

**Ministry of Energy & Water**

Republic of Lebanon

**Invitation for:**

**Installation and Commissioning  
of High Voltage AIS Substation (220 kV)**

**Applicant Name:** .....

**January 2012**

**CATEGORIZATION ENQUIRY NO. / 2012**

**INVITATION DOCUMENTS**

**for**

**INSTALLATION AND COMMISSIONING OF HIGH VOLTAGE AIR INSULATED  
SWITCHGEAR (AIS) SUBSTATIONS**

**TABLE OF CONTENTS**

SECTION 1 – NOTIFICATION.....	3#
1.1# General .....	3#
1.2# Experience .....	3#
1.3# Invitation.....	4#
SECTION 2 - INSTRUCTIONS TO APPLICANTS .....	5#
2.1# Quality Management System .....	5#
2.2# Requirements to the Applicant.....	5#
2.2.1# General .....	5#
2.2.2# Joint Venture .....	5#
2.3# Preparation of invitation.....	6#
SECTION 3 – FORMS .....	7#
3.1# Page A: List of abbreviations.....	8#
3.2# Page B: Notes to Applicants.....	9#
3.3# Page C: Applicants cover letter to MoEW .....	10#
3.4# Page D: Structure and Organization.....	11#
3.5# Page E: Applicant's General Information.....	12#
3.6 Page F: Reliability .....	13#
3.7# Page G: Financial Capability .....	14#
Page H: Technical Qualification .....	16#
3.9# Page I: Evaluation methodology.....	18#
3.9.1 Mandatory criteria .....	18#

---

## **MINISTRY OF ENERGY AND WATER, BEIRUT, LEBANON**

**CATEGORIZATION ENQUIRY NO. \_\_\_\_\_ / 2012**

### **INVITATION DOCUMENTS**

#### **INSTALLATION AND COMMISSIONING OF HIGH VOLTAGE AIR INSULATED SWITCHGEAR (AIS) SUBSTATIONS**

### **SECTION 1 – NOTIFICATION**

#### **1.1 General**

The Ministry of Energy and Water (MoEW) is accepting applications for Invitation of Contractors for the design, construction and commissioning of high voltage Air Insulated Switchgear (AIS) Substations (SS). The Works will consist on integrating new high voltage transformers inside existing Substations. Some substations have their switchyard of Gas insulated Switchgear (GIS)

The Substations nominal voltage is 220 kV.

All associated works with the design, construction and commissioning will form part of this Turnkey EPC Project.

#### **1.2 Experience**

Potential Applicants are invited to state their interest in the EPC contracts by completing the Invitation documents.

Each EPC contract shall consist of the following main components:

- Preparation of the site for installing new power transformers with medium voltage switchgear inside existing S/S.
- Engineering, Design, Manufacturing, Testing, Supply, Transportation to Site.
- Erection of all Civil, Mechanical, Electrical and C&I installations including all Tie In works and other facilities; all related Civil works; HVAC and Fire Protection Systems.
- Commissioning Tests.
- Warranty Period and Clearance of Defects during Warranty Period.

The Work shall be executed as an EPC Turnkey Contract and shall be completed in all respects with all the necessary works and/or installations as described above.

### **1.3 Invitation**

The invitation is open to firms and voluntarily formed joint-ventures.

The invitation documents prepared by Applicants (1 original, 2 hard copies and 2 copies in electronic form) must be submitted in a sealed envelope (or box) and delivered to the Ministry of Energy and Water; Lebanon,

Amongst other documents the application shall include the following:

- Company Profile,
- List of Reference Plants,
- Experience of successful completion of EPC/Turnkey Projects,
- Corporate credentials and financial status,

The requirements are described in “Invitation Requirements, Section 3 – Forms”. Applicants will be advised in due course of the results of their application.

---

## **MINISTRY OF ENERGY AND WATER, BEIRUT, LEBANON**

**CATEGORIZATION ENQUIRY NO. / 2012**

### **INVITATION DOCUMENTS**

### **INSTALLATION AND COMMISSIONING OF HIGH VOLTAGE AIR INSULATED SWITCHGEAR (AIS) SUBSTATIONS**

## **SECTION 2 - INSTRUCTIONS TO APPLICANTS**

### **2.1 Quality Management System**

The Applicant shall implement an EN-ISO 9001:2000 quality management system for the offered goods or services certified by any member of the IQNET or other organization accredited for this purpose by a national accreditation body.

OR

The Applicant shall implement management systems which are equivalent to the EN-ISO9001:2000. In such a case, the Applicant shall submit documentation verifying compliance with the above management systems. In addition to that, MoEW reserves the right to perform a documentation audit, or site audit, or take any other measures deemed appropriate, in order to verify the Applicant's compliance with the above requirements.

In either case the Applicant's quality management system shall cover the design, development and production of the offered goods or services.

Also, in the event that the successful Applicant intends to or actually subcontracts the provision of materials, equipment or services covered later in the Tender, or in case the Applicant is not the manufacturer, the above requirements shall also be binding on the subcontractors, or the manufacturers, as the case may be.

### **2.2 Requirements to the Applicant**

#### **2.2.1 General**

The Applicant shall have experience as an EPC Main Contractor or as a member of a Joint Venture acting as an EPC Main Contractor and is required to present full details of at least two AIS S/S of a voltage of 220 kV or above or details of installing at least two power transformers of 220 kV primary (at least) with their adaptations inside two different live substations, duly completed and commissioned according to the international standards during the past 5 years.

The relative contracts must have been awarded through an international tendering procedure.

#### **2.2.2 Joint Venture**

The submitted Invitation application of a Joint Venture shall comply with the Invitation

Documents and the following mandatory requirements:

- a) The invitation shall be signed so as to be legally binding on all partners.
- b) The Team Leader must be a Manufacturer of the Power Transformers or an experienced EPC contractor for Sub-Stations meeting the criteria in section 2.2.1.
- c) In case of a Joint Venture the Team Leader's Percentage Participation in the project should not be less than 51%. The Participation should be related to technical involvement such as engineering and construction.
- d) The leader of the Joint Venture shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture.
- d) All Applicants who are Joint Venture partners shall be jointly and severally liable to MoEW, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Invitation and the Form of Agreement (in the case of a successful Invitation).
- e) All Applicants who are Joint Ventures shall submit as a necessary part of its Invitation documentation a copy of the binding agreement detailing the scope of work to be carried out by each partner of the joint venture. The said agreement shall be duly legalized and formalized without amendments in the event that the Contract for the project is awarded to the Joint Venture.
- f) Each partner of the Joint Venture shall provide all requested information separately.

The Joint Venture shall provide a statement that it has adequate financial stability and status to meet the financial obligations pursuant to the work. All the partners shall submit their audited financial statements (Audit Report, Balance Sheet, Profit and Loss, Cash flow, Notes to the Financial Statements) for the last three years.

### **2.3 Preparation of invitation**

The Invitation prepared by the Applicant and all accompanying correspondence and documents relating to the Invitation exchanged by the Applicant and the Owner, shall be written in the **English language**. Any printed literature furnished by the Applicant may be written in another language as long as it is accompanied by a certified English translation in which case, for the purposes of interpretation of the Invitation documents, the English translation shall govern.

**MINISTRY OF ENERGY AND WATER, BEIRUT, LEBANON**

**CATEGORIZATION ENQUIRY NO. \_\_\_\_\_ / 2012**

**INVITATION DOCUMENTS**

**INSTALLATION AND COMMISSIONING OF HIGH VOLTAGE AIR INSULATED  
SWITCHGEAR (AIS) SUBSTATIONS**

**SECTION 3 – FORMS**

Standard form pages:

- PAGE A: List of abbreviations
- PAGE B: Notes to Applicants
- PAGE C: Applicants Cover Letter to MoEW
- PAGE D: Structure and Organization
- PAGE E: Applicant's General Information
- PAGE F: Reliability
- PAGE G: Financial Capability
- PAGE H: Technical Qualification
- PAGE I: Evaluation Methodology

### 3.1 Page A: List of abbreviations

ASME	American Society of Mechanical Engineers
BS	British Standard
DIN	German Industrial Standard
EDL	Electricity Authority of Lebanon
EN	European Norms
IEC	International Electro technical Commission
ISO	International Standard Organization

#### Others:

EPC	Engineer, Procure, Construct
kV	Kilovolts
I&C (IC)	Instrumentation and Control
GIS	Gas Insulated Switchgears
AIS	Air Insulated Switchgears
MW	Megawatt
MW <sub>e</sub>	Megawatt Electric
USD	US Dollars



### **3.2 Page B: Notes to Applicants**

1. Please answer all questions on the invitation form. If a question is not applicable this must be noted by the insertion of "N/A". No forms should be left blank. If any form is left blank and is required for the evaluation process, the committee shall have the right to disqualify the Applicant.
2. All tables must be completed in full
3. Supplementary pages may be copied and inserted if required
4. Each page (both original and supplementary) must be sequentially numbered at the top of each page
5. Please retain a copy of your complete submission
6. Project and financial data should be given in US Dollars (USD)
7. All statements must be in English
8. All clarifying documents must be signed
9. The name and mailing address of the Applicant shall be clearly marked on the envelopes.

Please add any further information, which you consider to be relevant to the evaluation of your application for invitation in the form of an annex each page of which must be signed.

---

### 3.3 Page C: Applicants cover letter to MoEW

#### Name of the Applicant

Ministry of Energy and Water  
Beirut  
Lebanon  
Beirut River Highway

CA Enquiry No.: ...../ 2012

#### Submission of Invitation Application for Installation and Commissioning of Air Insulated Switchgears Sub-Stations

Dear Sir,

In response to your invitation dated .....2012, we herewith submit the required Invitation documents in a sealed envelope (or box), **one original, two copies and two electronic files** for the EPC-Project under reference.

.....(Name of the Applicant)  
herewith declares its strong interest, free will and full commitment to participate in the Invitation process

The enclosed documentation contains all the information listed in your Invitation Requirements and provides you with a detailed overview on the organizational structure and capabilities of our company (as well as the capabilities of our partners, if any).

We are looking forward to your kind feedback and a fruitful collaboration.

*Signature of Applicant (s)*

### **3.4 Page D: Structure and Organization**

1. Name of the Applicant:

Address:

Telephone number:

Telefax number:

Email:

Registered office address:

Contact person:

Position:

Mobile number:

2. Description of Applicant

(a) Year of foundation:

(b) Number of years experience as Main Contractor

- in own country:

- internationally:

(c) Number of years experience as Subcontractor

- in own country:

- internationally:

3. Names and addresses of associated companies to be involved in the project – and whether parent / subsidiary / other:

4. If the Applicant is a subsidiary company, what involvement, if any, will the parent company have in the project?

5. Name and addresses of any associates the Applicant has in the country of the project, knowledgeable in the procedures of customs immigration, etc.:

***Signature of Applicant (s)***

### **3.5 Page E: Applicant's General Information**

Please attach copies of the certificates of Applicant's following registrations and certifications:

1. Applicant's commercial registration or equal
2. Occupation register or equal
3. Registration of a trade or equal
4. Quality Management Certification, EN ISO 9001:2000 or equivalent
5. Occupational Health and Safety Management (OHSMS), ISO 18001

*Signature of Applicant (s)*

---

### **3.6 Page F: Reliability**

Please attach copies of the certificates of the following explanations, or attach own clarifying company documents of compliance:

- 1 No effective professional disqualification
- 2 No provisional professional disqualification
- 3 No trade prohibition or restriction
- 4 No valid court rulings for negligence and or breach of contract in the last two (2) years
- 5 The enterprise has not been convicted of bribery or corruption.
- 6 The enterprise has no record of criminal convictions. A declaration by the Applicant shall be submitted during the CA procedure. Certified documents by state authorities shall be submitted with the tender. In the event that state authorities are not issuing such certificates, the Tenderers shall submit a new declaration to confirm the above.
- 7 The enterprise has no liabilities related to income tax and/or social insurance fees
- 8 The Applicant has not entered into insolvency proceedings
- 9 The Applicant is not within a liquidation procedure

*Signature of Applicant (s)*

---

### **3.7 Page G: Financial Capability**

All interested companies, including each partner in a Joint Venture, must provide the necessary information to demonstrate that they will be able to meet the financial requirements associated with the implementation of works, subject to this invitation process.

Please fill in the following table with the data of the previous three financial years (2008-2010) and attach copies of the audited financial statements for the corresponding years (profit & loss statements, balance sheets, cash-flow statements, notes to the accounts, audit reports) and other financial data, which you may consider to be useful.

Separate sheets should be used in order to provide complete and concise information.

*Signature of Applicant (s)*

**Page G** (continued)

**Table 7-1: Financial Information (Thousand USD)**

<b>Year</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>Average</b>
Equity				
Authorized Share Capital				
Issued Share Capital				
Reserves				
Long Term Liabilities				
Current Liabilities				
Total Capital				
Current Assets				
Annual Turnover <i>(Note 1)</i>				
EBITDA				
Interest Expense				
Annual Profit / Loss				
Current Value of Work in Hand <i>(Note 2)</i>				

*Note 1:* The Applicant shall demonstrate that it has the financial capability to perform the contract as per mandatory criterion in Page I Table 9-1 Mandatory Criteria.

*Signature of Applicant (s)*

**3.8 Page H: Technical Qualification**

Briefly describe the experience of the Company in providing equipment and plants, and support your response with credentials of past work experience. Specifically, please mention projects undertaken in the last 10 years (since 1 January 2000) by your Company. The reference documents should be certified by the Lebanese Embassy located in the country of referred project (s).

**Table 8-1: Applicant’s reference list of EPC AIS SS during the last 10 years (since 1 January 2001) according to type of SS, client’s country and cost of works**

No.	Name and location of project	Sub-Station Voltage and Capacity	Owner or sponsoring organization	Cost of Work (in USD)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	In case of joint venture Applicant’s Percentage Participation in the project *	Name and address / telephone number of the officer from whom reference can be obtained
1	2	3	4	5	6	7	8	9	10

\* The participation should be related to technical involvement such as engineering and construction. Financing of the project is not considered as technical involvement. Only projects in which the Team Leader’s technical participation is equal to or greater than 50% of the project value shall be considered in the evaluation.

*Signature of Applicant (s)*

\_\_\_\_\_  
 \_\_\_\_\_



**Table 8-2: Reference list of the proposed Air Insulated Switchgears and power transformers installed during the last 5 years (since 1st January 2006) according to type of AIS, Nominal Voltage, transformers' rating and capacity, client's country and cost of works**

The reference documents should be certified by the Lebanese Embassy located in the country of referred project (s).

No.	Type of Power transformer itself	Nominal Voltage of AIS and capacity of power transformers	Name of location and type of project	Owner or sponsoring organization	Cost of SS and associated works (in USD)	Date of commencement of AIS and Power transformers commercial operation	Name and address / telephone number of the officer from whom reference can be obtained
1	2	3	4	5	6	7	8

*Signature of Applicant (s)*

\_\_\_\_\_  
 \_\_\_\_\_

### 3.9 Page I: Evaluation methodology

The Invitation will be based on the compliance with all mandatory criteria related to the Applicant's general and particular experience and financial capability, as demonstrated by the responses in the application forms provided.

Compliance with the 1<sup>st</sup> stage of the Invitation Requirements is taken to mean:

- Submission of the Invitation documents by the closing date and in accordance with all other lodgment instructions,
- Provision of all the information requested for Invitation, and
- Demonstrated ability to meet all mandatory criteria for selection, listed in the table below.

#### 3.9.1 Mandatory criteria

The following table details the Mandatory Criteria:

**Table 9-1: Mandatory Criteria**

<b>Criteria</b>	<b>Delete as appropriate</b>
Submission of signed Invitation documents, including required attachments, on or before closing date	<b>YES / NO</b>
Documents required for the invitation evaluation process in English language (originals in other languages with summary in English, or certified translations)	<b>YES / NO</b>
Joint Venture agreement (in case of joint ventures)	<b>YES / NO</b>
Forms of Invitation duly completed and signed	<b>YES / NO</b>
Power of Attorney for Signature (notarized)	<b>YES / NO</b>
Applicant's commercial registration or equal	<b>YES / NO</b>
Occupation register or equal	<b>YES / NO</b>
Registration of a trade or equal	<b>YES / NO</b>
No effective professional disqualification	<b>YES / NO</b>
No provisional professional disqualification	<b>YES / NO</b>
No trade prohibition or restriction	<b>YES / NO</b>
No valid court rulings for negligence and or breach of contract in the last two (2) years	<b>YES / NO</b>

The enterprise has not been convicted of bribery or corruption	YES / NO
No liabilities related to income tax and social insurance	YES / NO
The Applicant has not entered into insolvency proceedings	YES / NO
The Applicant is not within a liquidation procedure	YES / NO
<p>The Applicant has the financial capability to perform the contract</p> <ul style="list-style-type: none"> <li>• Audit reports with unqualified opinion for the last three years (2008 – 2010). In case of a joint venture/consortium this criterion has to be satisfied by each and every joint venture/consortium member.</li> <li>• The last 3 years cumulative turnover (2008-2010) is equal to or greater than the USD 10.000.000. In case the work is to be carried out by a joint venture/consortium then the cumulative annual turnover will apply for the Consortium Leader.</li> </ul>	YES / NO
Valid EN ISO 9001 certificate or equivalent	YES / NO
<p>The Applicant as a minimum have experience as an EPC Main Contractor or as a member of a Joint Venture acting as an EPC Main Contractor and is required to present full details of <b>at least two AIS S/S of a voltage of 220 kV or above, or details of installing at least two power transformers of 220 kV with their adaptations inside two different live substations</b>, duly completed and commissioned according to the international standards during the past 5 years.</p> <p>The relative contracts must have been awarded through an international tendering procedure</p>	YES / NO
Evidence that the Applicant is following recognized international Codes and Standards	YES / NO

Each set of Invitation documents will be assessed on a “Yes/No” basis as to whether the criterion is satisfactorily met. An assessment of ‘No’ against any criterion shall **eliminate** the Applicant from further consideration.