

# Multi-Educational Programme for Employment Promotion in Migration-Affected Areas (MEPEP)



T05-EUTF-NOA-EG-01-06 (T05.255) - SER01.2021

TECHNICAL ASSISTANCE AND SUPERVISION SERVICES FOR REFURBISHMENT AND CONSTRUCTION WORKS OF LABS/WORKSHOP

*August, 2<sup>nd</sup> 2021*

# MEPEP – SUPERVISION SERVICES

Welcome to  
the informative session for the

## TECHNICAL ASSISTANCE AND SUPERVISION SERVICES FOR REFURBISHMENT AND CONSTRUCTION WORKS OF LABS/WORKSHOP

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# MEPEP – SUPERVISION SERVICES

## AGENDA

- Term of Reference
  - Background
  - Objective, Purposes and Expected Results
  - Scope of the Works
  - Logistics and Timing
  - Requirements
  - Reports, Monitoring and Evaluation
- Administrative
  - Contract Notice
  - Instruction to Tenderers
  - General and Special Conditions
- Question and Answers

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# MEPEP – SUPERVISION SERVICES

## ToR - Background

The Multi-Educational Programme for Employment Promotion in Migration-affected Areas (MEPEP) falls under the scope of the “Enhancing the Response to Migration Challenges in Egypt Programme (ERMCE, Ref. T05-EUTF-NOA-EG-01) which is funded by the European Union Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa (i.e. “Trust Fund” or “EUTF”, Egypt 2017)

The MEPEP is aligned to the Operational framework of the EU TF North Africa Window (EUTF NAW), namely to its Priority Action 4 (i.e. “tackling the drivers of irregular migration”) and its Strategic Objective 4 (i.e. “to foster more inclusive social and economic environment and stability in the region”). It is linked to the Specific Objective 2 of the ERMCE action fiche (Ref. T05-EUTF-NOA-EG-01), i.e. “to address the root causes of irregular migration”

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# MEPEP – SUPERVISION SERVICES

## ToR - Background

<b>Objective</b>	It aims at addressing the current irregular migration trend of vulnerable young people from Egypt to other countries by improving the quality of the Technical and Vocational Education and Training (TVET) system in Egypt by enhancing advanced knowledge and skills to better respond to the labour market skills, and therefore increase youth employability and the Egyptian economy at large
<b>Funds</b>	“Enhancing the Response to Migration Challenges in Egypt (ERMCE)” Programme funded by (within) the European Union Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa (EUTF)
<b>Location</b>	Sharkeya Governorate
<b>Timeframe</b>	36 months
<b>Budget</b>	6 million Euros
<b>Final Beneficiaries</b>	Female and male young students and graduates, adult learners (employed and unemployed), employers and the Egyptian society at large included non-Egyptians

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# MEPEP – SUPERVISION SERVICES

## ToR – Objective, Purposes and Expected Results

### Objectives

- fostering more inclusive social and economic environment and stability in the region (in line with the European Union Trust Fund - North of Africa Window Strategic Objective 4), by fostering employment and income generation through TVET (Technical and Vocational Education and Training) enhancement
- improving the TVET system quality in the industrial field respectively in terms of teaching methodologies for teachers and trainers and skills acquisition for students and promoting job placement and creating synergies with the industrial stakeholders at the national and local level
- enhancing economic and equal opportunities, in particular for vulnerable groups by improving the physical and technical infrastructure and the physical and technical equipment of the Technical and Vocational Education and Training system in Egypt. The 10th of Ramadan Vocational Training Centre belonging to Ministry of Trade and Industry's Productivity and Vocational Training Department is the target of the activities of the Programme

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# MEPEP – SUPERVISION SERVICES

## ToR – Objective, Purposes and Expected Results

### Purposes

- recruit a Consultant to assist the PMU (Programme Management Unit) of the MEPEP Programme in providing the support for the development of the related Technical Specification for a Works contract for the refurbishment and/or the reconstruction of approximately ten laboratories of the 10th Ramadan Training Centre and in addition the re-building and/or the building of approximately three new laboratories alongside the centre; thus, including all the related civil, electrical and mechanical works, service facilities, etc.
- to draft a Works Tender with all its annexes and provide for the production of 10 paper copies (including all necessary drawings) of the final approved draft;
- to support the PMU and the local Authorities in identify any needs of licenses and/or construction permits etc.
- to provide all the necessary technical support to the PMU during the implementation of the Works Tender procedure and as well as to Supplies procedures limited to the technical components;
- to support the PMU during the Works Contract finalisation
- to provide for the necessary Supervision activities of the Works Contract from site delivery and up to the final acceptance of the Works

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# MEPEP – SUPERVISION SERVICES

## ToR – Objective, Purposes and Expected Results

### Expected results

- the delivery of a baseline assessment (thus including the list of equipment and its related lay-out of utilities considering the necessary assembling and installation) to prepare the engineering design and the tender dossier for construction Works on the base of Egyptian law and regulations, in accordance with international standards recommendations, in the interest of AICS (Italian Agency for Development Cooperation) and of the PMU
- the delivery of 10 copies of the finalised and approved Works Tender dossier
- the necessary support during the tendering procedures and contract finalisation (thus including participating to the site-visit, drafting related technical minutes, drafting answer for clarification to technical questions, provide for the necessary support to the Evaluation Committee(s) as related to technical verifications, etc.,) as related to the Works and partially also in relation to the equipment lay-outs
- the Consultant will also act as “The Supervisor” responsible for the supervision of the civil, electrical and mechanical works to be executed according to the WORKS Contract that will be signed with the Contractor to manage the construction Works, providing for monthly reports from site delivery to final acceptance of the works (thus including possible support during equipment commissioning)

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# MEPEP – SUPERVISION SERVICES

## ToR - Scope of Works

### List of activities for the first task

- Provide an inception report
- Perform a baseline assessment of the physical and technical infrastructure of the centre
- Prepare the engineering design documentation
- Draft lay-out of installation and utilities of laboratories equipment
- Identify any needs of licenses and/or construction permits
- Provide for any guidance as related to E&S (Environmental and Social) analysis
- Based on the above, develop the technical specification for the construction works including work schedule
- Support the PMU in developing the full Tender dossier for the construction works for a Design and Build Works Contract

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# MEPEP – SUPERVISION SERVICES

## ToR - Scope of Works

### List of activities for the intermediate task

- Production of the Open Tender Dossier for the Works Contract
- Participating to the site-visit
- Drafting related technical minutes
- Drafting answer for clarification to technical questions
- Provide for the necessary support to the Evaluation Committee(s) as related to technical verifications, etc.
- Support the PMU in the approval of the executive design submitted by the awarded Works Contractor
- Review of the submitted, in the offer, work plan which will include the working executive detailed drawings submitted by the awarded Works Contractor and verify its correspondence to the approved executive design
- Examine the work schedule submitted in its offer by the awarded Works Contractor and issue of approval if complying to the contractual time duration and examine the site mobilisation proposal
- Support the PMU in the finalisation of the Design and Build Works Contract

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# MEPEP – SUPERVISION SERVICES

## ToR - Scope of Works

### List of activities as Supervisor during the Works Contract implementation

- Assist the PMU and local Authorities in handing over the site to the Works Contractor
- Provide the necessary support to the PMU in the review of the revised Design and Build Works Contract documentation and drawings
- Monitoring of bimonthly work progress, verifying the deviation from the approved work schedule. Initiate and chair weekly and monthly site progress meetings; prepare and issue minutes of such meetings. Analyse quantity variations referred to the Breakdown of the Lump-sum and in the Detailed Breakdown of the Lump-sum & Bill of Quantities prices in annex to the Design and Build Works Contract
- Financial analysis based on the actual progressive cost and quantity of works still to be executed and review of project expenditure to the end
- Site monitoring during work execution to ensure the compliance of works to the technical specifications
- Supervise and control all topographic surveys, investigations and laboratory tests performed by the Works Contractor

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# MEPEP – SUPERVISION SERVICES

## ToR - Scope of Works

### List of activities as Supervisor during the Works Contract implementation

- Bimonthly measurement of satisfactorily executed works for interim and final payment certificate(s)
- Assure the suitability of manufactures and of sources of machinery, equipment and materials proposed by the Works Contractor to be used for the works
- Proceed to tests and inspections of materials and equipment and acceptance of supplies
- Check the adequacy and authenticity of all certificates such as insurance, performance bond, etc
- Examine and propose to the PMU, for approval, variation if any which may be necessary during the course of construction, including with the revised plans, specifications, programme, costs, etc., thus in line with the provision of the Daywork Schedule in annex to the Design and Build Works Contract
- Issue, in writing, all necessary instructions to the Works Contractor as provided under the Work Contract General and Special Conditions. The approval procedure of these instructions will be agreed upon between the Consultant Team Leader and the PMU thus in line with the above mentioned signed Technical Agreement and its annexes

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# MEPEP – SUPERVISION SERVICES

## ToR - Scope of Works

### List of activities as Supervisor during the Works Contract implementation

- Acceptance or rejection of Works, or any part thereof executed by the Contractor, in accordance with the Specifications and Conditions of Contract
- Instruct the Works Contractor in carrying out site tests, including loading tests, test records and settlement records as considered necessary, including supervision and verification of such tests
- Delivery to PMU, upon the completion of the Works, geotechnical reports, as build drawings prepared by the Works Contractor
- Support and assist, as needed, the PMU during the installation and commissioning of received equipment and handle, if any, possible dispute among Suppliers and Works Contractor
- Prepare and submit to the PMU the provisional acceptance and final acceptance certificates
- Assist the PMU in receiving back the site from the Works Contractor as the Works are completed
- Evaluate and advise the PMU on all the Works Contractor's claims, if any, including processing of such claims

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# MEPEP – SUPERVISION SERVICES

## ToR - Scope of Works

### List of activities as Supervisor during the Works Contract implementation

- Support the PMU during any possible amicable settlement of disputes as per Design and Build Works Contract and its Conditions
- In case of no amicable settlement achievement, provide for necessary support to the PMU (and when necessary, act as secretary on the site) during the mediation in accordance with the CEPANI Mediation Rules

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# MEPEP – SUPERVISION SERVICES

## ToR - Logistics and Timing

### Location

- The Programme will be implemented in Sharkeya Governorate and more precisely at the 10th of Ramadan Training Centre and as well as in Cairo

### Start date & period of implementation of tasks

- The intended start date is *September 2021* and the period of implementation of the contract will be up to 14 months from this date

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# MEPEP – SUPERVISION SERVICES

## ToR - Requirements

### Staff

- The Consultant shall make available a team of experts, between junior and senior and provide for their profiles in line with provided rationale and proposed implementation strategy (including back-up functions and approx. number of working days for each proposed expert specialisation)
- It is estimated that a minimum number of approx. 500 working days would be necessary to successfully implement the Programme activities

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# MEPEP – SUPERVISION SERVICES

## ToR - Requirements

### Staff – minimal general structure for the team of experts

Position	Specialisation	Category	Input (days)	
			HQ	SITE
Team Leader	Engineer			
	Backstopper			
Site Supervisor				
Civil Engineer				
Other Civil Engineer(s)				
Electrical Engineer				
Vocational laboratory specialist				
<i>Other</i>				

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# MEPEP – SUPERVISION SERVICES

## ToR - Requirements

### Staff – team leader minimal requirements

<b>Qualifications and skills</b>	A university degree in Civil Engineering, with good working knowledge of English and full computer literacy.
<b>General professional experience</b>	Experience of at least 5 years in the supervision of construction works of industrial and civil buildings as a Resident Engineer for the executions of civil works of various types, including electrical and mechanical works, whose contract value is over 500.000 Euro.
<b>Specific professional experience</b>	Experience of management of at least 2 contracts as Construction Manager in works related to the construction of technical buildings, earthworks, foundation works, steel structures, cold stores and prefabricated units will be appreciated.
	Experience in construction design and planning of similar nature of works, preferably school buildings and industrial facilities.
	Experience in management and supervision of any type of electrical works related to the construction of technical buildings or industrial facilities will be appreciated.
	Previous experience and knowledge in construction and rehabilitation of educational buildings will be an added value.
	Previous experience and knowledge of Works contract financed from the EC general budget in the context of external actions will be an added value.

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# MEPEP – SUPERVISION SERVICES

## ToR - Requirements

### Support

- The costs for backstopping and support staff are considered to be included in the tenderer's financial offer
- Office accommodation for each expert working on the contract is to be provided by the Consultant at their HQ and at the Works site accordingly to needs
- The Consultant shall ensure that experts are adequately supported and equipped
- No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract

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# MEPEP – SUPERVISION SERVICES

## ToR – Reports, monitoring and evaluation

### Reporting requirements

- Inception report
- First Interim Report
- Second Interim Report
- Additional Interim Reports during the Works Contract implementation
- Draft Final Report
- Final Report

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# MEPEP – SUPERVISION SERVICES

## ToR – Reports, monitoring and evaluation

### Monitoring and Evaluation

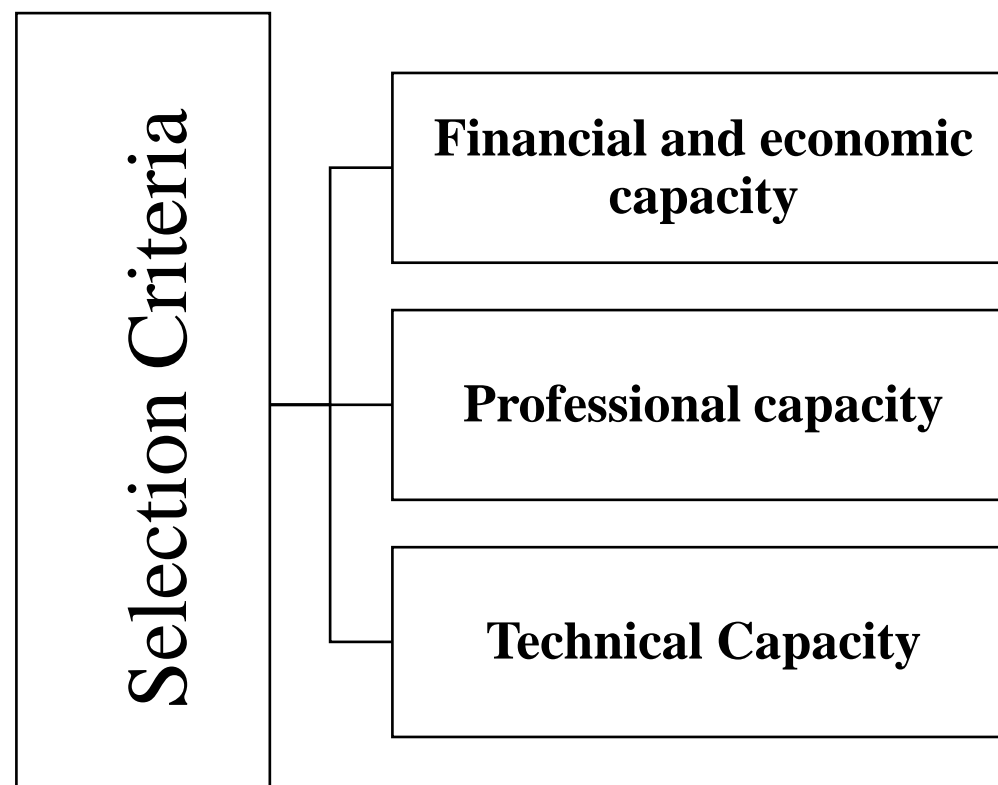
- The PMU will adopt appropriate measures to monitor the process and to make timely evaluation on the base of the provided reports
- The Consultant will propose in its methodology and strategy an M&E modality which will be discussed and agreed during the initial briefing with the PMU

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# MEPEP – SUPERVISION SERVICES

## Contract Notice

### Selection and award criteria



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# MEPEP – SUPERVISION SERVICES CONTRACT NOTICE

## Selection Criteria

The reference period is the last three years (2018, 2019 and 2020)

**a) Economic and financial capacity of the tenderer**

- the average annual turnover must exceed 100,000.00€;
- and Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1

**b) Professional capacity of the tenderer**

has sufficient ongoing staff resources and expertise to be able to handle the proposed contract, at least 5 staff, 3 of them are engineers

**c) Technical capacity of tenderer**

Within the past 3 years the tenderer has provided at least (3) supervision services contracts each of them with a budget of at least 1 million EURO.

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# MEPEP – SUPERVISION SERVICES

## Instructions to Tenderers

### Technical Evaluation

	Maximum
Organisation and methodology	
Rationale	10
Strategy	15
and assessment of experts' team profiles	30
Proposed Team Leader and Consultant back-up functions	30
Timetable of activities, including the number of expert days proposed	15
Overall total score	100

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# MEPEP – SUPERVISION SERVICES

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# MEPEP – SUPERVISION SERVICES

## CONTRACT NOTICE

### **Procedure**

Open Procedure

### **Nature of contract**

Global price, with a maximum estimated price of 100,000.00€ (excluding VAT)

### **Provisional commencement date of the contract**

September, 2021

### **Implementation period of the tasks**

14 months.

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# MEPEP – SUPERVISION SERVICES

## CONTRACT NOTICE

### **Award criteria**

Best price-quality ratio. (80-20)

### **Alteration or withdrawal of tenders**

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

### **Operating Language**

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

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

<b>Time Table</b>	<b>Date</b>	<b>Time*</b>
<b>Deadline for requesting clarification from contracting authority</b>	<b>05/08/2021</b>	<b>12:00</b>
<b>Last Date for the contracting authority to issue clarifications &amp; mins of the information meeting</b>	<b>12/08/2021</b>	<b>16:00</b>
<b>Last Date for the contracting authority to issue clarifications &amp; mins of the information meeting</b>	<b>12/08/2021</b>	<b>16:00</b>
<b>Deadline for submitting tenders</b>	<b>24/08/2021</b>	<b>14:00</b>
<b>Completion date for evaluating technical offers</b>	<b>08/09/2021**</b>	<b>-</b>

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

<b>Time Table</b>	<b>Date</b>	<b>Time*</b>
<b>Request for submission of the documentary proof and documentary of the expert (if not submitted with the offer)</b>	<b>08/09/2021*</b>	<b>-</b>
<b>Answer to Request for submission of the documentary proof and documentary of the expert (if not submitted with the offer)</b>	<b>14/09/2021**</b>	<b>12:00 Cairo, Egypt time</b>
<b>Contract signature</b>	<b>16/09/2021**</b>	<b>-</b>
<b>Start Date</b>	<b>19/09/2021**</b>	<b>-</b>
<b>*All times are in the time zone of the country of the contracting authority</b> <b>** Provisional date</b>		

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### Participation, experts and subcontracting

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed  
Participation is also open to international organisations.

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### Content of tenders

The tender must include a technical offer and a financial offer, which must be submitted in separate envelopes. Each technical offer and financial offer must contain one original, clearly marked ‘**Original**’, and **2 (two) copies**, each marked ‘Copy’ and a full digital copy of the offer.

Failure to fulfil the requirements in clauses 4.1, 4.2 and 8 will constitute an irregularity and may result in rejection of the tender.

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English. Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### Offers:

#### ➤ **Technical offer**

- ✓ Tender submission form
  - a) Signed statements of exclusivity and availability
  - b) A signed declaration together with a signed "Declaration on honour on exclusion criteria and selection criteria"
  - c) A completed financial identification form
  - d) The legal entity file and supporting documents
- ✓ Organisation and methodology
- ✓ Key experts
- ✓ Non key experts
- ✓ Documentary proof or statements required under the law of the country
- ✓ Documentary evidence of the financial and economic capacity and/or of the technical and professional capacity according to the selection criteria

#### ➤ **Financial offer**

The financial offer must be presented as an amount in Euro

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### **Submission of tenders**

Tenders must be sent to the contracting authority before August 24th, 2021 14:00 Cairo, Egypt time and be sent:

EITHER by hand, post or by courier service,

**The Italian Agency for Development Cooperation (AICS) – Cairo, MEPEP Programme, 26th floor, 1081, Corniche El-Nil, Garden City, Cairo – Egypt**

**Tenders submitted by any other means will not be considered.**

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### Submission of tenders

Tenders must be submitted using the double envelope system, i.e., in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words ‘Envelope A — Technical offer’ and the other ‘Envelope B — Financial offer’. All parts of the tender other than the financial offer must be submitted in Envelope A (i.e. including the tender submission form, statements of exclusivity and availability of the key experts and declarations).

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### Submission of tenders

**The outer envelope should provide the following information:**

- a) the address for submitting tenders indicated above;
- b) the reference code of the tender procedure (i.e. T05-EUTF-NOA-EG-01-06 (T05.255) - SER01.2021)
- c) the words ‘Not to be opened before the tender-opening session’ and; لا يجوز الفتح قبل جلسة فتح المظاريف
- d) the name of the tenderer.

The pages of the technical and financial offers must be numbered.

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### Exemption of taxes

The European community and Egyptian Government have agreed in the framework agreement signed 1998 to fully exonerate contractors from the following taxes (value added taxes, customs duties and all other governmental levies) for all the procured goods and services that will be supplied for the implementation of the programme MEPEP – Multi-Educational Programme for Employment Promotion in Migration-Affected Areas

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### **Period during which tenders are binding**

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award.

The selected tenderer must maintain its tender for a further 60 days. A further period of 60 days is added to the validity period irrespective of the date of notification. This period can be further extended when the contracting authority is required to obtain the recommendation

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### Administrative Evaluation

Tender envelope number	Tenderer's name (Leader) (Nationality)	Other members of the consortium if any Name (Nationality)	Within deadline?	Tender submission form duly completed and only 1 tender per tenderer?	Eligible nationality (all parties including subcontractors if known)?	Tenderer's declaration (signed by each consortium member, if appropriate)?	Language as required?	Economic & financial capacity? (OK/a/b/...)	Professional capacity? (OK/a/b/...)	Technical capacity? (OK/a/b/...)	Organisation & methodology exists?	Key experts (list + CVs)(For contracts requiring key experts)?	Key experts are present in only one tender as key experts(For contracts requiring key experts)?	All key experts have signed statements of exclusivity & availability(For contracts requiring key experts)?	Sub-contracting statement acceptable?	Overall decision? (Accept / Reject)
1																
2																

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# MEPEP – SUPERVISION SERVICES

## INSTRUCTIONS TO TENDERERS

### **Evaluation of financial offers**

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an average score of 75 points or more). Tenders exceeding the maximum budget available for the contract are unacceptable and will be eliminated

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# MEPEP – SUPERVISION SERVICES

## SPECIAL CONDITIONS

Month	Payment and interest on late payment	<EUR/***>
<Month/ year number>	Interim payment (within the approval of the 1st interim report)	<25 % of the contract value>
<Month/ year number>	Interim payment (within the approval of the 2nd additional interim report during the Works Contract Implementation/ 4 months after the start of the Works)	<35% of the contract value>
<Month/ year number>	Balance	< 40% of the contract value>
	Total	<Total contract value>

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# MEPEP – SUPERVISION SERVICES SPECIAL CONDITIONS

## Settlement of disputes

Should no amicable settlement be achieved and or any conciliation procedure fails about any disputes arising out of or relating to this contract; the dispute shall be subject to mediation in accordance with the CEPANI Mediation Rules, it being understood that the place of mediation shall be Brussels and that the proceedings shall be conducted in the English applying the national legislation of the contracting authority: the Italian law.

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# MEPEP – SUPERVISION SERVICES

## Questions and Answers

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شكراً  
Thank You  
Grazie

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