishment that has its registered office in one of the countries of destination of the services. The contracting authority maintains the right to accept or refuse the posting of the bond through that institution. The tenderer shall mention the name and address of this institution in the tender.
- §104.* This derogation is founded on the idea of providing possible local tenderers with an opportunity to submit a tender. This measure is made essential by the specific requirements of the contract.
- §105.* The successful tenderer must, within 30 calendar days, as from the day of the awarding of the contract, furnish proof that (s)he or a third party has posted the bond by the written undertaking of the credit institution or the insurance company.
- §106.* This proof must be provided as applicable by submission to the Contracting Authority of the original of the written undertaking issued by the credit institution or the insurance company granting a surety.
- §107.* These documents, signed by the depositor, must state for whom the performance bond has been constituted, its precise allocation through a brief statement of the purpose of the contract and the reference number of the contract documents, together with the name, first name and full address of the successful tenderer and, if applicable, of the third party making the deposit, with the words "lender" or "representative" as applicable.
- §108.* The period of 30 calendar days specified above shall be suspended during the period of closure of the successful tenderer's business during paid annual holidays and the days off in lieu stipulated by regulation or by a compulsory collective labour agreement.
- §109.* Proof that the required performance bond has been posted must be sent to the address that shall be mentioned in the contract award notification.

#### **4.5.2 Release of the Bond (Art. 33)**

- §110.* At the request of the service provider, the bond will be released:
- For half of its value: after provisional acceptance of the works,
  - For the second half of its value: after final acceptance and at the latest at the expiry of 18 months after the implementation period of the contract.

#### **4.6 Conformity of performance (Art. 34)**

- §111.* The services must comply in all respects with the contract documents. Even in the absence of technical specifications in contract documents, the services must comply in all respects with good practice.

## 4.7 Unforeseen circumstances (Art. 38/9)

§112. As a rule, the service provider is not entitled to any modification of the contractual terms due to circumstances of which the Contracting Authority was unaware.

§113. A decision of the Belgian State to suspend cooperation with a partner country is deemed to be unforeseeable circumstances within the meaning of this article. Should the Belgian State break off or cease activities which implies therefore the financing of this contract, Enabel will do everything reasonable to agree a maximum compensation figure. Defaulting Contractor

## 4.8 Preliminary technical acceptance (Art. 41-42)

§114. The Contracting Authority reserves the right to demand an activity report at any time of the mission to the service provider (meetings held, persons met, institutions visited, summary of results, problems encountered, and problems solved, deviation from the planning and deviations from the ToR...).

## 4.9 Performance modalities (Art. 146 and seq.)

### 4.9.1 Implementation period (Art. 147)

§115. The services shall be performed within a period that is to be expressed in calendar days. This period starts 3 days after the date on which the service provider received the contract award notification letter containing the first commencement order.

### 4.9.2 Design phase

#### 4.9.2.1 Design phase

§116. The design services must be executed in accordance with the schedule below and must be completed within the mentioned durations (**total 52 calendar days**) from the day following the date of dispatch of the contract award notification letter, which will contain a first commencement order. These days are not including the review periods.

§117. This phase is organized in four sub-phases, each leading to a deliverable, followed by a period of review and comments by the Contracting Authority and a new commencement order.

#	Step / sub-phase	Start (triggered by)	End (output)	Responsible	Duration (calendar days)
1	Sub-phase 1: Program analysis	Commencement order #1	Deliverable #1	Service provider	14
2	Review of program analysis	Submission of deliverable #1	Commencement order #2	Contracting Authority	5

3	Sub-phase 2: Preliminary design	Commencement order #2	Deliverable #2	Service provider	14
4	Review of preliminary design	Submission of deliverable #2	Commencement order #3	Contracting Authority	5
5	Sub-phase 3: Detailed design	Commencement order #3	Deliverable #3	Service provider	14
6	Review of draft detailed design	Submission of deliverable #3	Commencement order #4	Contracting Authority	5
7	Sub-phase 4: Final detailed design	Commencement order #4	Deliverable #4	Service provider	10

§118. The order form is addressed to the service provider by scanned letter attached to an email.

§119. Any further correspondence pertaining to the order form (and to the performance of the services) follows the same rules as those for the dispatch of the order form when a party wants to establish proof of its intervention.

§120. In the event the acknowledgement of receipt of the order form is received after the period of two calendar days, upon written demand and justification of the service provider, the performance period may be extended pro rata of the delay of the acknowledgement of receipt of the order form. When the service that placed the order, upon examination of the written demand of the service provider, estimates that the demand is founded or partially founded, it shall communicate to him in writing which extension of the period is accepted.

§121. When the order form is clearly incorrect or incomplete and implementation of the order becomes impossible, the service provider immediately notifies the ordering service about this in writing in order to find a solution to allow for normal implementation of the order. If necessary, the services provider shall ask for an extended performance period under the same conditions as those foreseen in case of late reception of the order form.

§122. Any delay in steps #2, #4 and #6 above by the Contracting Authority will extend the total duration of the design phase by the same number of days. Such extension of time will not be considered as delay by the Contracting Authority under any penalty clause contained in the contract between the Contracting Authority and the Service provider. The Service provider shall not claim any additional expenses for the delay in #2, #4 and #6 as the time required by the Contracting Authority to review and comment is considered as minimums.

§123. In case of delay in submittals by the Consultant, the Contracting Authority will impose a liquidated damage as stated in **Error! Reference source not found. "Error! Reference source not found."**, p.**Error! Bookmark not defined.**. The Consultant is responsible for justifying any delay in his submittals subject to the approval of the Contracting Authority.

#### **4.9.2.2 Works supervision and management phase**

§124. This period is planned to start immediately after the completion of the design.

§125. The duration of the works will be defined by the service providers during the design phase.

#### **4.9.3 Place where the services shall be performed (Art. 149)**

§126. The services shall be performed:

- For the survey and the site supervision: in the relevant schools
- For the design: in the service provider's premises;
- For the presentation of deliverables: at Enabel's offices in Jerusalem or Ramallah

#### **4.9.4 Evaluation of the services performed**

§127. If during contract performance irregularities are found, the service provider shall be notified about this immediately by fax or e-mail, which shall be confirmed consequently. The service provider is bound to perform the non-complying services again.

§128. When the services have been performed, the quality and conformity of the services shall be evaluated. A report of this evaluation shall be drawn up. The original copy of this report will be sent to the service provider. Any services that have not been performed correctly or in conformity shall be started again.

#### **4.9.5 Liability of the service provider (Art. 152-153)**

§129. The service provider takes the full responsibility for mistakes and deficiencies in the services provided.

§130. Moreover, the service provider shall guarantee the Contracting Authority against any claims for compensation for which (s)he is liable towards third parties due to late performance of the services or due to failure of the service provider.

### **4.10 General payment modalities (Art. 66-72 and 160)**

§131. The amount owed to the service provider must be paid within 30 calendar days with effect from the expiry of the verification period (see 4.11.1 "Acceptance of the services performed"), and provided that the Contracting Authority possesses, at the same time, the duly established invoice.

§132. The service provider shall send one copy of the invoice with a copy of the contract acceptance report to the following address: *Enabel, Belgian Development Agency, Consulate General of Belgium, 5 Baibars Street, Sheikh Jarrah, Jerusalem.*

§133. The invoice will mention:

- "Enabel – The Belgian Development Agency"
- the name of the contract: Public services contract for "Design and Supervision Consultancy for Rehabilitation Works at Five Schools in East Jerusalem";



- Lot number;
  - School name;
  - the reference of the contract: “**PSE22001-10073**”;
- the sequential number of the progress payment.

§134. The invoice shall be in euros.

§135. In order for Enabel to obtain the VAT exemption and customs clearance documents from the Palestinian and/or Israeli authorities as quickly as possible, the original invoice and all ad hoc documents shall be transmitted as soon as possible before the provisional acceptance.

§136. No advance may be asked by the service provider.

#### **4.10.1 Payments for Design Works**

§137. During the design phase, payment will be made only after final acceptance of the deliverables.

§138. The design price will be paid to the Consultant as a **lump sum** as stated in his financial offer as follows:

- **Fourty** (40%) percent of the lump sum design price shall be paid upon the submittal of the second deliverable.
- **Sixty** (60%) percent of the lump sum design price will be paid upon the submittal and acceptance of the fourth deliverable.
- **Ten** (10%) sbe retained. This retention will be paid at the commencement of the construction works or six months after the completion of the design works whichever is earlier.

§139. Obligations of the service providers shall continue with the information meeting and site visits during the procurement of the works. The fees of these services are considered to be included in the prices of the Consultants for item 1.

#### **4.10.2 Payments for Management and Supervision Services**

§140. During the works supervision and management phase, service payments will be paid to the Consultant in monthly equal instalments (progress payment) based on the lump sum price as stated in the financial offer. The number of installments equals to the contractual completion period of the construction works in months.

§141. Eligibility of Payment. Payment for each individual site will be eligible and start at the date of commencing the construction works for that site.

§142. The date of commencement for the Consultant shall be the same commencement date of the construction work issued to the contractor for each individual site.

§143. The price for each site will be paid as in the service provider's financial proposal until the completion of the construction works of that site.

§144. Obligations of the service providers shall start with the attendance to the pre-construction meeting(s) and continue up to the date of issuing the Final Acceptance



Certificates for all sites. The fees of these services are considered to be included in the prices of the Consultants for item 2.

*§145.* Informing the Contracting Authority at 80% Due. The Consultant shall inform the Contracting Authority in writing as soon as 80% of his prices are becoming due (not necessarily paid). It is the responsibility of the Consultant to inform the Contracting Authority of the date of expiration of his contract at least one month prior to its expiration date and propose any extension. The Consultant will not be paid if (s)he continues providing his services without the written consent of the Contracting Authority.

*§146.* Interim Payments to the Consultants. Interim payments to the Consultants will be made upon the receipt of the following documents:

- Approved payment certificate and/or updated executed works sheets of the contractor
- Payment request by the Consultants
- Monthly report
- Site meeting minutes
- Deduction at the source certificate
- Formal invoice
- Time sheets of the staff members
- Technical reports for the electrical & mechanical engineers site visits.

*§147.* **Final Payment of the Consultants.** The final payment to the Consultants will be made upon the receipt of the following documents:

- Approved final payment certificate of the contractor
- Final payment request by the Consultants
- Declaration of final payment
- Final report
- Provisional Acceptance Certificate
- Site meeting minutes (if applicable)
- Deduction at the source certificate
- Formal invoice
- The maintenance guarantee
- Other requirements requested by the donor
- The final payment of the Consultants will not be paid unless the final payment of the contractor with all supporting documentation, is submitted to the Contracting Authority, checked and approved
- Submitting all updated drawings including VOs and all necessary information for the database.

## **4.11 End of the contract**

### **4.11.1 Acceptance of the services performed**

*§148.* The services shall be only accepted after fulfilling requirements and after technical acceptance(s).

- §149.* Provisional / final acceptance(s) shall be provided upon completion of performance of the services as mentioned in the Terms of Reference (see also point 4.14 “General payment modalities (Art. 66-72 and 160)”).
- §150.* Upon expiration of the thirty-day period following the date stipulated for completion of the entirety of the services, depending on the case, an acceptance report or a refusal of acceptance report shall be drawn up.
- §151.* Where the services are completed before or after this date, it shall be the responsibility of the service provider to notify the contract manager by registered letter, and at the same time to ask for the acceptance procedure to be carried out. Within thirty calendar days after the date of receipt of the service provider’s request, an acceptance or a refusal of acceptance report shall be drawn up, depending on the case.

#### **4.12 Litigation (Art. 73)**

- §152.* This contract and all legal consequence that might ensue fall fully within the scope of Belgian law. In case of litigation or divergence of opinion between the Contracting Authority and the service provider, the parties will consult each other to find a solution.
- §153.* If agreement is lacking, the competent courts of Brussels shall have exclusive jurisdiction over any dispute arising from the performance of this contract. French or Dutch are the languages of proceedings.
- §154.* The Contracting Authority shall in no case be held liable for any damage caused to persons or property as a direct or indirect consequence of the activities required for the performance of this contract. The service provider guarantees the Contracting Authority against any claims for compensation by third parties in this respect.
- §155.* In case of “litigation”, i.e. court actions, correspondence must (also) be sent to the following address:

Enabel, Public-law Company with social purposes  
Legal unit of the Logistics and Acquisitions service (L&A)  
To the attention of Mrs Inge Janssens  
Rue Haute 147, 1000 Brussels, Belgium.

## 5 Terms of reference

### 5.1 Schools list

Lots	Sub-lots	School name	GPS location	Address
1	1A	Al-Nithamiyeh Basic girls school	31.8135, 35.2261	Shufat
	1B	Al-Hasan Al-Thany basic boys school	31.7867, 35.2358	Wadi Al-Joz
	1C	Al-Fata Al-Laji'a A secondary girls school	31.7868, 35.2353	
	1D	Shabbat Al-Shameleh secondary girls school	31.7871, 35.2353	
2	-	Al-Beiruni secondary boys school	31.8494, 35.2298	Al-Ram

### 5.2 Assignment Objectives

#### 5.2.1 General objectives

§156. The objectives of this local consultancy services are:

- To review the viability and the feasibility of these works;
- To assist the Contracting Authority to prepare these works to tender readiness state;
- To design and prepare detailed execution drawings and tender documents for these works;
- To assist the Contracting Authority in the evaluation of tenders received and the selection of contractors to execute the works;
- To ensure that the works are carried out in a timely manner and that the funds are disbursed as planned with no delay;
- To ensure that the project is implemented in accordance with the Donor's rules and guidelines and the conditions of the Agreement signed between the Contracting Authority and the Donor in full coordination with the Jerusalem Directorate of Education (JDoE)
- To ensure that the works are executed according to the engineering plans, specifications, Special and General Conditions of Contract and other contract documents;
- To ensure that the works are well controlled in terms of quality of workmanship, material, etc.;
- To ensure that the cost of works of each individual contract is controlled without exceeding the allocated budget;
- To assist the JDoE in establishing a general maintenance program for school buildings and provide the database of the JDoE with necessary details and data about each school to facilitate future maintenance works;
- To provide the Contracting Authority with frequent technical and financial reports (monthly, quarterly, final ....etc.) regarding the progress of the works and the conditions of each individual site, investigate the obstacles and recommend practical remedies;

- To strengthen the contractual and legal relations among the Contracting Authority, the Consultants and the Contractors;
- To ensure that the coordination among and with other parties involved is carried out according to the TOR and the contract conditions of each individual party for the benefit of the project with no contradictions.

### 5.2.2 Special requirements

§157. This school construction project is funded by Belgium.

§158. For this assignment, the service providers are specifically requested to have an open approach that will simultaneously:

- Learn from what exists: most of the time, the existing design and standards are already the result of years of practice in solving empirically identified issues and often represent an equilibrium between diverging forces such as quality and cost. It is therefore not the most efficient approach to try to re-invent the wheel from scratch when some other technicians have already worked on the same issue;
- Innovate: the fact that there is no apparent problem or that the end-user has no conscience of the problem is not a reason for not bringing further enhancements to solve issues or just make further progress. Innovation is a must and shall take inspiration from the most up-to-date and state-of-the-art practices at the regional and international level. Innovation in design is also necessary to adapt to the constantly evolving policies of the Contracting Authority.
- Carefully adapt any innovative element to the local context: some innovations look great in a context but can reveal disastrous when applied as such in another one. This is true on the international level, but also on the national one: Gaza is not the West Bank, which is not East Jerusalem either. A rural context is not the same as an urban one, and a private school might not be the exactly the same as a public school either. The climate and the cultural context are changing from place to place and all this needs to be taken into account carefully.

§159. In accordance with the expected results of the project, 3 main criteria shall guide the innovations brought in the design of the schools:

1. Child-friendliness of the school environment;
2. Eco-friendliness of the buildings and the works;
3. Reduction of the needs and the cost of maintenance;

§160. For each of these criteria, the service provider will have to propose design innovations, based on lessons learned from existing practices, as detailed below.

#### 5.2.2.1 Child-friendly schools

§161. Schools are not merely “shelters” within which children are “educated” and schooling takes place. Rather – school buildings are an integral part of the educational process itself. Indeed, the quality of the environment created by the architect and all involved engineers will impact on the quality of the education to take place.

§162. A school must be a place where a child feels free and can develop, mature, grow up.

- §163. Therefore, the design proposals shall take into account the general recommendations of the UNICEF Child-Friendly Schools manual.
- §164. The variety of ages and body sizes within the school will also have to be taken into account in the design of the furniture, taps, sinks, toilets, windows height, stairs, etc. A special focus has to be brought to the physical and psychological needs of children attending the pre-school education (kindergarten), among other the. use of child friendly colors and materials in the design of the interior space and furniture.
- §165. Disabled access has to be provided as much as possible and spaces should be adapted to allow the use and access to the main facilities like playground, toilets, labs etc.
- §166. It is necessary to develop and clearly define for schools both a colour scheme and a materials scheme. All materials of any construction, fitting out and equipment have to be from local or national sources, as a first priority.
- §167. In order to avoid any “detention atmosphere” and psychological dysfunction, steel protections in front of the windows of classrooms and other habitable rooms will have to be avoided as far as possible, or rendered as decorative elements. Only rooms, like labs, special rooms, or drinking fountains for example, with a high risk of theft may be protected by highly designed steel guards.
- §168. All designs need to focus not only on the quality and atmosphere of interior spaces, but also on the design of high quality external spaces. A well-considered landscaping concept with natural and artificial shading of spaces and appropriate surface runoff water retention areas.

#### 5.2.2.2 Eco-friendly schools

- §169. In view of latest developments it is essential that the design of all school facilities is strongly influenced and determined by the need to achieve improved energy efficiency. This will include both passive and active measures, including technologically appropriate alternative technologies, renewable energies, etc. A main focus will be on the prevention of heat infiltration in summer (using shading devices or trees), heat loss in winter through better air tightness and insulation, solar water heating, rainwater harvesting, reuse of grey water, etc.
- §170. Existing vegetation, especially trees, have to be maintained and the vegetation has to be protected during the construction.
- §171. The use of local materials shall be privileged and for any imported material, a local alternative shall be at least studied, if not chosen.
- §172. Natural and low-footprint materials shall also be given a preference (e.g. natural painting without solvents, etc.).

#### 5.2.2.3 Low-cost maintenance

- §173. The issue of maintenance and **maintenance-friendliness of infrastructure** is of paramount importance in the design of schools and the architect-planner must exert utmost care to develop for schools design details, which will facilitate the maintenance of any given building in the long term.

- §174. It has been observed that public schools for boys in East Jerusalem are especially prone to damage or vandalism by the students. While this can sometimes be dealt with by the education and awareness raising, this risk has also to be taken into account as a fact during the design and implementation of the works, by combining creative approaches of durable protections and/or psychologically-aware design. For example, it has been studied that in the field of public transports that certain kind of surfaces are more prone to graffiti than others, with successful use of alternative materials.
- §175. It is also believed that the participation of the students during the design, or whenever possible even during the implementation, can increase their sense of ownership of the school, reduce the risk of vandalism and globally improve maintenance. Special sessions might be proposed to ensure their participation.

### 5.3 Schools' location, description and proposed intervention

- §176. The scope of the works to be designed for each one of the schools is defined below. The scope can further evolve during the meetings with the JDoE and school principals. Needs might also appear during the service provider's inspection of the schools at the beginning of the design (for example: water leakage from a roof, sewage system defects, etc)

#### 5.3.2 Lot1A: Al-Nithamiyeh basic girls school

- §177. The school is located in the old city of Shufat neighbourhood, on Ahmad Shawki street no. 30. The school consists of two floor building, external toilet units and a playground. These facilities were partially rehabilitated in 2019. The main objective of the intervention is to improve the ventilation in the classrooms of the ground floor, redesign the science lab, create a new toilet for teachers, and solve the problem of humidity from the corridor behind the building. The external playground needs maintenance of some items.



#### 5.3.3 Lot 1B: Al-Hasan Al-Thany basic boys school

- §178. The school is located in Wadi Al-Joz neighbourhood, on Al-Madares street. The school consists of two buildings, services containers, and two playgrounds. It was rehabilitated in 2020 excluding the toilets container. The main objective of the intervention is to replace the external toilets container with a new one.





#### 5.3.4 Lot 1C: Al-Fata Al-Laji'a A secondary girls school

§179. The school is located in Wadi Al-Joz neighbourhood, on Al-Madares street. The school consists of 3 main buildings. All of them are heritage buildings. The main objective of the intervention is to replace an existing canopy, upgrading the electrical network in the admin building, and solving the humidity problem in two buildings.



#### 5.3.5 Lot 1D: Al-Shameleh secondary girls school

§180. The school is located in Wadi Al-Joz neighbourhood, on Al-Madares street. The school consists of a four floor building. The school's playground is located on the roof. The main objective of the intervention will be to rehabilitate the school's playground on the roof to solve the drainage problem and upgrading the electrical network.



#### 5.3.6 Lot 2: Al-Beiruni secondary boys school

The school is located in Al-Ram neighborhood, in the outskirts of Jerusalem. The school consists of multiple buildings. One of the buildings is currently being used as an office for

JDoE. The school has a big hall that is being used by the school and the directorate of education for their trainings, events, etc. The hall has two entrances, one from inside the school building and another that is external. The main objective of the intervention will be to rehabilitate the school's hall that needs maintenance of its systems, replacing its floor, maintenance of its stage, rehabilitation of the shared toilets, and roof insulation. The entrance to the JDoE office also needs to be improved (gate, staircase and playground).



## 5.4 Applicable standards

§181. The Consultants shall prepare the bidding documents in accordance with all applicable codes, standards and regulations, namely:

- Applicable technical standards from the JDoE/MoE:
  - Standards, requirements and specifications of school buildings;
  - Rehabilitation design: principles to be observed in the planning and design of schools;
  - Draft of architectural, mechanical and electrical requirements for the prevention of fire in schools;
- From the Palestinian Engineering Association:
  - Green building guidelines, First Edition, 2013
  - The "Design requirements for the structure according to needs especially for people with disabilities" 2nd edition, 2014
- International publications:
  - Earthquake resistance ACI-code 2002
  - UNESCO guidelines for school design in the oPt
  - UNICEF Child Friendly Schools manual
  - UNESCO Operational Guidelines for the Implementation of the World Heritage Convention 2019.

**Note:** For Lot 1, the application of Israeli Standards in school design and in the specification “taken” of items is needed.

## 5.5 Programming, program analysis and design phase

§182. **Programming.** A project scope statement will be supplied by the Contracting Authority. The scope may contain background and justification for the project and the project budget. The service provider may also be provided by a previous assessment.



- §183. **Donor Funded Projects.** This project is funded in full with donor's funds, which may have specific restrictions. On donor's funded projects, standards and regulations of the funding agency may supplement or take precedence. The Consultant shall be aware of these restrictions, standards and regulations which will be provided by the Contracting Authority.

### 5.5.2 2.1 Reconnaissance and Program Analysis Phase

- §184. Review and coordinate the data contained in the project scope statement and the available documentation provided, consult with the the Contracting Authority when required and visit the project site to obtain a thorough understanding of the existing conditions of the project.
- §185. This phase includes meeting with the Directorate of Education of East Jerusalem, the Contracting Authority and the school management.
- §186. This phase also includes providing a proposal of **list of innovative practices** that can be integrated in the school design. These may include new applicable norms and standards (safety, accessibility), materials, shapes and ideas that can make the schools more child-friendly (including a more active learning environment), more environmentally friendly, improve maintenance. Each innovation shall be accompanied by a sketch from the architect and a measurement of potential related indicators (ex. number of square meters of building made accessible to persons with reduced mobility compared to before the intervention, etc).
- §187. The Consultants shall gather any additional data that is needed for project design and preparation of tender documents. The Consultants shall confirm that the projects are justifiable and feasible for implementation within the approved budget allocation.
- §188. Deliverable #1: Provide a **program analysis report** containing the coordinated project scope supplemented by all other information necessary to form a complete basis for the project design, including a detailed list of interventions with price estimate. This report shall detail all innovations proposed and include several scenarios matching with the global budget of the intervention. (soft copy in editable format and pdf).

### 5.5.3 Preliminary design phase

- §189. The preliminary design phase consists of the preparation of the preliminary design submittal based on the accepted and modified program analysis phase. Submittal shall illustrate the integration of the project scope statement, of all norms and standards and identified works of the assessment within the reality of the existing building and site elements. Identify materials and specify performance characteristics and quality standards.
- §190. Deliverable #2: Requirements for the preliminary design submittal include the followings:

**Volume I:** Updated program analysis report

**Volume II:** General and Particular Specifications.

**Volume III:** Drawings (architectural, structural, mechanical, and electrical) each set of discipline drawings should be separated from each other & Book of Details for the mentioned divisions.

**Volume IV:** Bills of Quantities: (excel sheet) of the priced BOQ according to template provided by the Contracting Authority (cf. Provided documentation by the Contracting Authority, p.51).

*§191.* The Consultants shall submit to the Contracting Authority one copy of each of the above-mentioned documents (soft copy in relevant editable formats—.dwg, .xls and .doc—and in pdf format).

*§192.* The Consultants shall not proceed beyond preliminary design until provided with a written approval of the Contracting Authority which shall include all agreed upon revisions to the preliminary design submittal.

#### **5.5.4 Detailed and final design phase**

*§193.* Deliverable #3: the Consultants shall prepare **detailed final drawings and tender documents** based on the accepted preliminary design submittal, including all agreed upon revisions according to the following numbers and submit them to the Contracting Authority for final review:

##### **Volume I**

- General and Particular Specifications.

##### **Volume II**

- Drawings: (architectural, structural, mechanical, and electrical) each set of discipline drawings should be separated from each other & Book of Details for the mentioned divisions.
- The colour scheme and concept (3D and sketches to show)

##### **Volume III**

- Bills of Quantities: (excel sheet) of the priced BOQ.
- Price analysis report according to the actual labour and materials cost.
- Detailed booklet of quantities (excel sheet).
- Proposed Construction Program for the project.
- Booklet of the engineering calculations. The engineering calculation booklet shall at least include the following:
  - Chapter 1. Policy and method for structural design (if needed);
  - Chapter 2. Design of members;
  - Chapter 3. Mechanical design;
  - Chapter 4. Electrical design.

*§194.* The Contracting Authority will review all the documents and inform the Consultant in writing, of any comment.

*§195.* The Consultants shall reflect all the agreed comments with the Contracting Authority on all tender documents, specially the drawings and the Bill of Quantities.

## 5.6 Tender documents phase

§196. Deliverable #4: after making all corrections and before the reproduction of the final tender documents (TD) to the Contracting Authority, the Consultants shall prepare and submit the corrected final detailed drawings, Bill of Quantities and other tender documents in only one copy, after which the service provider will get the written approval and submit the specified below for the project:

### Volume I

- General and Particular Specifications.

### Volume II

- Drawings: (architectural, structural, mechanical, and electrical) each set of discipline drawings should be separated from each other & Book of Details for the mentioned divisions.
- The colour scheme and concept (3D and sketches to show)

### Volume III

- Bills of Quantities: (excel sheet) of the priced BOQ.
- Price analysis report according to the actual labour and materials cost.
- Detailed booklet of quantities (excel sheet), please note that the measurement sheet must be very accurate according to the drawings and to the method of measurement. The Contracting Authority will refer back to these sheets when the contractor submits the final payment;
- Proposed Construction Program for the project.
- Booklet of the engineering calculations where relevant.

§197. For each volume, the service provider shall submit:

- An **Electronic copy** of all the tender documents (in relevant editable formats—.dwg, .xls and .doc—and in non-editable pdf format) shall be submitted by the Consultants.
- **One printed copy** of all above-mentioned documents, dated, sealed and signed by the Consultants according to the following criteria (Approved by, Checked by, Designed by, Drawn by).

§198. The programs used in design should be considered and approved by the Contracting Authority.

§199. The title and all tender information included in the documents (drawings and other volumes) should be obvious and re-writable.

## 5.7 Permits

§200. The Consultant shall prepare engineering drawings and other documents as it may be required for obtaining construction licenses or permits from related authorities and pay all fees required except licensing fees for municipalities, but including application fees, follow up and obtain the license on behalf of the Contracting Authority **before submitting the Tender Documents**. All related documents shall be approved and sealed by the Engineers Association.

§201. One copy of the construction permits and related drawings shall be submitted by the Consultants dated, sealed and stamped properly by the Engineers Association and other related authorities.

## **5.8 Proposed Construction Program for the project.**

§202. The service provider shall submit a construction schedule for the project. Schedules may be in bar chart, arrow diagram, other approved format and shall include:

- the critical path analysis
- the forecasted cash flow on a monthly basis

## **5.9 Drawings**

§203. Unless otherwise specifically required by the Contracting Authority, project documentation is to be made in conformity with Ministry of Education and the Donor Standard Documentation.

§204. Drawing sheets size shall be A4 or A3.

§205. Drawings shall be to a high standard and submitted all in original copies (no photocopies.)

§206. No handwriting is to be used.

§207. It should be mentioned that the book of details is attached (if any) in the drawings main cover. A title block shall appear at the bottom right hand side of the drawing is to include:

- The Contracting Authority on the top broad line;;
- The project name and tender number (to be provided by the Contracting Authority).
- The drawing name and number.
- The donors names (to be confirmed by the contracting authority).
- All other necessary information

§208. Note: A template for the drawing sheet frame will be provided by the Contracting Authority (cf. Provided documentation by the Contracting Authority, p.51).

§209. Drawings shall have a serial number stating also the total number of sheets.

§210. All sheets shall contain a graphic scale. Each plan sheet shall indicate north arrow.

§211. Match lines shall be used to identify portions of buildings or site shown on separate sheets. Match lines shall be consistent throughout drawing set.

§212. All floor plans and partial floor plans shall show consistent column grid line indications.

§213. All rooms should have a name (use) and code; for example G2 (ground floor, room #2)

- §214. Larger scale plans of special areas such as toilets, special rooms, stairs, kitchen, shall be provided as necessary to show details of the work.
- §215. The elevation of the finished floor shall be indicated under the title for each floor level.
- §216. All details shown on drawings shall be applicable to the project. Details shall be drawn to scale and may be bound separately.
- §217. Designation for sections, details, etc. shall denote detail and sheet number on which it is cut and sheet number on which it is detailed.
- §218. Items shown on the drawings that are not a part of contract shall be **labeled as NIC (not in contract)**.
- §219. A key plan in the lower right-hand corner of the drawing shall be used to locate a building, a portion of a building or portion of a site in relation to the larger unit.
- §220. Electrical and mechanical drawings should be accompanied with a report explaining the conditions and main problems in the existing electrical and mechanical systems.

### 5.9.2 Architectural drawings (A)

- §221. Site Layout (Site Development Plan) (where needed)
- Scale: 1/200
  - Topographic site layout (existing)
  - Proposed and existing building/s
  - Access roads.
  - Parking, entrances etc.
  - Topography – show all new topography, contours, grades and levels.
  - Sport facilities - Basketball, Volleyball, Soccer, gathering yard, etc.
  - Planting, Gardens & Green area.
  - Boundary walls and limits of the contract.
  - Profiles and cross sections for sidewalks and curbs and details of expansion joints.
  - Show Full Dimensions.
- §222. Architectural Plans Set (for existing and Proposed building and works)
- Floor plans: 1/100 both survey and proposed
  - Roof plan: 1/100
  - Elevations: 1/100
  - Doors Schedule
  - Windows Schedule
  - Staircase Details and full sections: 1/20
  - Full sections
  - Detailed plan and interior elevations of toilets
  - Furniture plans and details of fixed furniture
  - Proposed color scheme of the project.
- §223. Architectural Details

- Scales: 1/50, 1/20, 1/10, 1/5
- Flooring
- Toilet Flooring
- Expansion joints
- Doors, Windows, protection rails, hand rails .etc)
- Finishing Works Schedules
- Exterior Works Plans and Details.
- All architectural details shall be included in the Book of Details.

### **5.9.3 Structural Drawings (S) (where needed)**

- §224. Structural general notes which shall also include governing structural code, design loads, net allowable soil bearing capacity, strength of all structural materials and general details
- §225. Plans of foundations and columns and their sections and details.(show overall dimensions, center lines, location of members and offsets and show all columns on grids.
- §226. Plans of slabs, stairs, beams, frames and expansion joints and their sections and details.
- §227. Schedule (as required) footings, columns, beams girders, slabs, lintels and reinforcement.
- §228. Plans for the structural details of the exterior works (retaining walls with grouped sections, boundary walls, reservoirs, tanks .etc). Retaining walls shall be drawn on the site plan showing the height and length of each section
- §229. All structural details shall be included in the Book of Details.

### **5.9.4 Mechanical Drawings (M) (where needed)**

- §230. Mechanical drawings will include:
- General notes and Legends
  - Floor Plan - Plumbing with Riser Diagram (water lines 1/50)
  - Floor Plan Plumbing - Waste with Riser Diagram
  - Roof Drain Plan
  - Exterior Works' Drain Plans. Also showing invert elevation of all sewers, manholes and catch basins, frame and grade elevation of manholes and catch basins.
  - Sanitary Details where needed
    - W.C installation Details
    - Lavatory installation Details
    - Floor drain installation Details
    - Clean out Details
    - Laboratories and other special room's details.

- Central Heating Plans and Details (if required).
- Fire system plan
- Ventilation or air conditioning plan
- Details of the gas supply system.
- Drinking fountain and details
- All mechanical details shall be included in the Book of Details.

#### **5.9.5 Electrical Drawings (E) (where needed)**

§231. Electrical drawings will include:

- General notes & legend at all plans
- Electrical site plan
- Floor plan lighting layout with dimensions.
- Floor plan power layout with dimensions.
- Main and sub-main distribution boards with single line diagram.
- Lighting fixture schedule.
- Wiring devices schedule.
- Earthing system with details.
- Public address system (sound and calling system) layout with distribution diagram.

§232. All electrical details shall be included in the Book of Details.

### **5.10 Review of design**

§233. **General.** The Contracting Authority will schedule design review submittals and/or review meetings required by the Manual. These reviews provide the Contracting Authority with the opportunity to review contract documents and design concepts and make recommendations. The review of these documents by the Contracting Authority does not constitute a complete and exhaustive review. The Contracting Authority reviews the documents for general compliance with the program objectives, design standards and contract requirements. The Contracting Authority's acceptance of these documents does not relieve the Consultants of any of its legal and technical responsibilities.

### **5.11 Review Process.**

§234. The Consultants shall submit documents for review as required hereinafter.

§235. Review comments prepared by the Contracting Authority will be provided to the Consultants at or prior to the review meetings. When a meeting is not required, comments will be transmitted to the Consultants by the Contracting Authority

representative. All key design staff and the Consultants shall attend the review meeting(s).

- §236. The Contracting Authority will, in writing or at the review meeting, provide notice of the acceptance of the review documents or issue instructions regarding required rework. If the required corrections are minor, the Contracting Authority may conditionally accept and authorize the Consultants to proceed to the next review phase.
- §237. **All Documents are the Property of the Contracting Authority.** All documents of any kind which are submitted by the Consultant at any stage of the work are the sole property of the Contracting Authority and the Consultant has NO RIGHT to request them or a copy of them back. In case that the comments of the Contracting Authority are mentioned on the documents submitted by the Consultant, then it is the responsibility of the Consultant to copy these comments.

## 5.12 Reporting requirements for the design phase

- §238. The Consultants shall submit to the Contracting Authority a monthly progress reports giving a general statement on the progress achieved, summaries of work performed by each member of the Consultants team and details of problems encountered or expected to be encountered in the execution of the work. Progress reports are to include details of engineering, soil and materials testing reports whenever relevant.

## 5.13 Tendering phase

### 5.13.1 General

- §239. All tender documents require the approval of the Contracting Authority prior to the Consultants printing the documents. Upon approval the Consultants shall sign, seal and date drawings and other documents. Dates shall reflect the most recent state of completion.
- §240. The Consultants might be requested to conduct a pre-qualification process for the Contractors. When requested such, the Consultants shall perform this pre-qualification with no additional cost.
- §241. **Site Visit:** The Consultants shall arrange and attend the site visit, record all questions and answers and prepare minutes to be discussed at the pre-bid meeting.

### 5.13.2 Pre-Bid Meeting

- §242. When a pre-bid meeting is scheduled, the Consultants shall prepare for and attend this meeting with all engineers participating in the preparation of the project.
- §243. The Consultants shall record the names of individuals, and the names and addresses of their respective firms of all persons in attendance. This list shall be compared with the list of the Tenderers who purchased the tender documents.
- §244. The Consultants shall record the minutes of the pre-bid meeting, listing all questions and all responses to those questions and all clarifications and modifications.



- §245. The Consultant shall assure that the minutes of the meeting are issued to all Tenderers and all persons attending the pre-bid meeting, but are not to be included as part of any subsequent addendum.

### 5.13.3 Addenda

- §246. The Consultants shall prepare all required addenda
- §247. All addenda shall be sequentially numbered and dated.
- §248. All addenda, including revised drawings and sections, must be approved by the Contracting Authority prior to the distribution to the Tenderers. The Consultants shall allow sufficient time for the Contracting Authority review and approval.
- §249. The drawings shall have the changes clearly noted and identified. Make notation in the revision column of the drawing indicating the change letter, the date of the change, and a brief description of the change.
- §250. All changes shall be incorporated into the original drawings. Changes are not to be issued from marked up or copies or additional drawings.
- §251. The Consultants shall provide the Contracting Authority with one copy of the drawings and other tender documents which reflects all addenda issued. This copy shall be sealed, signed, dated and marked with “FOR CONSTRUCTION” not later than 2 weeks after pre-bid meeting.

### 5.13.4 Tender Opening and Analysis

- §252. The Consultants shall attend the tender opening for the project unless specifically excused by the Contracting Authority.
- §253. The Consultants shall review all unit prices submitted and provide written recommendation or rejection.
- §254. The Consultants shall provide assistance to the Contracting Authority to identify the apparent successful Tenderers.

## 5.14 Construction phase

- §255. **Contracting Authority Representative:** The Consultants shall consult and advise the Contracting Authority and act as the Contracting Authority representative as provided in the tender documents of the construction works and herein the Contracting Authority instructions to the contractors may be issued through the Consultants who shall have authority to act on behalf of the Contracting Authority to the extent provided in this document and the tender documents of the construction tender.
- §256. **Contract Documents:** The Consultants shall review the contract documents specially the drawings & BOQ and shall assure that no contradiction appears between the different tender documents, the service provider shall also revise the quantities to ensure that they are accurate. The service provider shall return back the documents revised and modified with illustration sheet/s within ten (10) days of their handing over the tender documents from the Contracting Authority. The contractor shall not

commence the works without the documents stamped and dated **“Issued for Construction”**.

#### **5.14.2 Pre-Construction Meeting**

- §257. The Consultants shall schedule and arrange a pre-construction meeting within at least calendar days before the commencement of the construction works. Attendance is mandatory for the Consultants and the Contractors.
- §258. The meeting will be held at the Contracting Authority main offices.
- §259. The minimum agenda of the meeting will consist of explanation of construction procedures, certain conditions of contract, pay request application procedures and documentation to be supplied by the contractors and material suppliers in support thereof. The Consultants will also explain requirements for submittal of shop drawings, samples and product data, requests, as built drawings and specific safety/security procedures.

#### **5.14.3 Site Handing Over and Commencement of Works:**

- §260. The Consultants shall hand over the sites to the Contractors and submit a handing over report to the Contracting Authority signed by all parties
- §261. The Consultants shall issue the order to commence the works upon assuring that the Contractor has fulfilled his prior contractual obligations and identify the exact date for starting the works;
- §262. Before the start of the works, the service provider will carry out with the Contractor a dilapidation survey supported by high quality photographs to document the state of the site, components, systems. The Contractor will have to highlight any pre-existing defects, wear/tear, deterioration, decay, or modifications as existing onsite.

#### **5.14.4 Contractor submittals/Shop Drawings, Product Data, Samples.**

- §263. The Consultants shall review and monitor all required submittals for timeliness and conformance with the contract documents and project schedule. The service provider shall review and respond to submittals within 7 calendar days.
- §264. Each submittal shall be stamped, dated, and either initialed or signed by the reviewer. The reviewer shall provide clear instruction to the contractor of any corrective action to be taken.
- §265. The Consultants shall only review those materials and equipment specified in the contract documents. The Consultants shall not make changes in the contract requirements through the review of submittals.
- §266. If in reviewing the submittals the Consultants determine that contract changes are required, notify the Contracting Authority and request approval of the required change prior to returning the submittal to the contractor. The submittal shall then be returned to the contractor with the note that a variation (change) order request is contemplated.

- §267. No work requiring review of submittals shall be commenced without the Consultants approval. The Consultants shall notify the contractor to cease the work until approval is obtained. The contractor shall be liable to replace any work that is not in compliance with the subsequently reviewed submittal.
- §268. The Consultants shall be responsible to expedite the reply of the Contracting Authority to any request submitted to it for approval.
- §269. **Construction Schedule:** According to the conditions of contract the contractor shall submit a construction schedule within the time limit specified therein. The service provider shall review and approve the construction schedule for compliance with the contract requirements. Schedules may be in bar chart, arrow diagram, other approved format and shall include the critical path analysis and the time for submitting shop drawings, product data and material samples and the forecasted cash flow.

#### **5.14.5 Contractor Payment and Progress/Pay Meeting:**

- §270. The contractor shall submit maximum one interim payment application/month which reflects the progress of the work.
- §271. The Consultants shall review and certify contractor's applications for payment within one week from the contractor's submittal date to the resident Engineer, any modification to the payment should be sent back to the contractor in a formal manner, the service provider shall maintain records of payments and contract balances and all proposed and approved changes thereto. Reviewing and certification shall be made according to the conditions and terms of the construction contract. After reviewing the Consultants shall seal the payment request with **"We certify that all works mentioned in this payment application have been executed according to the conditions of the contract and up to our satisfaction"** and submit the request to the Contracting Authority.
- §272. The Consultants shall insure that the payment request is complete and in compliance with the requirements and procedures of the Contracting Authority and the Donor.
- §273. The Consultants shall check all the quantities executed according to the contract and be responsible for their accuracy. When required by the Contracting Authority, the quantities mentioned in the contractor's payment request shall be accompanied with illustrating shop drawings.
- §274. Contractor's payment request shall be prepared in one copy and one electronic copy for the quantities calculations.
- §275. A progress/Pay meeting may be requested by the Contracting Authority. Attending the meeting shall be mandatory for the Consultants and the contractor. The minimum agenda for the meeting will consist of reviewing contractor's progress, noting projections for work to be completed in the next month and comparing this information to the current approved project construction and submittal schedule, reviewing and reconciling contractor's pay applications and discussing of project problems and solutions and proposed contract changes
- §276. All instructions issued by the Consultant to the contractor regarding the inaccuracy, incompleteness and/or incompliance of the payment request shall be in writing. A copy

of these instructions shall be attached to the certified payment requests submitted to the Contracting Authority for payment

- §277. If the payment is approved by the service provider and submitted to the Contracting Authority, it is assumed that all necessary corrections and modifications are made. If not, the service provider shall be responsible for these errors and the Contracting Authority will deduct an amount of 50 EURO for each inaccurate submittal by the service provider.

#### **5.14.6 Interpretations**

- §278. When requested by the Contracting Authority or a contractor, the Consultants shall provide interpretation of the contract documents. The Consultants shall prepare and distribute supplementary drawings, specifications and instructions as necessary to communicate the interpretation. The Consultants shall be responsible to expedite interpretations and clarifications.

#### **5.14.7 Variation (Change) Orders**

- §279. Specific procedures, general information, and standard forms for preparing and processing construction contract changes or variations might vary from project to project depending on the donor's conditions. The Consultants shall follow up these conditions when issuing variations.
- §280. Request for a variation may be initiated either verbally or in writing. Contractor's requests shall be directed to the Consultants who in turn will notify the Contracting Authority of the request. Only the Contracting Authority can authorize the Consultants to prepare a request for variation order.
- §281. The Consultants shall prepare a variation order including the following package:
- Drawings
  - Items specification and cost
  - Cover letter explaining the need for the change.
  - Forecast to check that budget may be available.
- §282. The Consultants shall review the contractor's proposal for variation orders for completeness and conformance with the V.O. procedures and the contract documents. When the variation orders require additional clarification or additional back-up, the Consultants shall obtain such information from the contractor prior to forwarding the variation order package to The Contracting Authority.
- §283. The Consultants shall recommend issuance of a variation order to the Contracting Authority. Recommending issuance shall mean that the Consultants has reviewed all quantities, prices and other data in the contractor's proposal and has found such to be reasonable and in conformance with the provisions of the Contract Documents.
- §284. The Consultants shall be responsible for obtaining the signatures of the contractor prior to forwarding the variation order package to the Contracting Authority.

- §285. When requested by the Contracting Authority, the Consultants shall attend the meeting of the Variation Orders Committee to explain and defend any variation orders presented for Committee's approval.
- §286. The variation order may be initiated by the Consultants. In this case the procedure explained above shall be followed.
- §287. The Consultants shall review time extension requests and make their recommendations within a reasonable time to the Contracting Authority.
- §288. No Variation shall be executed without the written approval of the Contracting Authority.

#### **5.14.8 Financial Control**

- §289. The service provider shall check the accuracy of the quantities of all items before the end of the second month of the project and report to the Contracting Authority. The Consultants shall assure cost control all over the project period;
- §290. To keep the records of measurements for the covered works and inform the Contracting Authority in writing of their conformity with quantities mentioned in the BOQ. The Consultant shall call upon the Contracting Authority representative to assure the accuracy of the measurements and installation for the works to be covered before covering them. If attended the Contracting Authority representative, the Consultant shall prepare site meeting minutes to be signed by the contractor, the Consultants and the Contracting Authority representative. The Consultants shall Justify any decrease or increase in the quantities executed comparing to those mentioned in the Bill of Quantities of the tender, stating the reason for this decrease or increase and their locations;
- §291. The Consultants shall prepare over-payment/under-payment tables for each item of the BOQ and monthly submit this to the Contracting Authority
- §292. The financial calculations of the Consultants shall include all approved variations and those expected.

#### **5.14.9 Claims and Disputes**

- §293. The Consultants shall record any occurrence or work that might result in a claim for a change in contract time or amount. Any disputes or claims shall be referred directly to the Contracting Authority.
- §294. The Consultants shall review each claim or dispute, including documentation of any time, money or other expenditure made in connection with it. The Consultants shall provide a written response, interpretation and recommendation for resolution to the Contracting Authority. The Contracting Authority will make a final determination on all disputes unless removed to arbitration or the Courts
- §295. The Consultants shall provide any technical and legal opinions to the Contracting Authority regarding any disputes or claims which may occur between the Contracting Authority and the contractor and to follow up the arbitration procedures with any arbitration agency or court.

#### 5.14.10 Quality Control.

- §296. **Observation of the Works.** The service provider shall continuously observe and report the progress and quality of the work to determine that the work is proceeding in accordance with the approved construction schedule, and that the materials, finishes and workmanship are in conformance with the contract documents. The Contracting Authority shall be notified immediately if, in the Consultants' opinion, the material, finishes and workmanship does not conform to the contract documents, requires special inspection or testing, or has been disapproved or rejected by the Consultants. The Consultants and the contractor shall be liable for the replacement and/or any damages incurred as a result of knowingly permitting non-specified material, or otherwise non-conforming work to be incorporated into the project.
- §297. **Site Meetings.** The Team Leader of the Consultants shall make frequent visits to the site every two weeks and whenever needed. The Consultants shall provide the Contracting Authority with a tentative schedule of the proposed site visits at the beginning of the construction works. For more details see reporting obligations herein.
- §298. **Redesign Works.** The Consultants shall perform all checking and redesign works deemed necessary during the implementation of the project such as but not limited to, retaining walls and surface drainage system.
- §299. **Contractor's Representative and Personnel.** The Consultants shall approve the Contractor's representative, superintendents and employees and recommend to the Contracting Authority for approval. The Consultants shall ensure that the contractor has submitted the required "Power of Attorney" for his representative.
- §300. **Soil Testing prior to Casting of Foundation** if needed. When completing the site leveling and excavation works , the Consultants shall call upon the soil investigator, who had already conducted the soil investigation works, to make in-site inspection to insure that (cost included) :
- The characteristics of the soil that has been reached are identical to those described in his report and are the same as those recommended for the design of the foundation;
  - The levels which have been reached are suitable for foundation works and as recommended in the soil investigation report;
  - To insure that the soil is free of harming materials. In case of observing such materials, chemical tests shall be conducted and suitable practical remedies shall be implemented.
- §301. **Accuracy of Measurements and Alignments** The Consultants shall prepare, verify and approve the accuracy of the measurements per contract, setting out, levels, alignments etc. established by the contractors and their conformity with the contract documents.
- §302. **Fencing and Safety.** The Consultants shall check and approve the fencing works and safety measures at sites and the precautions which have been taken to protect the pedestrian, the adjacent buildings and properties and take necessary actions for corrections when necessary;
- §303. Construction Testing where needed:



- The Consultants shall arrange for carrying out and to witnessing the quality tests for the construction materials to be used in the project assure the correctness of the tests, review and evaluate the results of these tests and instruct the contractors to correct any shortcomings.
- The Consultants shall make all necessary inspection visits to the plants and workshops where the materials are produced such as and not limited to carpentry shops, aluminum shops and others to insure that materials delivered for the project are in compliance with the specifications.
- The Consultants shall make visit to the testing laboratories to insure their abilities to perform the required tests.
- The Consultants shall provide the contractors with all design criteria and system design/operation concepts which facilitate performance testing and the Consultants shall witness all these tests and report on the results.

## 5.15 Reporting obligations

§304. **Forms.** The Consultants shall prepare all the forms to be used during the implementation of the project such as daily report form, monthly report form, variation order form, site meeting form, site visit form, approving forms, inspection forms and other forms and get the approval of the Contracting Authority on these forms. In case that the Contracting Authority has ready standard forms, the Consultants must use these standard forms.

§305. **Records** The Consultants shall record all the activities of the project including, but not limited to weather condition, nature and location of the work being performed, verbal interpretation and other details.

§306. **Monthly Report.** The Consultants shall prepare and submit the standard monthly progress reports to the Contracting Authority in English or in Arabic as requested the Contracting Authority. The monthly report shall be submitted to the Contracting Authority not later than 7 calendar days from the end of the reported month. These reports shall consist of, but not limited to the following:

- Photographs demonstrating the progress of the works; videos may be necessary for covered works ex: checking insulation.
- Completed works due;
- Percentage of the completion and general progress of the works, obstacles; comments and recommendations;
- Variation orders issued due;
- Payments due;
- A tentative work schedule and cash flow for the coming months and comparing it to the approved work schedule;
- Tests performed;
- Photographs of Samples tested and approved
- Site visits
- Contractor's personnel and plants.



- §307. **Site Meeting Reports:** Since the Team Leader will be paid on the basis of visits (s)he made to the sites, the Consultants shall submit weekly site meeting report. This report shall, to a minimum, include but not limited to number of the meeting, date, attendees, purpose of the visit, contractors' workforce, progress of the work, items inspected, tests witnessed, observations, problems resolved and solutions suggested. This report shall be submitted to the Contracting Authority not later than one week from the date of the visit. In case of problems which need immediate decisions from the Contracting Authority, the Consultants shall promptly notify the Contracting Authority, follow up and expedite the action.
- §308. The Consultants shall be responsible for drafting the minutes of any meeting, take the signatures of all parties concerned and distribute the reports accordingly.
- §309. If any report is not submitted on time, the Consultants will not be paid for this activity, i.e if the site meeting report is not submitted on time then the Consultants shall not be paid for this visit.
- §310. **Final Report:** At the end of the project or at the time of termination, if so, the Consultants shall submit the final report within one month from the date of the provisional acceptance. This report shall consist of, but not limited to:
- General Information
  - Project Description
  - Description of Site
  - Type of Construction and Specifications
  - Schedule of Interim Payments
  - Executed Works and Payments on Account
  - Work Schedule, Obstacles and Remarks
  - Visits to Site
  - Actual Duration of Activities and Remarks
  - Materials Approved and Dates
  - Quality Control
  - Events of the Project and Legal coverage
  - Appendix "A": Summary of Approved Variations
  - Appendix "B": Events and Correspondence.
- §311. **Formal Submission** The Consultants shall submit all reports and documents of the project to the Contracting Authority in formal

## 5.16 Provisional acceptance

- §312. **General:** The Consultants shall be responsible for certifying the completion of all contracts.
- §313. **Substantial Completion.** It is the condition which occurs the Contracting Authority accepts the certification of the Consultants that the construction is sufficiently completed in accordance with the contract documents such that the project, or a designated portion thereof, may be occupied or utilized for the use for which it was intended.

- §314. Provisional Acceptance Inspection Meeting
- §315. This meeting shall be set by the Contracting Authority when it is concurred with the Consultants that the project is substantially complete. The Contracting Authority will issue notice of the meeting, and the Consultants shall attend this meeting.
- §316. The Consultants shall prepare all documents needed to complete the inspection meeting including all tender documents and an additional set of drawings.
- §317. Minimum agenda will consist of the inspection, discussion of the snag list, determination of the completion date and the time of occupancy. The Contracting Authority will also review the requirements for contractor closeout in accord with the contract documents.
- §318. Upon completion of the inspection meeting, the Consultants shall prepare the certificate of the provisional acceptance with the completed snag list and forward the package to the contractor and the Contracting Authority.

## **5.17 Contractor final payment**

- §319. The Consultants shall process and certify the final payment of the contractor including retention only after all items of the contract are completed. The Consultants shall ensure that the final payment request package is complete in accord with the contract prior to forwarding to the Contracting Authority
- §320. The Consultants shall obtain from the contractor all guarantees and warranties and check for coverage, start date and duration in accordance with the contract documents.
- §321. The Consultants shall expedite the closeout and the final payment of the contractors as they complete their contractual obligations.
- §322. The Consultants shall review, verify and approve the As-Built drawings of the contractors. These drawings shall reflect all changes made by variation orders, addenda and clarifications made by the Consultants during construction.
- §323. The final quantities of the project shall reflect the As-Built drawings and shall be calculated according to the provisions of the contract.
- §324. In case the contractor failed in preparing his final payment within the period mentioned in his contract, the service provider shall prepare it without any additional costs as per the contract.

## **5.18 Defect liability period**

- §325. During the defect liability period:
- The Consultant shall frequently monitor and inspect the project and/or make inspection upon the request of the Contracting Authority and order the contractor to perform any repair, amendment, reconstruction, rectification or any other works deemed necessary before issuing the final acceptance certificate.

- The service provider shall arrange frequent visits to the project/s (min. every 3 months and when requested by the school principals) and should, by coordination with the contractor and the relative directorate of education, prepare a report about that visit and submit it to the Contracting Authority.

## 5.19 Final acceptance

§326. Before the end of the defect liability period and before the expiration of the maintenance guarantee, the Consultants shall arrange with the contractors and the Contracting Authority for final inspection meeting. The Consultants shall provide a written report of the inspection to the Contracting Authority and the contractor regarding the final acceptance of the works or corrective measures and actions to be taken by the contractor. The Consultants shall monitor all corrective works under warranties or guarantees, and submit a written report accompanied with a final acceptance certificate stating deductions, if any, from the maintenance guarantee.

## 5.20 Personnel specification

### 5.20.1 Personnel for the design stage

§327. The following categories of personnel represent the minimal required team to be assigned for the design works by the Consultant as appropriate.

§328. CVs must be submitted for the types of staff that the Consultant might decide to use on this project as follows:

- **Team Leader** (Representative of the Consultant): A full-time registered professional engineer, member of the Consultant's office, civil or architect engineer with more than ten (10) years of postgraduate experience in the design, management and supervision of construction projects. The Team Leader will represent the Consultant and will be responsible for managing the project. The Team Leader's responsibilities start with signing the consulting services contract and continue up to issuing the final acceptance certificate. The Team leader should not be involved in any other project/s in order to be able to follow up his duties in this project properly. Otherwise, the Contracting Authority has the right to reject him/her.
- **Architect:** A full-time registered professional architect or urban planning engineer with more than five (5) years post graduate experience in design of similar or relevant assignment.
- **Civil engineer:** A registered professional civil engineer with more than five (5) years post graduate experience in design of similar assignment. This position is optional if the team leader is acting as civil engineer.
- **Electrical engineer:** A registered professional electrical engineer with more than five (5) years post graduate experience.
- **Mechanical engineer:** A registered professional mechanical engineer with more than five (5) years post graduate experience.

§329. All personnel should have access to Jerusalem for Lot 1.

§330. All the above listed full-time personnel shall be solely devoted for the project and the Contracting Authority can freely conduct inspection regarding their devotion.

### 5.20.2 Personnel for management and supervision stage

§331. The following categories of personnel are to be assigned to the work by the Service provider in accordance with the conditions and qualifications set forth:

- **Team leader:** same as above
- **Architect:** same as above.
- **Mechanical Engineer:** same as above. This engineer will make site visits whenever needed with a minimum of 5 visits. If more visits are needed then the engineer shall make these visits free of charge.
- **Electrical Engineer:** same as above. This engineer will make site visits whenever needed with a minimum of 5 visits. If more visits are needed then the engineer shall make these visits free of charge.
- **Site engineers:** A full time registered civil engineer with a university degree and more than five (5) years postgraduate experience in design and supervision of construction projects including an experience in at least one similar project.]

§332. All personnel should have access to Jerusalem for Lot 1.

§333. The Site engineer has to be available on site for full time during the working hours (from 8:00 am to 4:00 pm) per working days (from Saturday to Thursday). The Contracting Authority shall deduct an amount of 50 EURO for each non-justified absence day or part of a day from the payment due to service provider. All personnel should have access to Jerusalem.

## 5.21 Provided documentation by the Contracting Authority

§334. The following documents will be made available to tenderers during the information meeting and upon request by email to the contract manager mentioned in 4.2 “Contract manager (Art. 11)”, 4.2§84, p.17:

### 5.21.2 Lot 1A: Al-Nithamiyeh basic girls school

- DWG plans

### 5.21.3 Lot 1B: Al-Hasan Al-Thany basic boys school

- DWG plans

§335. **Disclaimer:** the above-mentioned drawings are only for information and facilitation of the design and should be checked by the consultants during the design.

## 6 Forms

### 6.1 Identification form

Name of the company, organization or joint venture and legal form			
Nationality of the tenderer and of staff (if different)			
Domicile / registered office <b>complete</b> address	Street name (compulsory)		
	House number (compulsory)		
	Zip code or neighbourhood		
	City or village		
	Country or territory		
Telephone number (with country code)			
National Social Security Office registration number or equivalent			
Enterprise or organization registration number			
Represented by the undersigned	Full Name		
	Title		
Contact person	Full Name		
	Title / function		
	Phone		
	E-mail		
If different: Project manager for this contract	Full Name		
	Phone		
	E-mail		
Bank account for payments	IBAN		
	BIC/SWIFT		
	Financial institution		
	Account holder name		
Full Name:		Place:	
		Date:	
Duly authorised to sign this tender on behalf of:		Signature and stamp:	

## 6.2 Declaration on honour – exclusion criteria

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare that the tenderer does not find himself in one of the following situations :

- 1) The tenderer or one of its ‘directors[1]’ was found guilty following a conviction by final judgement for one of the following offences:
  - 1° involvement in a criminal organisation
  - 2° corruption
  - 3° fraud
  - 4° terrorist offences, offences linked related to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence
  - 5° money laundering or terrorist financing
  - 6° child labour and other trafficking in human beings
  - 7° employment of foreign citizens under illegal status
  - 8° creating a shell company.
- 2) The counterparty which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the counterparty can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.
- 3) The counterparty who is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations;
- 4) When Enabel can demonstrate by any appropriate means that the counterparty or any of its directors has committed serious professional misconduct which calls into question his integrity.

Are also considered such serious professional misconduct:

  - a. A breach of Enabel’s Policy regarding sexual exploitation and abuse – June 2019
  - b. A breach of Enabel’s Policy regarding fraud and corruption risk management – June 2019
  - c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace
  - d. The counterparty was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria, or concealed this information
  - e. Where Enabel has sufficient plausible evidence to conclude that the counterparty has committed acts, entered into agreements or entered into arrangements to distort competition

The presence of this counterparty on one of Enabel’s exclusion lists as a result of such an act/agreement/arrangement is considered to be sufficiently plausible an element.
- 5) When a conflict of interest cannot be remedied by other, less intrusive measures;

- 6) When significant or persistent failures by the counterparty were detected during the execution of an essential obligation incumbent on him in the framework of a previous contract, a previous contract placed with another contracting authority, when these failures have given rise to measures as of right, damages or another comparable sanction.

Also failures to respect applicable obligations regarding environmental, social and labour rights, national law, labour agreements or international provisions on environmental, social and labour rights are considered 'significant'.

The presence of the counterparty on the exclusion list of Enabel because of such a failure serves as evidence.

- 7) Restrictive measures have been taken vis-à-vis the counterparty with a view of ending violations of international peace and security such as terrorism, human-rights violations, the destabilisation of sovereign states and de proliferation of weapons of mass destruction.

The counterparty or one of its directors are on the lists of persons, groups or entities submitted by the United Nations, the European Union and Belgium for financial sanctions:

For the United Nations, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-internationales-nations-unies>

For the European Union, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-europ%C3%A9ennes-ue>

[https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions\\_en](https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions_en)

[https://eeas.europa.eu/sites/eeas/files/restrictive\\_measures-2017-01-17-clean.pdf](https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf)

For Belgium:

[https://finances.belgium.be/fr/sur\\_le\\_spf/structure\\_et\\_services/administrations\\_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2](https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2)

Full name:		Place:	
		Date:	
Duly authorised to sign this tender on behalf of:		Signature and stamp:	



### 6.3 Power of attorney

- §336. The tenderer shall include in his tender the **power of attorney empowering the person signing the tender** on behalf of the company, joint venture or consortium.
- §337. In case of a **consortium** or a **temporary association**, the joint tender must specify the role of each member of the tendering party. A group leader must be designated and the power of attorney must be completed accordingly.

► Please insert after this page the power of attorney empowering the person signing the tender on behalf of the company, joint venture or consortium, signed by the person(s) mentioned in the incorporation certificate (only needed if the person signing the tender is different).

## 6.4 Incorporation certificate

§338. The tenderer shall include in his tender the **incorporation certificate**<sup>5</sup> from the competent authority (for local tenderers: Israeli or Palestinian Registration Certificate).

► Please insert after this page

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<sup>5</sup> In case of a consortium or a temporary association, the certificate must be submitted for all members of the tendering party.

## 6.5 Certification of clearance with regards to the payments of social security contributions

§339. The tenderer must provide a certification<sup>5</sup> from the competent authority stating that (s)he is **in order with its obligations with regards to the payments of social security contributions** that apply by law in the country of establishment. This requirement does not apply to tenderers registered in the Palestinian territory and Israel.

► Please insert after this page

## 6.6 Certification of clearance with regards to the payments of applicable taxes

§340. The tenderer must provide a **recent certification**<sup>5</sup> (up to 1 year) from the competent authority stating that the tenderer is **in order with the payment of applicable taxes** that apply by law in the country of establishment. For firms registered in Israel or the Palestinian territory, a valid deduction at source certificate must be provided.

► Please insert after this page

## 6.7 List of the main similar services

§341. In order to be selected for any or both lots of this contract, the tenderer must have **at least three relevant contracts carried out in the past five years** to the highest standard and to the client's full satisfaction, for a minimum values (sum of the values of the consultancy contracts, not the value of the works) of:

Minimum combined in past 5 years in EUR, incl. VAT:	Each contract minimum value shall be, incl. VAT:
40,000 €	7,000 €

§342. The tenderer must provide in his/her offer the list of the **main similar consultancy services (min. 3) in the last five years**, including the amount involved and the relevant dates, and the public or private bodies on behalf of which they were carried out showing that the tenderer has experience in performing those services. Tenderers are only allowed to present a maximum of 10 contracts, in case of presenting more than the maximum, only the first 10 contracts in the list will be considered.

Nº	Title	Amount	Start date	End date	Contracting authority	Check list
	Description of the main similar services performed	Amount of consultancy contract (not the works!) and currency			Name and contact of the public or private bodies who contracted the consultancy	Completion certificate joined to this tender?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## 6.8 Certificates of completion

§343. For each of the projects listed, the tenderer must provide in his/her offer the certificates of completion (statement or certificate without major reservation) and / or any supporting documents (contracts, invoices...) approved by the entity which awarded the contract.

▶ Please insert after this page

## 6.9 Financial offer for LOT 1

Do NOT change the “Financial offer & tender form”. Reservations are not permitted.

By submitting this tender, the tenderer explicitly declares accepting all conditions mentioned in the tender documents and renounces to his own (sales) conditions. (S)he commits to executing this public contract for the following lump-sum prices, in EUR and exclusive of VAT (written in figures).

### Lot n°1 – Item 1: Design works (fixed block)

Sub-item N°	School name	Price in Euro
1.1.A	Al-Nithamiyeh basic girls school	
1.1.B	Al-Hasan Al-Thany basic boys school	
1.1.C	Fata Al-Laji’a A secondary girls school	
1.1.D	Al-Shameleh secondary girls school	
<b>TOTAL FOR ITEM 1 [EURO]</b>		

### Lot n°1 – Item 2: Works Supervision and Management (conditional block)

Sub-item N°	School name	Estimated Quantity [Months]	Unit price [€] (Monthly rate per school)	Price in Euro
1.2.A	Al-Nithamiyeh basic girls school	2		
1.2.B	Al-Hasan Al-Thany basic boys school	1		
1.2.C	Al-Fata Al-Laji’a A secondary girls school	2		
1.2.D	Al-Shameleh basic girls school	1		
<b>TOTAL FOR ITEM 2 [EURO]</b>				

Duration of supervision is estimated and will be fixed after finalizing the design.

**ALL PRICES NOT INCLUDING V.A.T.**

<b>TOTAL FOR LOT 1 (ITEM 1 + ITEM 2) [EURO]</b>		
<p>*International travel days are not reimbursed by Enabel. In case the contract is extended, the prices mentioned in the contract apply. Cf. points 3.4.2 “Price determination”, 3.4.3 “Elements included in the price” and 4.10 “General payment modalities (Art. 66-72 and 160)”.</p> <p>This contract is subject to applicable withholding tax. For national service providers registered in the Palestinian Territory, Consulting Offices are exempted from V.A.T. while for Individual Consultants, 5% will be deducted at payment unless they provide a deduction at source certificate. For national service providers registered in Israel, Consulting Offices will charge V.A.T. on top of the above-mentioned prices. For Individual Consultants registered in Israel, 30% will be deducted at payment unless they provide a deduction at source certificate. For international consultants, Belgium legislation will apply.</p>		
Full name		Place:
		Date:
Duly authorised to sign this tender on behalf of:		Signature and stamp:



## 6.10 Financial offer for LOT 2

Do NOT change the “Financial offer & tender form”. Reservations are not permitted.

By submitting this tender, the tenderer explicitly declares accepting all conditions mentioned in the tender documents and renounces to his own (sales) conditions. (S)he commits to executing this public contract for the following lump-sum prices, in EUR and exclusive of VAT (written in figures).

### Lot n°2 – Item 1: Design works (fixed block)

Sub-item N°	School name	TOTAL FOR ITEM 1 [EURO]
2.1.A	Al-Beiruni secondary boys school	

### Lot n°2 – Item 2: Works Supervision and Management (conditional block)

Sub-item N°	School name	Estimated Quantity [Months]	Unit price [€] (Monthly rate per school)	Price in Euro
2.2.A	Al-Beiruni secondary boys school	2		
	<b>TOTAL FOR ITEM 2 [EURO]</b>			

Duration of supervision is estimated and will be fixed after finalizing the design.

**ALL PRICES NOT INCLUDING V.A.T.**

<b>TOTAL FOR LOT 2 (ITEM 1 + ITEM 2) [EURO]</b>	
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\*International travel days are not reimbursed by Enabel. In case the contract is extended, the prices mentioned in the contract apply. Cf. points 3.4.2 “Price determination”, 3.4.3 “Elements included in the price” and 4.10 “General payment modalities (Art. 66-72 and 160)”.

This contract is subject to applicable withholding tax. For national service providers registered in the Palestinian Territory, Consulting Offices are exempted from V.A.T. while for Individual Consultants, 5% will be deducted at payment unless they provide a deduction at source certificate. For national service providers registered in Israel, Consulting Offices will charge V.A.T. on top of the above-mentioned prices. For Individual Consultants registered in Israel, 30% will be deducted at payment unless they provide a deduction at source certificate. For international consultants, Belgium legislation will apply.

Full name		Place:	
		Date:	
Duly authorised to sign this tender on behalf of:		Signature and stamp:	

## 6.11 Key experts

For each lot, the tenderer must complete the **tables on next pages**.

Due to the strict timing required for the project the two lots of the tender will be carried out simultaneously (in parallel). For this reason, the tenderer who wishes to be awarded more than one lot must multiply the staff according to the table below:

Number of <u>distinct</u> staff and CVs to be provided in offer		
	Participation in one lot	Participation in two lots
Team leader	1	1
Architect	1	2
Civil engineer	Not needed if team leader is civil engineer, 1 if team leader is not	Not needed if team leader is civil engineer, 1 if team leader is not
Electrical engineer	1	1
Mechanical engineer	1	1
Site engineer	1	2

In case the team leader is both Architect and Civil Engineer, the tenderer must assign him/her only one of the two roles and the offer must be completed by an architect or civil engineer accordingly.

The Service provider can (but doesn't have to) propose the Civil Engineer of the design phase to become the Resident Engineer in the supervision phase for one of the lots.

### Lot n°1

Position	Name of proposed expert	Years of relevant experience	Educational degree	Specialist areas of knowledge	Checklist: CV joined to the tender?
Team leader					
Architect					
Civil engineer					
Electrical engineer					
Mechanical engineer					
Site engineer					

**Lot n°2**

<b>Position</b>	<b>Name of proposed expert</b>	<b>Years of relevant experience</b>	<b>Educational degree</b>	<b>Specialist areas of knowledge</b>	<b>Checklist: CV joined to the tender?</b>
Team leader					
Architect					
Civil engineer					
Electrical engineer					
Mechanical engineer					
Site engineer					

## 6.12 CVs of all mentioned personnel

- §344. The service provider must provide in his/her offer the updated **CVs of the key experts proposed** for implementing this services contract. The CV's (qualifications and experience of key experts) have to fulfil the profiles as requested in the ToRs (5.20.1 Personnel for the design stage p.50 and 5.20.2 Personnel for management and supervision stage p.51). Each CV should be no longer than 5 pages.
- §345. For relevant projects, the service provider must submit supporting documents including pictures, date of performing the relevant project and name of public or private bodies for which the consultancy was performed and the amount involved for the consultancy.

► Please insert after this page CVs of all mentioned personnel (see 5.20 Personnel specification, p.50)

### 6.13 Subcontractors

Name and legal form	Address / Registered office	Object

Full name:		Place:	
		Date:	
Duly authorised to sign this tender on behalf of:		Signature and stamp:	