

# **DISTRIBUTION SERVICE PROVIDER**

*Prequalification Documents*

**BIDDING DOCUMENTS  
FOR A CONTRACT  
TO DESIGN, IMPLEMENT, MAINTAIN AND OPERATE DISTRIBUTION NETWORK WITH  
CUSTOMER AND METERING SERVICES**

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# **I - GENERAL INSTRUCTIONS TO APPLICANTS (GITA)**

## **SECTION 1 - SOURCE OF FUNDS, SCOPE OF WORK AND PREQUALIFICATION DOCUMENTS**

### **1.1 Source of Funds**

The project aims to consolidate a number of currently outsourced Electricité du Liban (EDL) tasks in a new contractual framework that ensures proper investment planning, effective execution of network extension, network operation and maintenance, metering and billing activities with full correlation of energy distributed, billed, and collected to minimize and eliminate losses. The plan is foreseen to acquire a number of local operators (service providers), highly professional and financially strong, able to invest, mobilize, and initiate large scale network and customer activities and services. The operators will be assigned to well-identified areas that could be joined as Lots per operator, in line with the current EDL structure. The project will be fully funded by the winning bidders for Distribution Service Provider of any service territory.

The distribution service provider shall secure the project financing for the development of such project. The service provider will then recover its capital investment, and operating and maintenance expenses, customer services, metering and bill collection in the project by charging monthly fees to EDL for a defined number of years based on a performance contract. EDL shall pay the distribution service provider for the executed works after an agreed period of time to be defined on the performance contract. The sole source of payment will be the revenues from the bill collection performed by the distribution service provider. For any agreed work order, the actual work execution and completion will be assessed and witnessed by EDL and its representative (Program Manager) according to which the distribution service provider will be eligible for compensation payments.

### **1.2 Scope of Work**

The Owner, as named in the PITA, intends to prequalify prospective service providers for the work described in the PITA through a competitive bidding process that is in general compliance with the guidelines of the Ministry of Energy and Water (MEW) and EDL. The first step in the competitive process is the prequalification of applicants (the “Applicants”) based on their submission of applications in response to these Prequalification Documents (the “Applications”).

#### Project Concept:

The Lebanese electric network is going to be divided into Regional Distribution Service areas to correlate the technical electrical flow on the distribution level with the financial flows based on the energy supplied in the network and energy consumed, billed and collected. This will achieve an optimal investment and maintenance plan which improves the distribution network performance. The subdivision of the EDL distribution network (zoning lots) will be based on more than one technical and administrative criterion.

The outcome of such process may yield to five or up to ten areas (lots) taking into consideration the specification of current distribution status. Bidders will be called to bid for

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identified lots in a competitive process that is in general compliance with the guidelines of the MEW and EDL.

### The Work:

The Distribution Service Provider selected pursuant to the bidding process will provide services that are necessary for planning, design, and construction of distribution facilities; operation and maintenance, implementation of Advanced Metering Infrastructure, meter reading, bill collection, customer services, management and reporting of the EDL owned Distribution Network within a defined Service area. The project implementation will be conducted over two phases: Transition Phase and Implementation Phase.

During the Transition Phase, the service provider shall perform a network survey according to which it shall develop all investment and implementation plans and programs related to the network planning, design, operation, maintenance, and implementation of Advanced Metering Infrastructure, meter reading, customer services and bill collection necessary for the project implementation phase.

During the Implementation Phase, the service provider shall perform these tasks against a set of performance targets; the service provider shall perform, but not limited to the following services:

- (1) Perform the following activities related to the Design of the distribution network:
  - a. Activities related to MV network:
    - i. Revision of existing networks to identify network bottlenecks and advise of necessary re-enforcement schemes
    - ii. Study existing networks and provide recommendation on network configuration schemes for power flow optimization
    - iii. Complete thorough mapping of the network
    - iv. Design of substations, overhead lines and underground cables
    - v. Distribution network protection scheme
  - b. Activities related to LV Network
    - i. Network reconfiguration and schemes
    - ii. Complete thorough mapping of the network
    - iii. Design of overhead lines and underground cables
    - iv. New connections to customers
- (2) Activities related to the distribution network operation and maintenance:
  - a. Operations Services to achieve the following:
    - i. Efficient operation of the system
    - ii. Availability and reliability of the distribution network
    - iii. Minimizing unplanned interruptions

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- iv. Respond to customer-related operational and emergency requests
- v. Public and staff safety
- b. Maintenance Services
  - i. Planning for and undertaking planned maintenance to the system electricity distribution and supply network
  - ii. Assume responsibility of maintenance management according to an agreed plan
  - iii. Providing services that ensure proper maintenance for system components
  - iv. Keeping and updating maintenance records
- c. Repair Services
  - i. Managing interruptions, including without limitation, isolation and repair of faulted system or equipment or sections of the electricity distribution system and supply network
  - ii. Maintaining a record of interruptions in the system electricity distribution and supply network and their location, cause, duration, and number of customers affected
- d. Network Re-enforcement Services
  - i. Providing new connections to customers
  - ii. Installation of indoor and outdoor substations (MV/LV): installation of panels, installation of transformers (pole mounted and ground mounted), and installation of distribution boards, etc.
  - iii. Commissioning of substation to be connected to the distribution network
  - iv. Works related to substations accessories: cable laying with its accessories, installation of metering equipment, etc.
  - v. Installation of poles (MV and LV steel, concrete, and wooden poles): excavation, installation, painting of the steel poles, cutting of wooden poles, etc.
  - vi. Cable laying (MV and LV): excavation works, cable laying, termination and joints, etc.
  - vii. Installation of overhead lines
  - viii. Maintaining a record of all activities and works performed
- e. Management and Coordination Services
  - i. Planning of system operations for normal and abnormal conditions,
  - ii. Preparing and keeping up-to-date the Emergency Management Plan,
  - iii. Identifying and managing operational incidents
  - iv. Providing and allocating operational personnel

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- v. Maintaining and developing engineering and operational procedures.
- (3) Perform the activities related to implementation of Advanced Metering Infrastructure (AMI) including the supply and installation of:
    - a. electronic meters with all necessary accessories
    - b. necessary concentrators and communication interfaces and infrastructure
  - (4) Perform the following for all meter reading activities:
    - (a) take over the responsibility of meter reading management according to an agreed plan
    - (b) take over the responsibility of the existing and the newly installed / replaced meter reading according to an agreed plan
    - (c) set and perform the procedure for the violations discovery
    - (d) maintain meter database
    - (e) generate relevant indices related to meter reading and quality of service
  - (5) Perform the following for bill collection activities:
    - (a) assume responsibility of collection processes based on the issued bills by EDL, according to an agreed plan
    - (b) collect bills and deposit in EDL revenues account
    - (c) generate relevant indices related to collection management, and quality of service to serve the management support of the Owner / Program Manager
    - (d) provide and maintain detailed records of customer bill collection and accounts receivable
    - (e) improve collection by identifying undeclared connections
    - (f) improve collection efficiency by implementing collection schemes based on the meter reading procedures
    - (g) identify and record all outstanding accounts and take all necessary measures to collect outstanding accounts
    - (h) manage all aspects of both existing and new contracts with Customers
    - (i) report all non-paying customers, inspect, disconnect and re-connect service as necessary
  - (6) Perform the following activities related to customer services:
    - (a) manage and analyse all customer complaints
    - (b) responding to customer related operational requests
    - (c) inform the responsible parties to dispatch the technical teams in order to perform the necessary fault isolation and power restoration
  - (7) Perform the following activities related to management and reporting which shall be visible to the Owner and his representative, the Program Manager:
    - (a) develop a management structure for the implementation phase

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- (b) ensure the success of the implementation of this phase, with strong commitment to provide all resources and requirements for the stabilization of the project components and the success of the operation of the system
- (c) analyse and submit performance indices
- (d) generate periodical reports providing solutions and recommendations to correct bottlenecks in the operations

### **1.3 Bid Invitation**

It is expected that prequalified Applicants will be invited to submit bids during the month and year indicated in the PITA.

### **1.4 Type of Contract**

The bidding documents, type of contract, and method of payment, whether prices are fixed or adjustable, and the terms of the Contract are indicated in the PITA.

### **1.5 Electric Network and Metering Information**

General information with respect to the service area and the characteristics of the customer management and metering system that will be the subject of the Contract is attached as Annex 1 to the PITA.

### **1.6 Prequalification Documents**

- (1) The Prequalification Documents consist of three chapters. These are:
  - (a) General Instructions to Applicants (“GITA”)
  - (b) Particular Instructions to Applicants (“PITA”)
  - (c) PITA Information Forms:
    - (i) Annex 1 – General Electric Network and Metering Information
    - (ii) Annex 2 – Letter of Application
    - (iii) Annex 3 – Information Forms
    - (iv) Annex 4 – Map of Service Area
- (2) These chapters, collectively, are the “Prequalification Documents”

## **SECTION 2 - FRAUD AND CORRUPTION**

### **2.1 Fraud and Corruption**

It is required that bidders, as well as suppliers or subcontractors, observe the highest standard of ethics during the execution of this contract. In pursuance of this policy, the Owner,

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:



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- (i) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the process or in contract execution
  - (ii) “Fraudulent practice” means a misrepresentation or omission of facts in order to influence the process or the execution of a contract
  - (iii) “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Client, designed to establish bid prices at artificial, non competitive levels
  - (iv) “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the process or affect the execution of a contract
- (b) Will reject a proposal for award if it determined that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question

## SECTION 3 - ELIGIBILITY OF COUNTRIES AND BIDDERS

### 3.1 Eligible Countries

(1) An applicant shall be a Lebanese company, as per the Lebanese registration laws; however, it may have a joint venture or subcontract firms from other countries, subject to the restrictions pursuant to Section 3.1(2). An Applicant shall be deemed to be a Lebanese company if the Applicant is a citizen, or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of The Republic of Lebanon, as evidenced by its articles of incorporation or documents of constitution, and its registration documents.

(2) Applicants may be excluded if they have joint ventures or subcontractors from a country where, as a matter of law or official regulation, The Republic of Lebanon prohibits commercial relations with that country.

(3) A reference to ineligible countries for joint venture or subcontractor can be found in the PITA.

### 3.2 Eligible Bidders

(1) A firm and any of its affiliates and firms from the same economic or financial group that has been engaged by the bidder to provide contracting services with respect to:

- (a) The preparation of the Contract documents
- (b) Work carried out in preparation for or in anticipation of the Contract
- (c) The Contract process

Shall be disqualified from subsequently providing goods, services, or other works, other than a continuation of the firm’s earlier contracting services, to either the bidders under the bidding process or the operator under the Contract.

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(2) No dependent agency of the Owner shall be permitted to bid or submit a bid for the procurement of goods, works, or services under the project.

(3) An Applicant that is under a declaration of ineligibility by the Owner, at the date of submission of the application or thereafter, shall be disqualified.

### SECTION 4 - QUALIFICATION CRITERIA

#### 4.1 General

(1) Prequalification will be based on Applicants meeting all the following minimum pass-fail criteria regarding distribution network design, implementation, operation and maintenance, implementation of metering infrastructure, and customer services general and particular experience. Also considered will be the Applicant's financial position, personnel capabilities, financing capabilities, and other relevant information as demonstrated by the Applicants' responses in the Information Forms (Annexes under chapter III) that they submit with their Letters of Application. Additional requirements for joint ventures are given in Section 5.

(2) Applicants, referred to as "The Applicant" throughout the Prequalification Documents, may submit an Application either as a:

- (a) Stand-alone firm or entity
- (b) Stand-alone firm with subcontractors
- (c) Joint venture

Provided that they meet the requirements of the Prequalification Documents. For the purpose of assessing some prequalification criteria, the qualifications and experience of subcontractors may be included and the specific provisions in this regard are set out in Section 4.5(2).

(3) Applicants, or the Applicant and its subcontractors and joint venture as nominated in the Application, shall submit information about the company size and capabilities, as well as about the company affiliates.

(4) Applicants, or the Applicant with its subcontractor and joint venture as nominated in the Application will not be permitted to change the subcontractor and the joint venture indicated in their Applications after prequalification. Any change in the Application after being prequalified and invited to submit a bid shall be communicated to the Owner and shall be subject to written approval by the Owner prior to the deadline for submission of bids

#### 4.2 Subcontracting

(1) Applicants will be evaluated based on the qualifications of:

- (a) The Applicant
- (b) Nominated subcontractors and sub consultants only with respect to the experience evaluation as set out in Section 4.5(2), and only if the subcontractors and sub consultants are nominated in the Application

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(2) For the purposes of Section 4.7, Applicants may nominate personnel of subcontractors and sub consultants to fill the key positions listed in the PITA. Such information shall be clearly stated in the information forms for the sake of evaluation.

(3) The Applicant shall provide a detailed list of all nominated subcontractors and sub consultants and a record of their experience and qualifications in the applicable Information Forms.

(4) The Owner may require the Applicants to provide more information about subcontractors and sub consultants nominated in their Applications. If the Owner determines that any nominated subcontractor or sub consultant is ineligible or unsuitable to carry out the assigned task, the Owner may request the Applicant to propose an acceptable substitute, and may conditionally prequalify the Applicant accordingly, before issuing an Invitation for Bid.

(5) Applicants or the Applicant with its subcontractor as nominated in the Application will not be permitted to change any of its subcontractors after prequalification. Any change in the Application after being prequalified and invited to submit a bid shall be communicated to the Owner and shall be subject to written approval by the Owner prior to the deadline for submission of bids.

### **4.3 Service Provider Responsibility**

After award of the Contract, the subcontracting of any part of the work, except for those subcontractors and sub consultants nominated in the Application, is not permitted. The service provider shall remain responsible for the acts, defaults, and neglects of all subcontractors and sub consultants during Contract implementation.

### **4.4 General Experience on Distribution Network Planning, Design, Implementation, Operation, Maintenance, Advanced Metering Infrastructure, Meter Reading, Customer Services and Bill Collection Services**

(1) The Applicant shall provide evidence that:

- (a) It has been actively engaged in planning, design, extension, operation and maintenance, implementation of metering infrastructure, meter reading, customer services, bill collection, and management of electric distribution networks, for at least the period stated in the PITA immediately prior to the date of submission of the Applications
- (b) It has generated an average annual turnover during the period stated in the PITA, that is greater than the amount specified in the PITA

(2) The average annual turnover is defined as the total payments received for projects completed by the firm or firms comprising the Applicant during the time period stated in the PITA, divided by the number of years in that same time frame

(3) For the purpose of these Prequalification Documents, a "Distribution Services Provider" activity means distribution network design, planning, operation and maintenance, implementation of metering infrastructure, meter reading, customer services, bill collection, and management and reporting services.

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### **4.5 Particular Experience on Distribution Network Planning, Design, Implementation, Operation, Maintenance, Advanced Metering Infrastructure, Meter Reading, Customer Services and Bill Collection Services**

(1) The Applicant shall provide evidence that it has successfully carried out or substantially carried out at least the number and type of projects or assignments related to distribution network design, planning, operation and maintenance, implementation of metering infrastructure, meter reading, customer services, bill collection, and management of electric distribution networks projects or assignments stated in the PITA within the period stated in the PITA. The projects or assignments may have been executed by the Applicant as a prime contractor, or proportionately as a member of a joint venture, or as a subcontractor or sub consultant, with references being submitted to confirm satisfactory performance.

(2) For the purpose of demonstrating its experience in accordance with Section 4.4(1)(a) and 4.5, the Applicant, including a joint venture Applicant, may include the experience of the subcontractors and sub consultants nominated in the Information Forms presented in the Annexes of Chapter III.

### **4.6 Financial Capabilities**

(1) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other means, independent of any contractual payment, sufficient to meet the cash flow requirements for the Contract in the event of stoppage, start-up, or other delays in payment, of the minimum estimated amount stated in the PITA, net of the Applicant's commitments to other contracts.

(2) In the relevant Information Form, the Applicant shall also demonstrate, to the satisfaction of the Owner, that it has adequate sources of financing to meet the cash flow requirements on work currently in progress and for future contract commitments.

(3) In the relevant Information Form, the Applicant shall also demonstrate, to the satisfaction of the Owner, the commitment from the source of finance to provide the necessary financial cash flow requirements on the work related to this project.

(4) The Applicant's audited balance sheets or, if not required by the laws of the Applicant's country, other financial statements acceptable to the Owner, for the last five years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. These financial statements shall be certified by the Ministry of Exterior and the Lebanese Consulate of the Applicant's country. If deemed necessary by the Owner, the Owner shall have the authority to make inquiries with the Applicant's bank(s).

### **4.7 Personnel Capabilities**

The Applicant shall supply general information on the management and technical structure of the firm, and shall make provision for suitably qualified personnel to fill the key positions listed in the PITA, as required during Contract implementation. The Applicant shall supply information on a candidate for each key position, who shall meet the experience requirements specified. The Applicant may nominate personnel of subcontractors and sub consultants to fill key positions listed in the PITA.

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### **4.8 Litigation History and Legal Matters**

The Applicant shall provide accurate information on the “Historical Contract Non-Performance Form” about contract non-performance and pending litigation with respect to contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any participant of a joint venture may result in failure of the Application.

### **4.9 Right to Waive**

The Owner reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the Contract.

## **SECTION 5 - JOINT VENTURES**

### **5.1 Eligibility**

If the Applicant comprises a number of firms combining their resources in a joint venture, the legal formulation constituting the joint venture and the individual participants in the joint venture shall meet the requirements of Section 3 above.

### **5.2 Qualification Criteria**

(1) Each participant in a joint venture shall provide the information set out in Section 5.2(2) and (3) as it applies to the participant’s own firm.

(2) For the purpose of satisfying the qualification criteria set out in Section 4, the following data of each participant in the joint venture may be added together to meet qualifying criteria:

- (a) General experience in design, planning, operation and maintenance, implementation of metering infrastructure, meter reading, customer services, bill collection, management and reporting services as stated in Section 4.4(1)(a)
- (b) Average annual turnover as stated in Section 4.4(1)(b)
- (c) Particular experience in design, planning, operation and maintenance, implementation of metering infrastructure, meter reading, customer services, bill collection, management and reporting services as stated in Section 4.5
- (d) Personnel capabilities as stated in Section 4.7

(3) For the purpose of satisfying the qualification criteria set out in Section 4, each joint venture participant must satisfy the following qualification criteria individually:

- (a) Financial soundness as stated in Section 4.6(1)
- (b) Adequate resources to meet financial commitments as set out in Section 4.6(2)
- (c) Legal disclosure as stated in Section 4.8

(4) The Applicant shall include all information with respect to joint venture participants that is required to meet the qualification criteria in Section 4, in accordance with Section 5.2, in the Application.

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### **5.3 Lead Participant**

One of the joint venture participants, referred to as the “Lead Participant”, is responsible for performing a key function in contract management and in executing a major component of the proposed Contract, shall be nominated as being in charge during the prequalification and bidding process periods and, in the event of a successful bid, during Contract execution . The Lead Participant shall be a Lebanese company, as per the Lebanese registration laws. It shall be authorized to incur liabilities and receive instructions for and on behalf of any and all participants of the joint venture. This authorization shall be evidenced by the submission of a power of attorney signed by legally authorized signatories of each of the joint venture participants as part of the Application.

### **5.4 Participant Limitation and Joint Venture Company**

(1) If an Applicant:

- (a) Submits as a joint venture
- (b) Is prequalified to receive the bidding documents and submits a bid
- (c) Is selected by the Owner as the successful bidder in the bidding process

The Applicant shall incorporate and present the legal agreement of the joint venture participants, prior to signing the Contract.

(2) For the purposes of submitting an Application for prequalification, the joint venture participants shall incorporate and present the legal agreement of the joint venture. The joint venture participants shall indicate, in their Application, the percentages in which they shall share the activities and the work under the project.

### **5.5 Joint and Several Liability**

All participants of the joint venture shall be legally liable, jointly and severally, during the bidding process and for the execution of the Contract in accordance with the Contract terms, and a statement to this effect shall be included in the authorization required under Section 5.3.

### **5.6 Joint Venture Agreement**

A letter of intent to execute a Joint Venture Agreement (JVA) in the event of a successful bid shall be signed by all participants and submitted with the Application. Pursuant to Sections 5.3 to 5.5, the letter of intent shall include, among other things, a description of the objectives of the joint venture, the proposed management structure, the contribution of each participant to the joint venture operations, the commitment of the participants to joint and several liability for performance of the Contract, and arrangements for providing the required indemnities.

### **5.7 Dissolution of Joint Venture**

The prequalification of a joint venture does not prequalify any of its participants to submit a bid individually or as a participant in any other joint venture or association. Individual members of a dissolved joint venture may participate as a subcontractor or sub consultant to prequalified Applicants subject to the approval of the Owner and to the provisions of Sections 4.2, 4.3 and 8.3.

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### SECTION 6 - REQUESTS FOR CLARIFICATION

#### 6.1 Notification and Response

(1) Applicants are responsible for requesting any clarification of the Prequalification Documents. A request for clarification shall be made in writing to the address indicated in the PITA no later than the number of days stated in the PITA prior to the deadline for submission of Applications (the "Clarification Deadline"). The Owner will respond to any request for clarification that it receives prior to the Clarification Deadline no later than 7 days prior to the deadline for submission of Applications. Copies of the response of the Owner, including a description of the inquiry without identifying its source, will be forwarded to all purchasers of the Prequalification Documents.

(2) No oral explanation provided by the Owner, or any other person or entity, in response to a request for clarification shall modify the Prequalification Documents in any way whatsoever.

### SECTION 7 - SUBMISSION OF APPLICATIONS

#### 7.1 Delivery

(1) Applications for prequalification must be received by the Owner, no later than the date for submission stated in the PITA:

- (a) In sealed envelopes delivered either by hand or by courier to the address stated in the PITA
- (b) When so specified in the PITA, Applicants shall have the option of submitting their applications electronically, in accordance with electronic application submission procedures specified in the PITA

(2) The name and mailing address of the Applicant shall be indicated on the envelope, which shall be clearly marked as indicated in the PITA. A receipt will be given for all Applications submitted.

#### 7.2 Late Applications

The Owner may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Documents in which case all rights and obligations of the Owner and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

#### 7.3 Language

Applicants shall provide all information requested for prequalification in the language indicated in the PITA. Information may be provided in another language, but it shall be accompanied by an accurate translation of its relevant passages into the language indicated in the PITA. This translation will govern and will be used for interpreting the information.

#### 7.4 Form of Application

- (1) The Applicant's Form of Application shall contain:
  - (a) Completed Information Forms
  - (b) Information required by Section 4.8 and the notes contained in Information Form (7.4)A

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- (c) The joint venture information required by Section 5 including:
  - (i) A document confirming the percentage shareholding of each joint venture participant
  - (ii) A description of the role and responsibility of each joint venture participant
  - (iii) The appropriate powers of attorney
  - (iv) A confirmation of each joint venture participant's agreement to joint and several liability in accordance with Section 5.5
  - (v) In accordance with Section 5.6, a copy of the Joint Venture Agreement or letter of intent to execute a joint venture agreement entered into by the participants
- (d) Information required by section 4.6 (3) on the commitment from the source of finance to provide the necessary financial cash flow requirements on the works related to this project in information form (7.4B)
- (e) A completed Letter of Application

(2) Applicants shall submit their Applications for prequalification in accordance with the Letter of Application and Information Forms attached as Annexes to Chapter III.

(3) Applicants shall complete their submissions and provide all answers to all questions posed in the order, format, and organization in which they are listed in the Letter of Application and Information Forms attached as Annexes to Chapter III.

(4) Applicants shall submit any information supplemental to the answers to questions posed in the Letter of Application and Information Forms in a separately bound document labeled "Supplemental Information".

(5) Each Applicant shall submit the number of copies of its Application as specified in the PITA.

### **7.5 Lack of Information**

Failure of an Applicant to provide comprehensive and accurate information that is essential for the Owner's evaluation of the Applicant's qualifications, or failure to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant.

### **7.6 Material Changes**

Applicants and those subsequently prequalified or conditionally prequalified, shall inform the Owner of any material change in information that might affect their qualification status. Respondents to the bidding process shall be required to update key prequalification information at the time of bid submission. Prior to the award of the Contract, the successful bidder will be required to confirm its continued qualified status in a post-qualification review process.



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### SECTION 8 - OWNER'S NOTIFICATION AND BIDDING PROCESS

#### 8.1 Notification of Prequalification and Invitation for Bids

After the submission of all Applications within the period stated in the PITA, the Owner will notify all Applicants in writing of the results of their Application, and of the names of all prequalified and conditionally prequalified Applicants (see Section 8.2 below). As soon after this notification as is possible, prequalified Applicants will be invited to submit a bid, by way of a letter in the format attached as Annex 2 to the PITA.

#### 8.2 Conditional Prequalification

An Applicant may be “conditionally prequalified”, that is, qualified subject to certain specified non-material deficiencies in the prequalification requirements being met by the Applicant to the satisfaction of the Owner, before submitting a bid. Upon full compliance with the prequalification requirements, other prequalified Applicants will be notified accordingly.

#### 8.3 One Bid per Applicant

Only firms and joint ventures that have been prequalified under this procedure may submit a bid. A firm shall submit only one bid in the bidding process, either individually as a bidder or as a participant in a joint venture. To clarify, a firm or a joint venture may submit its bid for several Lots, but will not be awarded more than one Lot. No firm can be a subcontractor or sub consultant while submitting a bid individually or as a participant in a joint venture in the same bidding process. A firm, if acting in the capacity of subcontractor or sub consultant in any bid, may participate in more than one bid, but only in that capacity. A bidder who submits, or participates in, more than one bid will cause all the bids in which the bidder has participated to be disqualified.

#### 8.4 Bid Security and Performance Security (Bidding Process)

Prequalified bidders will be required to provide bid security (only at the time of bidding, not during the prequalification process) in the form and amount indicated in the bidding documents. The successful bidder will be required to provide performance security in the form and amount indicated in the bidding documents.

#### 8.5 Changes after Prequalification

Any change in the application of an Applicant after being prequalified and invited to submit a bid shall be communicated to the Owner and shall be subject to written approval by the Owner prior to the deadline for submission of bids. Such approval will be denied if as a consequence of any change:

- (a) An individual firm, or joint venture as a whole, or any individual participant of the joint venture, fails to meet any of the collective or individual qualifying requirements
- (b) The new participants to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- (c) In the opinion of the Owner, a substantial reduction in competition may result

## GENERAL INSTRUCTIONS TO APPLICANTS (GITA)

### **8.6 Owner's Rights**

The Owner reserves the right to take the following actions, and shall not be liable for any such actions:

- (a) Amend the scope and value of the Contract to be bid under this project, in which event bids will be invited only from those Applicants who meet the resulting amended prequalification requirements
- (b) Reject or accept any prequalification Application, or any late Application
- (c) Cancel the prequalification process and reject all Applications

## II – PARTICULAR INSTRUCTIONS TO APPLICANTS

These instructions and related Information Forms (Chapter III) are intended to complement, amend, or supplement the provisions in the Prequalification Documents References. In the event of conflict or ambiguity, the provisions in the PITA shall prevail over those in the GITA References.

PD Section Reference	Required Information
1.1	<p><u>Name of Project:</u>                      "Distribution Service Providers – مقدمي الخدمات"</p> <p>The objective of the project:</p> <p style="padding-left: 40px;">Appoint Regional Service Providers for EDL Distribution Network through Design, Implementation, Operation and Maintenance, Metering, Customer Services and Bill Collection Services Contract(s)</p> <p><u>The Owner:</u>                      Government of Lebanon                      The Ministry of Energy and Water                      Electricity of Lebanon – EDL</p>
1.2	<p><u>Scope of Work</u></p> <p><u>Title:</u></p> <p style="padding-left: 40px;">Contract on "Distribution Service Provider" to Design, Implement, Maintain and Operate, Distribution Network with Customer and Metering Services</p> <p><u>Project Concept:</u></p> <p style="padding-left: 40px;">The Lebanese electric network is going to be divided into Regional Distribution Service areas to correlate the technical electrical flow on the distribution level with the financial flows based on the energy supplied in the network and energy consumed, billed and collected. This will achieve an optimal investment and maintenance plan which improves the distribution network performance. The subdivision of EDL distribution network (zoning lots) will be based on more than one technical and administrative criterion.</p> <p style="padding-left: 40px;">The outcome of such process may yield to five or up to ten areas (lots) taking into consideration the specification of current distribution status. Bidders will be called to bid for identified lots in a competitive process that is in general compliance with the guidelines of the MEW and EDL.</p>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

PD Section Reference	Required Information
	<p><u>The Work:</u></p> <p>The Distribution Service Provider selected pursuant to the bidding process will provide services that are necessary for planning, design, and construction of distribution facilities; operation and maintenance, implementation of Advanced Metering Infrastructure, meter reading, bill collection, customer services, management and reporting of the EDL owned Distribution Network within a defined Service area. The project implementation will be conducted over two phases: Transition Phase and Implementation Phase.</p> <p>During the Transition Phase, the service provider shall perform a network survey according to which it shall develop all investment and implementation plans and programs related to the network planning, design, operation, maintenance, and implementation of Advanced Metering Infrastructure, meter reading, customer services and bill collection necessary for the project implementation phase.</p> <p>During the Implementation Phase, the service provider shall perform these tasks against a set of performance targets; the service provider shall perform, but not limited to, the following services:</p> <ul style="list-style-type: none"> <li>(1) Perform the following activities related to the design of the distribution network: <ul style="list-style-type: none"> <li>(a) Activities related to MV network: <ul style="list-style-type: none"> <li>i. Revision of existing networks to identify network bottlenecks and advise of necessary re-enforcement schemes</li> <li>ii. Study existing networks and provide recommendation on network configuration schemes for power flow optimization</li> <li>iii. Complete thorough mapping of the network</li> <li>iv. Design of substations, overhead lines and underground cables</li> <li>v. Distribution network protection scheme</li> </ul> </li> <li>(b) Activities related to LV Network <ul style="list-style-type: none"> <li>i. Network reconfiguration and schemes</li> <li>ii. Complete thorough mapping of the network</li> <li>iii. Design of overhead lines and underground cables</li> <li>iv. New connections to customers</li> </ul> </li> </ul> </li> </ul>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

PD Section Reference	Required Information
	<p>(2) Activities related to the distribution network operation and maintenance:</p> <p>(a) Operations Services to achieve the following:</p> <ul style="list-style-type: none"> <li>i. Efficient operation of the system</li> <li>ii. Availability and reliability of the distribution network</li> <li>iii. Minimizing unplanned interruption</li> <li>iv. Responding to customer related operational and emergency requests</li> <li>v. Public and staff safety</li> </ul> <p>(b) Maintenance Services</p> <ul style="list-style-type: none"> <li>i. Planning for and undertaking planned maintenance to the system electricity distribution and supply network</li> <li>ii. Assume responsibility of maintenance management according to an agreed plan</li> <li>iii. Providing services that ensure proper maintenance for system components</li> <li>iv. Keeping and updating maintenance records</li> </ul> <p>(c) Repair Services</p> <ul style="list-style-type: none"> <li>i. Managing interruptions, including without limitation isolation and repair of faulted system or equipment or sections of the electricity distribution system and supply network</li> <li>ii. Maintaining a record of interruptions in the system electricity distribution and supply network and their location, cause, duration and number of customers affected</li> </ul> <p>(d) Network Re-enforcement Services</p> <ul style="list-style-type: none"> <li>i. Providing new connections to customers,</li> <li>ii. Installation of indoor and outdoor substations (MV/LV): installation of panels, installation of transformers (pole mounted and ground mounted), installation of distribution boards, etc.</li> <li>iii. Commissioning of substation to be connected to the distribution network</li> <li>iv. Works related to substations accessories: Cable laying with its accessories, installation of metering equipment, etc.</li> </ul>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

PD Section Reference	Required Information
	<ul style="list-style-type: none"> <li>v. Installation of poles (MV and LV steel, concrete, and wooden poles): excavation, installation, painting the steel poles, cutting of wooden poles, etc.</li> <li>vi. Cable laying (MV and LV): excavation works, cable laying, termination and joints, etc.</li> <li>vii. Installation of Overhead Lines</li> <li>viii. Maintaining a record of all activities and works performed</li> <li>(e) Management and Coordination Services               <ul style="list-style-type: none"> <li>i. Planning of system operations for normal and abnormal conditions</li> <li>ii. Preparing and keeping up-to-date the Emergency Management Plan</li> <li>iii. Identifying and managing operational incidents</li> <li>iv. Providing and allocating operational personnel</li> <li>v. Maintaining and developing engineering and operational procedures</li> </ul> </li> <li>(3) Perform the activities related to implementation of Advanced Metering Infrastructure (AMI) including the supply and installation of:               <ul style="list-style-type: none"> <li>(a) electronic meters with all necessary accessories</li> <li>(b) necessary concentrators and communication interfaces and infrastructure</li> </ul> </li> <li>(4) Perform the following for all meter reading activities:               <ul style="list-style-type: none"> <li>(a) take over the responsibility of meter reading management according to an agreed plan</li> <li>(b) take over the responsibility of the existing and the newly installed / replaced meter reading according to an agreed plan</li> <li>(c) set and perform the procedure for the violations discovery</li> <li>(d) maintain meter database</li> <li>(e) generate relevant indices related to meter reading and quality of service</li> </ul> </li> <li>(5) Perform the following for bill collection activities:               <ul style="list-style-type: none"> <li>(a) assume responsibility of collection processes based on the issued bills by EDL, according to an agreed plan</li> </ul> </li> </ul>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

PD Section Reference	Required Information
	<ul style="list-style-type: none"> <li>(b) collect bills and deposit in EDL revenues account</li> <li>(c) generate relevant indices related to collection management, and quality of service to serve the management support of the Owner / Program Manager</li> <li>(d) provide and maintain detailed records of customer bill collection and accounts receivable</li> <li>(e) improve collection by identifying undeclared connections</li> <li>(f) improve collection efficiency by implementing collection schemes based on the meter reading procedures</li> <li>(g) identify and record all outstanding accounts and take all necessary measures to collect outstanding accounts</li> <li>(h) manage all aspects of both existing and new contracts with Customers</li> <li>(i) report all non-paying customers, inspect, disconnect and re-connect service as necessary</li> </ul> <p>(6) Perform the following activities related to customer services:</p> <ul style="list-style-type: none"> <li>(a) manage and analyse all customer complaints</li> <li>(b) respond to customer related operational requests</li> <li>(c) inform the responsible parties to dispatch the technical teams in order to perform the necessary fault isolation and power restoration</li> </ul> <p>(7) Perform the following activities related to management and reporting which shall be visible to the Owner and his representative, the Program Manager:</p> <ul style="list-style-type: none"> <li>(a) develop a management structure for the implementation phase</li> <li>(b) ensure the success of the implementation of this phase, with strong commitment to provide all resources and requirements for the stabilization of the project components and the success of the operation of the system</li> <li>(c) analyse and submit performance indices</li> <li>(d) generate periodical reports providing solutions and recommendations to correct bottlenecks in the operations</li> </ul>
1.3	<p><b><u>Bid Invitation</u></b></p> <p><u>Expected date of Invitation for Bids:</u></p> <p>November 15<sup>th</sup> 2010</p>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

PD Section Reference	Required Information
1.4	<p><b><u>Type of Contract</u></b></p> <p><b><u>Bidding Documents and Type of Contract:</u></b></p> <p>The Contract will be to design, implement, operate EDL distribution networks with customer and metering services comprising the following elements:</p> <ul style="list-style-type: none"> <li>• The design and planning work for the distribution network</li> <li>• The operation and maintenance of the distribution network components</li> <li>• The implementation of advanced meter infrastructure</li> <li>• The distribution network meter reading activities</li> <li>• The distribution network bill collection activities</li> <li>• The customer services activities</li> <li>• The distribution network management and reporting activities</li> </ul> <p>The regional service operator shall secure the project financing for the development of such project.</p> <p><b><u>Method of Payment:</u></b></p> <p>Over four years time frame, the regional service provider will then recover its capital investment, and operating and maintenance expenses in the project by charging monthly fees to EDL for a defined number of years based on performance contract.</p> <p>All collections shall be deposited into an EDL revenues account.</p> <p>A combination of fixed lump sum based on quantity for design, operations and management services, and a fixed amount fee for the installation and construction elements on a per unit basis.</p> <p>An incentive scheme based upon system rollout duration and improvement in revenue (billing, collection and reduction of theft).</p> <p><b><u>Term of Contract:</u></b></p> <ol style="list-style-type: none"> <li>(1) Transition Phase of 8 months, including 2 months for mobilization, for the service provider to perform a network survey according to which it shall develop all investment and implementation plans and programs related to the network planning, design, extension, operation, maintenance, implementation of metering infrastructure, meter reading, customer services, and bill collection necessary for the project implementation phase.</li> <li>(2) Implementation Phase of 40 months for service provider to perform</li> </ol>



PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

<b>PD Section Reference</b>	<b>Required Information</b>
	<p>the work tasks against a set of performance targets; the service operator shall perform, but not limited to the following services: Planning, design, extension, network operation and maintenance, network re-enforcement, Advanced Metering Infrastructure, meter reading, customer services, and bill collection and project reporting and management. This phase of the contract is subject to renewal.</p>
1.5	<p><b><u>Electric Network and Metering Information</u></b> See Annex 1</p>
3.1(3)	<p><b><u>List of Ineligible Countries</u></b> The countries classified as ineligible are those classified by the Lebanese Government and its laws. No Joint venture or subcontracting is allowed for firms originating from ineligible countries.</p>
3.2(3)	<p><b><u>List of Debarred Applicants</u></b> Not Applicable</p>
4.1	<p><b><u>General</u></b> The Applicant, or the Applicant and its subcontractors and joint venture as nominated in the Application, shall demonstrate, at a minimum, the following capabilities:</p> <p><b><u>Identification of the Applicant</u></b></p> <ul style="list-style-type: none"> <li>a. All individual firms and each participant in a joint venture applying for prequalification are required to complete the information in this form. Nationality information should be provided for all owners or Applicants that are partnerships or individually owned firms.</li> <li>b. If the Applicant proposes to use nominated subcontractors or sub consultants, the following information should also be supplied for the subcontractor(s) and sub consultant(s).</li> </ul> <p>Reference: Annex 3 – Information Form (4.1A)</p> <p><b><u>Company Size and Capabilities:</u></b></p> <ul style="list-style-type: none"> <li>a. Total number of staff on permanent payroll (including design, management, implementation, financial, professional, etc...)</li> <li>b. Total number of managerial staff</li> <li>c. Total number of engineering staff as per the following categories <ul style="list-style-type: none"> <li>i. Engineering design staff</li> <li>ii. Construction staff</li> </ul> </li> </ul>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

PD Section Reference	Required Information
	<ul style="list-style-type: none"> <li>iii. Operation and maintenance staff (protection, switchgear, cable and OHL, etc.)</li> <li>iv. Advanced Metering Infrastructure staff</li> <li>v. Customer services staff (including meter reading and bill collection)</li> <li>vi. Utility experience staff</li> <li>vii. Quality Control Engineering staff</li> </ul> <p>d. Main activity of engineering staff for each category detailed under item (c) above</p> <p>e. Average work experience of engineering staff for each category detailed under item (c) above</p> <p>Reference: Annex 3 – Information Form (4.1B)</p> <p><u>Company Affiliates</u></p> <ul style="list-style-type: none"> <li>a. Categorize each affiliation as: Engineering Firm, Contracting Firm, Utility etc.</li> <li>b. For each affiliation, the line of services provided shall be summarized</li> <li>c. For each affiliation, the details under item (Company Size and Capabilities) above need to be specified</li> </ul> <p>Reference: Annex 3 – Information Form (4.1C)</p>
4.2(2)	<p><b><u>Maximum Percentage of Subcontracting</u></b></p> <p>The percentage share of the Applicant and its subcontractors shall be specified under this section. Furthermore, all subcontractor activities and tasks shall be specified.</p> <p>Reference: Annex 3 – Information Form (4.2)</p>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

PD Section Reference	Required Information
<p>4.4</p> <p>4.4(1)(a)</p> <p>4.4(1)(b)</p>	<p><b><u>General Experience on Distribution Network Planning, Design, Implementation, Operation, Maintenance, Advanced Metering Infrastructure, Meter Reading Customer Services, and Bill Collection Services</u></b></p> <p><u>Time period:</u></p> <p>The Applicant must have been actively engaged as a prime contractor, or a partner in a joint venture, or subcontractor, in the execution of at least one project for each activity with similar electric facilities of a nature and complexity comparable to this project within the 5 years immediately prior to the submission of the Application. Activities are related to:</p> <ul style="list-style-type: none"> <li>(1) Distribution design</li> <li>(2) Distribution network operation and maintenance</li> <li>(3) Advanced Metering Infrastructure implementation</li> <li>(4) Meter reading activities</li> <li>(5) Customer services</li> <li>(6) Bill collection activities</li> <li>(7) Management and reporting</li> </ul> <p>Reference: Annex 3 – Information Form (4.4A)</p> <p><u>Average Annual Turnover:</u></p> <p>The average annual turnover is defined as the total of certified payment certificates for works/services in progress or completed over the previous 5 years. The minimum amount of the average turnover, as mentioned in Information Form (4.4C), is applicable to the Applicant. In the case of a Joint Venture, the combined turnover of all participants of the Joint Venture shall be used to meet the minimum requirement for average annual turnover. However, this minimum requirement does not apply for subcontractors.</p> <p>Reference: Annex 3 – Information Form (4.4B and 4.4C)</p>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

PD Section Reference	Required Information
4.5	<p><b><u>Particular Experience in Distribution Network Planning, Design, Implementation, Operation, Maintenance, Advanced Metering Infrastructure, Meter Reading and Bill Collection Services</u></b></p> <p><u>Particular Experience in Distribution Network Planning and Design:</u></p> <p>The Applicant, or the Applicant and its subcontractors and joint venture as nominated in the Application, shall demonstrate, at a minimum, successful experience in providing Distribution Network Design Services, as follows:</p> <p>Distribution Network Design Services – minimum of 10 years total general experience in Distribution Network Design Service Provision and experience in:</p> <ul style="list-style-type: none"> <li>(a) Distribution Network Design for MV network</li> <li>(b) Distribution Network Design for LV Network</li> </ul> <p>The Applicant shall fulfill the requirements in the information forms describing the relevant involved projects. The projects shall be categorized over General Design Experience, Similar Design Experience, and Specific Design Experience. The description shall include information on:</p> <ul style="list-style-type: none"> <li>(a) Number of projects</li> <li>(b) Size of network covered in each project in terms of number of substations, length of cables, overhead lines, network capacity, and actual load (MVA or MW), etc.</li> <li>(c) Projects role, size and duration</li> </ul> <p>Reference: Annex 3 – Information Form (4.5A)</p>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

<b>PD Section Reference</b>	<b>Required Information</b>
4.5 (Cont'd)	<p><u>Experience in Distribution Network Implementation, Operation and Maintenance:</u></p> <p>The Applicant, or the Applicant and its subcontractors and joint venture as nominated in the Application, shall demonstrate, at a minimum, successful experience in providing Distribution Network Implementation and Maintenance Services, as follows:</p> <p>Distribution Network Implementation, Operation and Maintenance Services – minimum of 10 years total general experience in Distribution Network Implementation and Maintenance Service Provision and experience in:</p> <ul style="list-style-type: none"> <li>(a) Distribution Network Implementation for MV and LV Networks</li> <li>(b) Distribution Network Operation and Maintenance Activities</li> </ul> <p>The Lead Participant shall demonstrate the leadership, experience, and viability in the field of the project domain, or related fields.</p> <p>The Applicant shall fulfill the requirements in the information forms describing the relevant involved projects. The projects shall be categorized over General Implementation / Construction Experience, Similar Implementation / Construction Experience and Specific Implementation / Construction Experience. The description shall include information on:</p> <ul style="list-style-type: none"> <li>(a) Number of projects</li> <li>(b) Size of network covered in each project in terms of number of substations, length of cables, overhead lines, network capacity, and actual load (MVA or MW), etc.</li> <li>(c) Projects role, size and duration</li> </ul> <p>Reference: Annex 3 – Information Form (4.5B)</p>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

<b>PD Section Reference</b>	<b>Required Information</b>
<p>4.5 (Cont'd)</p>	<p><u>Experience in Advanced Metering Infrastructure:</u></p> <p>The Applicant, or the Applicant and its subcontractors and joint venture as nominated in the Application, shall demonstrate, at a minimum, successful experience in providing technical and contracting services as follows:</p> <p>minimum of 5 years total general experience in Advanced Metering Infrastructure experience in:</p> <ul style="list-style-type: none"> <li>(a) Design</li> <li>(b) Implementation</li> <li>(c) Operations</li> </ul> <p>The Applicant shall fulfill the requirements in the information forms describing the relevant involved projects. The projects shall be categorized over General Experience, Similar Experience and Specific Experience. The description shall include information on:</p> <ul style="list-style-type: none"> <li>(a) Number of projects</li> <li>(b) Size of network covered in each project in terms of number of customers, number of meters, etc.</li> <li>(c) Projects role, size and duration</li> </ul> <p>Reference: Annex 3 – Information Form (4.5C)</p>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

<b>PD Section Reference</b>	<b>Required Information</b>
4.5 (Cont'd)	<p><u>Experience in Customer Services, Meter Reading and Bill Collection:</u></p> <p>The Applicant, or the Applicant and its subcontractors and joint venture as nominated in the Application, shall demonstrate, at a minimum, successful experience in providing technical and contracting services in Customer Management and Metering, as follows:</p> <p>minimum of 10 years total general experience in Customer Management, Meter Reading and Bill Collection experience</p> <p>The Applicant shall fulfill the requirements in the information forms describing the relevant involved projects. The projects shall be categorized over General Experience, Similar Experience and Specific Experience. The description shall include information on:</p> <ul style="list-style-type: none"> <li>(a) Number of projects</li> <li>(b) Size of network covered in each project in terms of number of customers, number of meters, and revenues collected, etc.</li> <li>(c) Projects role, size and duration</li> </ul> <p>Reference: Annex 3 – Information Form (4.5D)</p>
4.6	<p><b><u>Financial Capabilities</u></b></p> <p>The Applicant, or the Applicant and its subcontractors and joint venture as nominated in the Application, shall fill the following financial keys defined as the total of certified payment certificates over the previous 5 years:</p> <ul style="list-style-type: none"> <li>1. Annual Turnover</li> <li>2. Customer Financial Management</li> <li>3. Finance</li> <li>4. Financial Soundness</li> </ul> <p>The Annual Turnover of the Applicant or the combined annual turnover of all participants of a Joint Venture shall be greater than \$75M USD. In the case of a Joint Venture, the Lead Participant of the Venture shall account for at least 51% of the total annual turnover. However, this does not apply to subcontractors.</p> <p>Reference: Annex 3 – Information Form (4.6)</p>
4.7	<p><b><u>Personnel Capabilities</u></b></p> <p>Suitably qualified personnel to fill the following key positions, with the specified minimum years of experience of similar works in that position:</p> <ul style="list-style-type: none"> <li>1. Project Manager with a minimum of 10 years experience</li> </ul>

PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

<b>PD Section Reference</b>	<b>Required Information</b>
	<ol style="list-style-type: none"> <li>2. Construction Manager with a minimum of 10 years experience;</li> <li>3. Operations Manager with a minimum of 10 years experience;</li> <li>4. Electrical Engineers with experience in Planning and Design for a minimum of 8 years</li> <li>5. Electrical Engineers with experience in construction for a minimum of 8 years</li> <li>6. Electrical Engineers with experience in Operation and Maintenance for a minimum of 8 years</li> <li>7. Electrical Engineers with Utility experience for a minimum of 8 years</li> <li>8. Electrical Engineers with experience in Advanced Metering Infrastructure for a minimum of 8 years</li> <li>9. Electrical Engineers with experience in Meter reading, Bill processing and collection, and customer services for a minimum of 8 years</li> <li>10. Civil / Mechanical Engineer with a minimum of 8 years experience (in civil works, process control, and safety)</li> </ol> <p>Relevant CVs for each category shall be submitted.</p> <p>The ‘Personnel Capabilities’ criteria requires at least 70% fulfillment of required experience to satisfy criteria.</p> <p>Reference: Annex 3 – Information Form (4.7A) / (4.7B)</p>
6.1	<p><b><u>Request for Clarification</u></b></p> <p>All requests for clarification must be made to the address presented in PITA section 7.1</p> <p><b><u>Request for Clarification Deadline:</u></b> September 14<sup>th</sup>, 2010</p> <p><b><u>Responses to requests for clarification:</u></b></p> <p>The Owner will respond to any request for clarification that it receives prior to the Clarification Deadline no later than 7 days prior to the deadline for submission of Applications.</p>



PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

<b>PD Section Reference</b>	<b>Required Information</b>
7.1	<p><b><u>Submission of Applications</u></b></p> <p><u>Address:</u>                      Electricité Du Liban (EDL)                      Rue de Fleuve - P.O. Box 131                      Beirut, Lebanon                      Tel: +961-1-442-720                      Fax: + 961-1-583-084</p> <p><u>Deadline for Submission:</u>                      September 30<sup>th</sup> 2010</p> <p><u>Envelope Marking:</u>                      “Attn: NEEDS - Application to Prequalify for Distribution Regional Service Provider Contract”</p> <p>*Note: All applications must be submitted before 12 PM, Monday thru Friday to EDL Secretary, Mr. Samer Ouwaydat, on the 12<sup>th</sup> floor.</p>
7.3	<p><b><u>Language</u></b></p> <p>English</p>
7.4	<p><b><u>Form of Application</u></b></p> <p><u>Number of Copies:</u></p> <p>1- Three hard copies: one original and two copies sent to Address indicated.                      2-One Electronic copy (Information Forms shall be provided in Microsoft format).</p>
8.1	<p><b><u>Notification of Prequalification</u></b></p> <p>Time period from submission of Applications to notification of Applicants of prequalification: 20-50 days.</p>

# **ANNEX 1 - GENERAL ELECTRIC NETWORK AND METERING INFORMATION**

### Sample Data - LV Customers

Zone #	Zone	Residential/ Commercial	Public Buildings	Industrial & Agricultural	Administrations, Public Lighting, & Municipalities	Total
1	Beirut	161,012	404	941	2,182	533,907
2	Antelias	148,492	154	1,464		
14	Chiah	218,276	167	815		
3	Bikfaya	62,467	170	257	810	63,704
4	Jounieh	115,158	287	394	1,070	116,909
5	Zgharta & Batroun	50,741	80	65	832	51,718
6	Halba	45,859	114	57	603	46,633
7	Baalbak	40,007	50	228	689	40,974
8	Chtoura	30,925	38	162	413	31,538
9	Jeb Jannine	25,265	46	34	404	25,749
10	Nabatieh 2	20,572	38	9	380	20,999
11	Sour	72,849	125	365	868	74,207
12	Nabatieh 1	57,221	47	290	792	58,350
13	Saida	64,962	150	613	904	66,629
15	Aley & Beit Eddine	108,536	119	800	1,214	110,669
<b>Total</b>		<b>1,222,342</b>	<b>1,989</b>	<b>6,494</b>	<b>11,161</b>	<b>1,241,986</b>

\*Data as of August 2010

## Sample Data - MV Customers

Zone #	Zone	Street Lighting + active	Street Lighting + reactive	Industrial TOU	Industrial + active	Industrial + reactive	Zahle Concession	Other Concessions	Camps	Total
1	Beirut	2	97	310	0	12	0	0	0	421
2	Antelias	0	33	189	1	36	0	0	0	259
3	Bikfaya	5	31	98	0	10	0	0	0	144
4	Jounieh	1	35	185	1	47	0	7	0	276
5	Zgharta & Batroun	6	66	59	3	23	0	0	0	157
6	Halba	7	43	35	10	39	0	0	0	134
7	Baalbak	26	53	74	10	69	0	0	0	232
8	Chtoura	13	28	104	0	42	11	0	0	198
9	Jeb Jannine	13	17	55	14	60	0	0	0	159
10	Nabatieh 2	2	14	12	5	27	0	0	0	60
11	Sour	14	48	102	3	141	0	0	0	308
12	Nabatieh 1	5	48	116	4	121	0	0	0	294
13	Saida	1	40	74	2	60	0	0	0	177
14	Chiah	1	64	170	2	40	0	0	0	277
15	Aley & Beit Eddine	3	44	119	2	88	0	3	0	259
Others		0	0	0	0	0	0	0	24	24
		19	60	0	0	0	0	0	0	79
<b>Total</b>		118	721	1,702	57	815	11	10	24	3,458

\*Data as of January 2010

### Sample Data - Existing Single Phase Customer Meters

Zone #	Zone	Single Phase Meters (Amp)														Total
		2.5	5	7.5	10	12.5	15	17.5	20	25	30	35	40	50	60	
1	Beirut	542	26,540	1,876	21,534	1,657	23,267	1,569	19,031	2,158	13,681	43	2,886	32	1,252	<b>116,068</b>
2	Antelias	1,282	21,586	6,018	14,347	533	23,457	277	25,943	654	15,041	51	4,398	17	1,508	<b>115,112</b>
3	Bikfaya	155	9,588	379	6,878	281	4,623	154	13,289	271	8,266	22	2,753	12	771	<b>47,442</b>
4	Jounieh	179	11,404	553	19,057	318	10,319	192	26,524	960	12,842	168	3,895	214	1,112	<b>87,737</b>
5	Zgharta & Batroun	10	8,276	5	9,125	2	14,314	1	9,811	283	2,648	17	339	2	25	<b>44,858</b>
6	Halba	0	7,942	0	10,969	0	12,848	0	7,326	32	1,355	0	213	2	27	<b>40,714</b>
7	Baalbak	81	8,663	151	9,761	36	13,131	16	3,366	74	734	8	66	4	12	<b>36,103</b>
8	Chtoura	37	3,268	114	8,608	89	9,410	26	4,065	58	1,365	8	173	4	23	<b>27,248</b>
9	Jeb Jannine	3	3,966	2	6,534	15	4,764	5	5,110	60	1,431	7	183	4	31	<b>22,115</b>
10	Nabatieh 2	2	3,427	2	6,574	2	5,370	1	2,299	30	470	2	58	10	3	<b>18,250</b>
11	Sour	17	7,318	104	23,083	79	16,240	36	12,105	226	3,314	8	840	88	60	<b>63,518</b>
12	Nabatieh 1	42	5,816	55	22,083	47	14,071	9	7,235	96	1,535	13	233	13	63	<b>51,311</b>
13	Saida	220	9,714	860	13,659	229	13,001	93	12,229	547	4,609	26	1,195	67	291	<b>56,740</b>
14	Chiah	267	24,810	2,048	34,093	568	75,274	315	28,452	869	10,931	120	2,694	47	864	<b>181,352</b>
15	Aley & Beit Eddine	360	14,122	510	35,711	194	22,416	70	15,500	258	3,690	38	734	15	114	<b>93,732</b>
<b>Total</b>		<b>3,197</b>	<b>166,440</b>	<b>12,677</b>	<b>242,016</b>	<b>4,050</b>	<b>262,505</b>	<b>2,764</b>	<b>192,285</b>	<b>6,576</b>	<b>81,912</b>	<b>531</b>	<b>20,660</b>	<b>531</b>	<b>6,156</b>	<b>1,002,300</b>

\*Data as of July 2008

**Sample Data - Existing Three Phase Customer Meters**

Zone #	Zone	Three Phase Meters (Amp)																								Total		
		3 X 2.5	3 X 5	3 X 7.5	3 X 10	3 X 12.5	3 X 15	3 X 17.5	3 X 20	3 X 25	3 X 30	3 X 35	3 X 37.5	3 X 40	3 X 50	3 X 60	3 X 62.5	3 X 75	3 X 80	3 X 100	3 X 125	3 X 150	3 X 200	3 X 250	3 X 300		3 X 400	3 X 500
1	Beirut	5	162	112	1,519	1,432	7,288	600	7,412	3,273	9,559	55	421	3,821	1,040	2,304	0	382	781	904	0	488	155	12	139	40	50	41,954
2	Antelias	6	119	126	822	498	4,736	124	6,958	1,440	5,664	74	77	1,985	453	1,106	0	176	327	454	1	242	110	10	74	26	36	25,644
3	Bikfaya	5	111	60	593	128	1,727	73	4,126	286	2,845	21	13	1,189	97	544	0	14	127	120	0	84	29	2	20	7	3	12,224
4	Jounieh	1	97	88	1,320	187	2,093	68	7,598	554	4,890	113	14	2,239	178	958	0	37	253	292	0	149	41	1	33	9	8	21,221
5	Zgharta & Batroun	0	9	0	555	1	449	0	1,140	102	712	28	0	191	10	64	0	2	19	13	0	10	0	1	0	3	1	3,310
6	Halba	0	5	0	302	0	417	0	477	40	433	14	0	93	9	27	0	0	8	1	0	2	0	0	0	0	0	1,828
7	Baalbak	0	14	6	570	9	470	8	547	112	366	21	1	61	24	45	0	4	5	2	0	3	0	0	0	0	0	2,268
8	Chtoura	0	10	18	422	12	383	6	643	166	652	32	0	132	31	66	0	9	16	14	0	11	4	0	1	0	0	2,628
9	Jeb Jannine	0	4	3	274	6	167	4	497	60	512	9	1	125	15	33	0	5	13	9	0	3	1	0	0	0	0	1,741
10	Nabatieh 2	0	1	2	150	2	64	0	184	28	199	4	0	54	12	22	0	2	8	3	0	2	0	0	0	0	0	737
11	Sour	0	33	12	664	46	1,028	11	1,271	119	994	45	2	257	31	67	0	5	20	20	0	6	2	0	2	0	0	4,635
12	Nabatieh 1	1	20	1	655	12	553	2	711	110	480	36	3	169	33	57	0	10	11	21	0	9	1	0	0	1	0	2,896
13	Saida	0	78	73	682	152	1,086	80	1,669	305	1,162	80	21	480	104	205	0	28	55	69	0	38	7	3	6	0	0	6,383
14	Chiah	3	59	35	1,324	228	4,130	49	7,180	842	5,365	101	40	1,399	218	811	0	57	268	278	0	141	53	3	45	20	12	22,661
15	Aley & Beit Eddine	2	83	63	835	90	1,178	25	2,748	294	1,741	66	3	412	58	177	0	13	28	45	0	15	5	0	0	1	0	7,882
<b>Total</b>		23	805	599	10,687	2,803	25,769	1,050	43,161	7,731	35,574	699	596	12,607	2,313	6,486	0	744	1,939	2,245	1	1,203	408	32	320	107	110	158,012

\*Data as of July 2008

### Sample Data - Public MV/LV Distribution Transformers

Zone #	Zone	Transformer Capacity (kVA)																			Total Public	
		25	50	53	60	63	75	100	150	160	200	250	315	400	500	630	800	1000	1660	2000		Unavailable
1	Beirut	0	3	0	0	1	0	4	20	23	0	537	0	226	268	183	0	118	0	0	11	1,394
2	Antelias	0	4	0	0	0	0	8	9	46	0	436	0	166	278	104	1	55	0	1	10	1,118
3	Bikfaya	0	9	0	1	0	0	101	15	206	5	447	0	52	38	17	0	12	0	0	21	924
4	Jounieh	1	11	1	2	3	1	106	28	198	1	726	0	76	117	55	0	46	0	0	24	1,396
5	Zgharta & Batroun	2	21	0	12	3	0	130	9	210	4	428	0	37	38	3	0	8	0	0	25	930
6	Halba	1	7	0	2	0	0	57	4	107	4	230	0	23	19	3	0	0	0	0	4	461
7	Baalbak	3	22	0	5	16	0	92	6	179	2	260	0	10	17	10	0	1	0	0	57	680
8	Chtoura	1	15	0	2	5	1	33	4	113	1	202	1	9	26	3	0	1	0	0	15	432
9	Jeb Jannine	2	3	0	6	2	0	20	4	81	3	178	1	7	7	0	0	0	0	0	3	317
10	Nabatieh 2	0	2	0	2	2	0	13	4	109	2	175	0	2	2	0	0	1	0	0	5	319
11	Sour	0	10	0	4	0	0	41	8	153	3	671	1	40	84	15	0	1	0	0	77	1,108
12	Nabatieh 1	1	3	0	1	2	2	41	4	185	4	450	0	15	30	3	0	1	0	0	53	795
13	Saida	3	14	0	4	1	1	46	14	155	7	334	0	62	130	28	0	7	0	0	46	852
14	Chiah	0	3	0	0	0	0	12	7	14	0	287	0	179	229	177	0	119	0	0	10	1,037
15	Aley & Beit Eddine	2	19	0	2	1	0	181	15	277	2	555	1	18	19	11	0	3	1	0	34	1,141
<b>Total</b>		<b>16</b>	<b>146</b>	<b>1</b>	<b>43</b>	<b>36</b>	<b>5</b>	<b>885</b>	<b>151</b>	<b>2,056</b>	<b>38</b>	<b>5,916</b>	<b>4</b>	<b>922</b>	<b>1,302</b>	<b>612</b>	<b>1</b>	<b>373</b>	<b>1</b>	<b>1</b>	<b>395</b>	<b>12,904</b>

\*Data as of January 2010

### Sample Data - Private MV/LV Distribution Transformers

Zone #	Zone Name	Transformer Capacity (kVA)																					Total Private	
		16	25	50	60	63	75	100	150	160	200	250	315	400	500	630	800	1000	1250	1500	1600	2000		Unavailable
1	Beirut	0	0	9	0	0	0	42	21	23	0	182	0	46	127	26	0	108	0	1	3	0	36	624
2	Antelias	0	0	6	0	0	0	25	0	32	1	91	0	20	77	20	0	35	0	0	0	0	27	334
3	Bikfaya	0	0	8	0	2	0	25	1	21	0	41	0	7	23	4	0	11	0	0	0	0	13	156
4	Jounieh	1	0	4	2	3	0	35	3	38	6	116	1	5	46	35	0	35	6	0	1	3	45	385
5	Zgharta & Batroun	0	2	36	1	5	0	62	2	22	2	30	0	3	14	5	0	0	0	0	0	0	45	229
6	Halba	0	2	48	2	2	0	20	0	7	0	20	0	2	3	2	0	4	0	0	0	0	33	145
7	Baalbak	0	8	57	5	7	4	75	5	59	1	36	2	7	6	0	0	2	0	0	0	0	96	370
8	Chtoura	0	5	28	7	7	0	59	2	38	2	33	0	10	24	3	0	4	0	0	0	0	50	272
9	Jeb Jannine	0	1	12	6	6	5	34	4	35	5	54	0	5	6	1	0	2	0	0	0	0	18	194
10	Nabatieh 2	0	0	5	2	2	1	8	0	15	0	15	0	2	1	3	0	3	0	0	0	0	3	60
11	Sour	0	9	43	8	13	1	126	7	85	2	89	0	3	24	4	0	10	0	0	0	0	84	508
12	Nabatieh 1	0	2	45	8	10	3	69	8	73	2	65	2	6	17	3	1	9	0	0	0	0	79	402
13	Saida	0	0	34	5	4	0	37	2	51	1	61	0	11	31	12	0	9	0	0	0	0	23	281
14	Chiah	0	0	4	0	0	0	12	18	13	0	78	0	23	79	25	0	66	1	0	4	0	11	334
15	Aley & Beit Eddine	0	0	40	6	3	0	73	5	48	4	43	1	9	28	10	0	7	0	0	0	0	33	310
<b>Total</b>		<b>1</b>	<b>29</b>	<b>379</b>	<b>52</b>	<b>64</b>	<b>14</b>	<b>702</b>	<b>78</b>	<b>560</b>	<b>26</b>	<b>954</b>	<b>6</b>	<b>159</b>	<b>506</b>	<b>153</b>	<b>1</b>	<b>305</b>	<b>7</b>	<b>1</b>	<b>8</b>	<b>3</b>	<b>596</b>	<b>4,604</b>

\*Data as of January 2010



## Sample Data - HV/MV Substations

Substation	HV/MV Transformers	HV Voltage(s) (kV)	MV Voltage(s) (kV)	Total Capacity (MVA)	MV Feeders In Service	MV Feeders Spare	MV Feeders Total (Actual)
ADMA	1	66	20/15	40	9	1	10
AEROPORT	3	66	20/11	60	16	0	16
AIN MREISSEH	2	66	20/11	60	16	2	18
AIN SOFAR	3	66/62	33/16/15	33	6	2	8
ALEY	1	66	15	20	5	2	7
AMCHIT	3	66	33/20/15	60	7	1	8
ANJAR	1	66	15	20	5	1	6
ARAMOUN	2	220	20/11	140	12	8	20
BAALBECK	3 (M)	66	20/15	50	9	3	12
BAOUCHRIEH	3	66	20/11	120	25	0	25
BARED 1	1	66	15	20	4	0	4
BASTA	3	66	20/11	60	16	1	17
BATHA	1 (M)	66	20/15	20	3	1	4
BATROUN	1	66	15	20	4	0	4
BEITEDDINE	2	66	20/15	30	6	4	10
BIDNAYEL	2 (M)	66/63	20/15	30	5	2	7
BIKFAYA	2	66	20/15	60	8	2	10
BSALIM	3	220/66	20/15	130	17	9	26
BZIZA	1 (M)	66	15	10	1	1	2
CHEBBAK	2	66	20/11	80	20	1	21
CHOUEIFAT	2	66	20/11	60	16	0	16
COMMERCIAL	5	220/66	21	320	23	10	33
DAMOUR	2	66	22/15	42.5	8	0	8
DEIR AMAR	1	220/66	20	70	8	0	8
DEIR NBOUH	2	66	15	40	9	0	9
GAZ	2	66	22/11	80	23	0	23
HAKL RAYES	1	66	20/15	20	6	1	7
HALAT	1	220	20/15	70	4	6	10
HALBA	3	66	33/20/15	60	11	0	11
HAZMIEH	2	66	15/11	90	20	0	20
HERMEL	1	66	15	20	6	1	7
JAMHOUR	4	66	22/20/15/11	70	12	12	24
JDEIDEH	3	66	20/15/11	60	15	0	15
JEITA	2	66	15	40	8	2	10
JEB JANNNE	1	66	15	20	5	1	6
KOBAYAT	1	66	20/15	20	4	0	4
KSARA - 220 kV	2	220	20/15	140	6	2	8
KSARA - 66 kV	2	66	15	40	8	2	10
LABOUEH	1	66	15	20	4	1	5
MARJEYOUN	1	66	15	20	7	5	12
MESSAILEH	2	66	20/15	40	11	0	11
MKALLES	2	220	20/11	140	16	4	20
NABATIEH	2	66	20/15	60	8	0	8
OUEST	3	66	11	60	17	1	18
PINS	3	220/66	20/11	180	34	0	34
RAS BEIRUT	2	220	20/11	140	14	3	17
SAFA	3	66/5.5	33/25	16.6	2	1	3
SAIDA	3 (1M)	66	20/15	80	17	0	17
SIBLINE	2 (1M)	66	20/15	40	8	6	14
SOUR	3	66	20/15	80	16	1	17
SULTANIEH	2	66	20/15	60	8	0	8
TAYBEH(new)	1 (M)	62.5	20/15	20	2	1	3
UNESCO	2	66	20/11	80	20	0	20
WADI JILO	1 (M)	66	20/15	20	4	0	4
ZAHRANI	1	66	15	20	4	0	4
ZOUK	3	220/150/66	20/15	130	21	3	24
<b>TOTAL</b>	<b>100</b>	<b>N/A</b>	<b>N/A</b>	<b>3,532</b>	<b>599</b>	<b>104</b>	<b>703</b>

\*(M) = Mobile

\*Data as of August 2010

**ANNEX 2 - LETTER OF APPLICATION**

**LETTER OF APPLICATION**

*[letterhead paper of the Applicant or participant responsible for a joint venture, including full postal address, and telephone, facsimile and email numbers, and cable address.]*

Date: \_\_\_\_\_

To: MINISTRY OF ENERGY AND WATER –  
REPUBLIC OF LEBANON \_\_\_\_\_

Name of Project: Contract on "Distribution Service Provider" to Design, Implement, Maintain and Operate, Distribution Network with Customer and Metering Services

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby applies for prequalification to submit a bid on "Distribution Service Provider" to Design, Implement, Maintain and Operate, Distribution Network with Customer and Metering Services Contract, (the “Contract”).
2. Attached to this letter are copies of original documents defining<sup>1</sup>:
  - (a) The Applicant’s legal status:
    - i. Company Status
    - ii. Commercial Circulation
    - iii. Certification of Incorporation
  - (b) The Applicant’s principal place of business
  - (c) The Applicant’s place of incorporation (for Applicants that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Application, and to seek clarification from our banks and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as

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<sup>1</sup> For Applications by joint ventures, except as provided, all the information requested in the Prequalification Documents is to be provided for the joint venture and for each participant in the joint venture separately. The Lead Participant should be clearly identified. Each participant in the joint venture shall sign the letter.

requested by you to verify statements and information provided in this Application, such as the resources, experience, and competence of the Applicant.

4. Your agency and its authorized representatives may contact the following persons for further information<sup>2</sup>:

General and managerial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Technical inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Financial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

5. This Application is made with the full understanding that:
- (a) Bids by prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of submission of bids
  - (b) Your agency reserves the right to:
    - (i) Amend the scope and value of the Contract to be bid under this project, in which event, bids will be invited only from those Applicants who meet the resulting amended prequalification requirements
    - (ii) Reject or accept any Application, cancel the prequalification process, or reject all Applications

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<sup>2</sup> Applications by joint ventures should provide on a separate sheet equivalent information for each joint venture participant.

(c) Your agency shall not be liable for any such actions under 5(b) above

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Applicants who are not joint ventures should delete parts 6 and 7 and initial the deletions.

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6. Appended to this Application, we give details of the participation of each participant, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the shares in the joint venture company to be created, and the responsibilities for execution of the Contract.
7. We confirm that if we submit a bid, that bid, as well as any resulting Contract, will be:
  - (a) Signed so as to legally bind all joint venture participants, jointly and severally; and
  - (b) Submitted with a joint venture agreement providing the joint and several liabilities of all participants in the event the Contract is awarded to us.

We also acknowledge that each joint venture participant may, at the discretion of your agency, be required to sign the Contract.

8. The undersigned declare that the statements made and the information provided in the duly completed Application are complete, true, and correct in every detail.

Signed Name
For and on behalf of <i>[name of Applicant or Lead Participant of a joint venture]</i>
Signed Name
For and on behalf of <i>[name of joint venture participant]</i>
Signed Name
For and on behalf of <i>[name of joint venture participant]</i>

## **ANNEX 3 - INFORMATION FORMS**

**Supplementary information may be provided by Applicants in a separate volume.**

INFORMATION FORM (4.1A)

**General Information**

All individual firms and each participant in a joint venture applying for prequalification are required to complete the information in this form. Nationality information should be provided for all owners or Applicants that are partnerships or individually owned firms.

If the Applicant proposes to use nominated subcontractors or sub consultants, the following information should also be supplied for the subcontractor(s) and sub consultant(s).

1.	Name of firm		
2.	Head office address		
3.	Telephone	Contact	
4.	Fax	Email	
5.	Place of incorporation / registration	Year of incorporation / registration	
6.	Date of Foundation		
7.	Experience since Foundation	Inland	
		Abroad	

Nationality of owners <sup>1</sup>		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

1. To be completed by all owners of partnerships or individually owned firms.

INFORMATION FORM (4.1B)

COMPANY SIZE AND CAPABILITIES

<b>Category of Staff</b>	<b>Required (#)</b>	<b>Required Average Years of Experience</b>	<b>Applicant Data (#)</b>	<b>Average Years of Experience</b>	<b>Main Activity (Eng Staff)</b>
Overall Staff Number					
Managerial Staff					
Engineering Design staff					
Engineering Construction and Implementation staff					
Operation and Maintenance staff (Protection, switchgear, cable and OHL, etc..)					
Advanced Metering Infrastructure staff					
Customer Services staff (including meter reading and bill collection)					
Utility experience staff					
Quality Control Engineering staff					
Technical staff and labor					
Unskilled and ancillary staff					
Financial staff					



INFORMATION FORM (4.1C)

COMPANY AFFILIATES (N.B. In case of Affiliate, Subcontractor, Sub Consultant or a Joint Venture, Form 4.1B shall be filled for each participant)

<b>Name of Affiliate / Subcontractor / Joint Venture Participant</b>	<b>Type of Firm (Engineering / Contracting / Utility)</b>	<b>Line of Services<sup>1</sup></b>	<b>No of Customers</b>

1. Services include: Design & Planning, Implementation, O&M, AMI, Meter Reading, Bill Collection, Customer Services, Project Management

INFORMATION FORM (4.2)  
 SUBCONTRACTOR SHARING

Participant	Name of Firm	% of Share	Line of Activity or Service <sup>1</sup>
LEAD PARTICIPANT			
SUBCONTRACTOR 1			
SUBCONTRACTOR 2			
...			

1. Services include: Design & Planning, Implementation, O&M, AMI, Meter Reading, Bill Collection, Customer Services, Project Management

INFORMATION FORM (4.4A)  
 (ref. GITA Section 4.4)

**General Distribution Network Design, Implementation, Operation, Maintenance, Advanced Metering Infrastructure, Meter Reading, Customer Services and Bill Collection Experience Information**

Name of Applicant or participant of a joint venture
---

All individual firms and all participants of a joint venture are requested to complete the information in this form with regard to their experience in Distribution Network Design, Implementation, Operation, Maintenance, Advanced Metering Infrastructure, Meter Reading, Customer Services, and Bill Collections Provision.

Use a separate sheet for each participant of a joint venture or Subcontractor.

Description of Contract							
Contract Activity (Check applicable activities)	Design	Construction	O&M	AMI	Metering	Customer Services	Bill Collection
Name of Joint Venture Participant Responsible							
Name of City/Urban area							
Country							
Population served (250,000 minimum)							
Contract Role (joint venture participant, subcontractor, sub consultant, lead, etc.) and percentage share in the total contract							
Nature, role and extent of participation (describe fully)							

Date of contract commencement	
Date of contract termination	
Contract value (US\$)	
Individual for reference	
Address, Telephone, Fax for reference	

INFORMATION FORM (4.4B)  
 (ref. GITA Section 4.4)

**General Turnover Information**

Name of Applicant or participant of a joint venture
---

All individual firms and all participants of a joint venture are requested to complete the information in this form with regard to their experience in Distribution Network Design, Implementation, Operation, Maintenance and Metering Services Provision. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture) in terms of the amounts billed to clients for each year for work in progress or completed, converted to U.S. Dollars at the rate of exchange at the end of the period reported. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of Applications.

Use a separate sheet for each participant of a joint venture.

Applicants should not enclose testimonials, certificates, and publicity material with their Application as they will not be taken into account in the evaluation of qualifications.

Annual turnover data		
Year	Turnover (amounts billed to clients)	US\$ equivalent (converted at the rate of exchange rate at the end of the period reported)
<i>[Year]</i>		
<i>[Year]</i>		
<i>[Year]</i>		
<i>[Year]</i>		
<i>[Year]</i>		

INFORMATION FORM (4.4C)

Joint Venture Summary

Names of all participants of a joint venture
1. Lead Participant
2. Participant
3. Participant
4. Participant

Total value of annual turnover in US\$ equivalent, converted at the rate of exchange at the end of the period reported.

Annual turnover data (US\$ equivalent)							
Participant	Required Annual Turn Over (Million US\$)	Information Form (4.4B) page no.	[Year]	[Year]	[Year]	[Year]	[Year]
1. Lead Participant	75.00						
2. Participant							
3. Participant							
4. Participant							
...							
Totals							

Applicants shall append to Form 4.4C:

- (a) A document confirming the percentage shareholding of each joint venture participant in the company to be established
- (b) A description of the role and responsibility of each joint venture participant. (Applicants shall make the precise role of each joint venture participant clear in this description).

Applicants are reminded to submit the appropriate powers of attorney as required by GITA Section 5.3 and to provide all other information required in the powers of attorney (see GITA Section 5, in particular Sections 5.3, 5.5, and 5.6).

INFORMATION FORM (4.5A)  
 (REF. GITA SECTION 4.5)

Experience in Distribution Network Design – (Particular Experience in Design Services for Distribution Networks)

Name of Applicant or participant of a joint venture
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Description of Contract/Design of Distribution Networks	
Name of Joint Venture Participant Responsible	
Name of City/Urban area	
Country	
Population served	
Contract Role (joint venture participant, subcontractor, sub consultant, lead, etc.) and percentage share in the total contract	
Nature, role and extent of participation (describe fully)	
Date of contract commencement	
Date of contract termination	
Contract value (US\$)	
Individual for reference	
Address, Telephone, Fax for reference	



In the below tables, a comprehensive description of the services provided under this section shall be provided demonstrating that the definition of a Distribution Network Design in GITA Section 4.5 for this section has been met, for MV and LV Networks:

**MV Network Design Experience over the last 5 years**

Description	Projects Total Value (US\$)	Total Number of Devices / Total Capacity (MVA) Total km and cross sections (mm <sup>2</sup> )				
		Substation	OH Network	UG Cables	Distribution network protection scheme	network configuration / re-enforcement
Total Number of Projects	Projects Total Value	Total Substation	Total OH Network	Total UG Cables	Total Distribution network protection scheme	Total network configuration / re-enforcement

**LV Network Design Experience over the last 5 years**

Description	Projects Total Value (US\$)	Total Number of Devices / Total Capacity (MVA) Total km and cross sections (mm <sup>2</sup> )			
		OH Network	UG Cables	Network reconfiguration	Customer Connections
<b>Total Number of Projects</b>	<b>Projects Total Value</b>	<b>Total OH Network</b>	<b>Total UG Cables</b>	<b>Network reconfiguration</b>	<b>Customer Connections</b>

INFORMATION FORM (4.5B)  
(ref. GITA Section 4.5)

Experience in Distribution Network Implementation, Operation and Maintenance (Particular Experience in Operational Services for Distribution Networks)

Name of Applicant or participant of a joint venture
---

Description of Contract/Service Provisions	
Name of Joint Venture Participant Responsible	
Name of City/Urban area	
Country	
Population served	
Contract Role (joint venture participant, subcontractor, sub consultant, lead, etc.) and percentage share in the total contract	
Nature, role and extent of participation (describe fully)	
Date of contract commencement	
Date of contract termination	
Contract value (US\$)	
Individual for reference	
Address, Telephone, Fax for reference	

In the below tables, a comprehensive description of the services provided under this section shall be provided demonstrating that the definition of a Distribution Network Implementation, Operation and Maintenance in GITA Section 4.5 for this section has been met:

**MV Network Implementation Experience - over the last 5 years**

Description (where applicable)	Project Total Value (US\$)	Total Number of Projects / Total Number of Devices / Total km and cross sections (mm <sup>2</sup> )		
		Installation & Commissioning of MV/LV Substations & Accessories	Installation & Commissioning of cable circuits & Accessories	Installation & Commissioning of OHL circuits & Accessories
Total Number of Projects	Projects Total Value	Total Substations	Total Cable works	Total OHL works

**LV Network Implementation Experience - over the last 5 years**

Description (where applicable)	Project Total Value (US\$)	Total Number of Projects / Total Number of Devices / Total km and cross sections (mm <sup>2</sup> )	
		Installation & Commissioning of cable circuits & Accessories	Installation & Commissioning of OHL circuits & Accessories
Total Number of Projects	Projects Total Value	Total Cable works	Total OHL works

**MV Network Maintenance Experience - over the last 5 years**

Description	Projects Total Value (US\$)	Total Number of Devices / Total Capacity (MVA) Total km and cross sections (mm <sup>2</sup> )				
		Operation	Managing Interruptions	Maintenance	Repair	Network Re-enforcement
<b>Total Number of Projects</b>	<b>Projects Total Value</b>	<b>Total Operation</b>	<b>Total Managing Interruptions</b>	<b>Total Maintenance</b>	<b>Total Repair</b>	<b>Total Network Re-enforcement</b>

**LV Network Maintenance Experience - over the last 5 years**

Description	Projects Total Value (US\$)	Total Number of Devices / Total km and cross sections (mm <sup>2</sup> )				
		Operation	Managing Interruptions	Maintenance	Repair	Network Re-enforcement
<b>Total Number of Projects</b>	<b>Projects Total Value</b>	<b>Total Operation</b>	<b>Total Managing Interruptions</b>	<b>Total Maintenance</b>	<b>Total Repair</b>	<b>Total Network Re-enforcement</b>

INFORMATION FORM (4.5C)  
 (ref. GITA Section 4.5)

Experience in Advanced Metering Infrastructure

Name of Applicant or participant of a joint venture
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Description of Contract/Service Provisions	
Name of Joint Venture Participant Responsible	
Name of City/Urban area	
Country	
Population served	
Contract Role (joint venture participant, subcontractor, sub consultant, lead, etc.) and percentage share in the total contract	
Nature, role and extent of participation (describe fully)	
Date of contract commencement	
Date of contract termination	
Contract value (US\$)	
Individual for reference	
Address, Telephone, Fax for reference	



In the below tables, a comprehensive description of the services provided under this section shall be provided demonstrating that the definition of Advanced Metering Infrastructure in GITA Section 4.5 for this section has been met:

Description	Total Projects Value US\$	Total Number of Projects / Total Number of Devices / Total Number of Customer Served								
		Design of Metering Infrastructure	Design of Communication infrastructure and system integration	Design of Billing and Collection Process	Physical Installation of meters	Testing and Commissioning	Billing and Collection Operations	Customer Interface and Revenue Recovery	Financial Customer Relation Management	Management of Finance and Accounting Systems
Total Number of Projects	Projects Total Value	Design of Metering Infrastructure	Design of Communication infrastructure and system integration	Design of Billing and Collection Process	Physical Installation of meters	Testing and Commissioning	Billing and Collection Operations	Customer Interface and Revenue Recovery	Financial Customer Relation Management	Management of Finance and Accounting Systems

INFORMATION FORM (4.5D)  
(ref. GITA Section 4.5)

Experience in Distribution Network, Customer Services, Meter Reading and Bill Collection  
(Particular Experience in Customer Service and Metering)

Name of Applicant or participant of a joint venture
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Description of Contract/Service Provisions	
Name of Joint Venture Participant Responsible	
Name of City/Urban area	
Country	
Population served	
Contract Role (joint venture participant, subcontractor, sub consultant, lead, etc.) and percentage share in the total contract	
Nature, role and extent of participation (describe fully)	
Date of contract commencement	
Date of contract termination	
Contract value (US\$)	
Individual for reference	
Address, Telephone, Fax for reference	

In the below tables, a comprehensive description of the services provided under this section shall be provided demonstrating that the definition of a Distribution Network Customer Services, Meter Reading and Bill Collection in GITA Section 4.5 for this section has been met:

**Distribution Network Customer Services, Meter Reading and Bill Collection - over the last 5 years**

Description	Project Total Value (US\$)	Total Number of Projects / Total Number of Devices / Total km and cross sections (mm <sup>2</sup> )						
		No of Customers (min = 250,000)	No of Customer Complaints	No. Customer Operational Requests	No. Meters - Reading	Billing and Collection Operations	Customer Interface and Revenue Recovery	Financial Customer Relation Management
Total Number of Projects	Projects Total Value	No of Customers	No of Customer Complaints	No. Customer Operational Requests	No. Meters - Reading	Billing and Collection Operations	Customer Interface and Revenue Recovery	Financial Customer Relation Management

INFORMATION FORM (4.6)

Financial Capabilities

Name of Applicant or participant of a joint venture
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Applicants, including each partner of a joint venture, shall provide financial information to demonstrate that they meet the requirements stated in the GITA. Each Applicant or participant of a joint venture shall complete this form. If necessary, separate sheets shall be used to provide complete bank information. A copy of the audited balance sheets shall be attached.

Autonomous Distribution Network Management and Operational Services subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Bank	Name of bank		
	Address of bank		
	Telephone		Contact name and title
	Fax		Email

Summarize actual assets and liabilities in U.S. Dollar equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities in U.S. Dollar equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Applicant.

Financial information in US\$ equivalent	Actual: Previous five years					Projected: Next two years	
	[Year]	[Year]	[Year]	[Year]	[Year]	[Year]	[Year]
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject Contract or contracts as indicated in PITA 4.6(2).

Source of Financing	Amount (\$US equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes—for the period stated in GITA 4.6 (for the individual Applicant or each participant of a joint venture).

If audits are not required by the laws of Applicants' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

INFORMATION FORM (4.7A)  
 (ref. GITA Section 4.7)

**Personnel Capabilities**

Name of Applicant or participant of a joint venture
---

For specific positions noted below, Applicants must provide the names of a candidate qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form (5A) for each candidate.

Applicants may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided. Applicants shall attach relevant CVs for each key position indicated in GITA / PITA section 4.7.

1.	Title of position*
	Name of candidate
2.	Title of position*
	Name of candidate
3.	Title of position*
	Name of candidate
4.	Title of position*
	Name of candidate
5.	Title of position*
	Name of candidate

*\*As listed in PITA 4.7 in respect of GITA 4.7*

INFORMATION FORM (4.7B)  
 (ref. GITA Section 4.7)

## Candidate Summary

Name of Applicant or participant of a joint venture
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Position		Candidate
Candidate Information	Name of Candidate	Date of Birth
	Professional qualifications	
Present Employment	Name of Employer	
	Address of Employer	
	Telephone	Contact (manager/personnel officer)
	Fax	Email
	Job title of candidate	Years with present employer

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/Position/Relevant technical and management experience

INFORMATION FORM (7.4A)

HISTORICAL CONTRACT NON-PERFORMANCE

*[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]*

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Party Legal Name: *[insert full name]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Non-Performing Contracts in accordance with Section 4.8			
<input type="checkbox"/> Contract non-performance did not occur during the [number] years specified in Section 4.8 <input type="checkbox"/> Contract(s) not performed during the [number] years specified in Section 4.8			
Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/number, and any other identification]</i>  Name of Employer: <i>[insert full name]</i>  Address of Employer: <i>[insert street/city/country]</i>  Reason(s) for non performance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section 4.8			
<input type="checkbox"/> No pending litigation in accordance with Section 4.8 <input type="checkbox"/> Pending litigation in accordance with Section 4.8			



INFORMATION FORM (7.4B)

COMMITMENT FROM SOURCE OF FINANCE

*[The following section shall be prepared by the financing firms and shall be presented in the Applicant; several forms may be filled in the case of several sources of finance]*

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Party Legal Name: *[insert full name]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

**ANNEX 4 - MAP OF SERVICE AREA.**

# Lebanon Service Zones

