



MINISTRY OF ENVIRONMENT		
REF: Leb/99/004		
11 DEC 2000		
FUNCTION	Init.	Level
RR	RR	RR
DR	DR	

PROJECT REFERENCE	
LIFETCY	98/RL/102

PROJECT TITLE
Strengthening The Permitting & Auditing System for Industries (SPASI)

INTERIM REPORT
Section 2: Financial Report

No 1	
Period of activities covered by this report	
from: 15/02/2000	to: 14/12/2000

COMMENCEMENT DATE OF THE PROJECT
15/02/2000

AREAS OF ACTIVITY		
Technical assistance	Nature Protection	Demonstration actions
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

BENEFICIARY	
Organisation	Ministry of Environment
Full address	P.O.Box 70-1091 - Antelias
Country	Lebanon
Tel	00961-4-522222
Fax	00961-4-418911
E-mail	hhoteit@moe.gov.lb
Legal representative	Mr. Hassan Hoteit National Focal Point
VAT liability	Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, VAT number

PROJECT CO-ORDINATOR	Edgard Chehab
Direct telephone	00961-4-522222 ext 430
Direct fax	00961-4-418911
E-mail	echehab@moe.gov.lb

الجمهورية اللبنانية
مركز الدراسات والبحوث الإدارية
مركز الدراسات والبحوث الإدارية

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5. FINANCIAL INFORMATION

Total cost of the project	443,436.00	EURO
Total eligible cost of the project	443,436.00	EURO
LIFE maximum assistance	356,760.00	EURO
Minimum threshold for advancing the intermediate payment	170,000.00	EURO

The expenditure concerns the period	From: 15/2/2000	to: 14/12/2000
Exchange rate used	1EURO = 1302LBP = 0.865 \$	

Bank account number	BEL-01 301-0186139.77.EUR
Bank details (name, address)	Banque Brussel Lambert, S.A. Cours St. Michel 60 1040 Brussel - Belgium
Opened in the name of	UNDP

Payment received to date:	Type <i>(please, specify)</i>	Date	Amount (national currency)	Amount (EURO)
	Advance	14/4/99		142,704.00

FORM (BPC)

Breakdown per categories

Categories of expenditure	Total cost (in EURO)	Total eligible cost (in EURO)	Total actual project costs to date actually incurred by the beneficiary*	actually incurred by the project partner(s)** (= other sources of financing)
1. Personnel	137,940	137,940	54,790.26	
2. Travel ¹	14,000	14,000	1,000	
3. External assistance ²	194,735	194,735	117,311	
4. Durable equipment				
4.1 Infrastructure	0.00	0.00	0.00	0.00
4.2 Equipment	5,000	2,000	4,670.17	
4.3 Prototype				
4.4 Non eligible	0.00	0.00	0.00	0.00
5. Consumables	5,000	5,000	2,097.12	
6. Publications	65,645	65,645	33,728.79	
7. Other costs	21,116	21,116	9,490.17	
TOTAL	443,436	440,436	223,087.51	

Division per funding partners

Categories of expenditure	Total actual project costs to date (EURO)	Paid by EU (EURO)	Paid by MoE (EURO)	Remaining fund per budget line (EURO)
1. Personnel	54,790.26	52,140.49	2,649.77	83,149.74
2. Travel	1,000		1,000	13,000
3. External assistance	117,311	91,965.38	25,345.62	77,424
4. Durable equipment	4,670.17	3,321.38	1,348.79	329.83
4.1 Infrastructure				
4.2 Equipment				
4.3 Prototype				
4.4 Non eligible				
5. Consumables	2,097.12	2,097.12		2,902.88
6. Publications	33,728.79	32,196.54	1,532.25	31,916.21
7. Other costs	9,490.17	9,490.17		11,625.21
TOTAL	223,087.51	191,211.08	31,876.43	220,348.49

¹ The total foreseen in this budget was equal to 32,175 Euro out of which 18,175 EURO were allocated to mission cost to the project area (directly related to the European company which will be selected to do the sub-contracting work entitled: "Setting the National Standards for Environmental Quality". Since the previously mentioned subcontracting project was made with MVV InnoTec (Germany) included both mission costs and travel cost, this sum is to be added to budget line three. This action will always oblige MVV to submit all tickets and hotel bills spent for the project (which exceeded the amount allocated for it). Accordingly the total foreseen in the budget line two is 14,000 EURO;

² The total foreseen in the budget is 176,560 EURO (as specified originally in the budget) plus 18,175 EURO from BL2 as justified in footnote 1.

6. BREAKDOWN PER EXPENDITURE CATEGORIES

FORM (BL 1)

BUDGET LINE 1: DIRECT PERSONNEL COSTS

Invoice no	Name	Title	National or expatriate staff	Statute (permanent staff or the duration of the project)	Dates	Monthly rate (LP)	Number of man / months	Total in national currency / currencies	Total in EURO	Paid by
	Hassan Hotett	Focal Point	National		15-200 till 14-12-00	1,500,000	2.3	3,450,000	2,649,77	MoE
BL1.1	Edgard Chehab	Project Manager	National	Duration of the project	15-2-00 till 14-12-00	3,900,000	10	39,000,000	29,953,92	UNDP
						Medical Entry			114,45	UNDP
						Insurance Premium			656,65	UNDP
BL1.2	Sarah Kouzi	Technical Assistant	National	Duration of the project	1-5-00 till 14-12-00	1,950,000	7.5	14,625,000	11,232,72	UNDP
						Medical Entry			114,45	UNDP
						Insurance Premium			656,65	UNDP
BL1.3	Chucri Sayegh	Project Assistant	National	Duration of the project	1-5-00 till 14-12-00	1,500,000	7.5	11,250,000	8,640,55	UNDP
						Medical Entry			114,45	UNDP
						Insurance Premium			656,65	UNDP

	In S	In Euro	Paid by
TOTAL		54,790,26	
TOTAL foreseen in the budget		137,940	
BALANCE		83,149,74	

COMMENTS / REMARKS MADE BY THE BENEFICIARY

1. The UNDP pays against man months according to signed contracts with each member of the project team (see annex Finance BL1). In addition medical entry fees (\$99 = 114.45 EURO) as well as insurance premium (\$568 = 656.65 EURO) are paid per team member. Accordingly, the above table (BL.1) took such expenses into considerations;
2. Mr. Hassan Hoteit was nominated by the Ministry of Environment to be the National Focal Point of SPASI project. He was asked to spend 5 man-days per man-month. His expenses are to be contributed by the Ministry of Environment.

Exchange rate used

1EURO = 1302LBP = 0.865 \$

FORM (BL 2)

BUDGET LINE 2: MISSIONS (TRAVEL & SUBSISTENCE)

Invoice no.	Purpose of the mission	Dates of beginning and end of the mission	Place of mission (town, country)	Type of costs	Transport used	Name of the person who travels	Title of the person who travels	Unit cost	Total in national currency/ currencies	Total in Euro	Paid by
	Local travel					Project team			1,302,000	1,000	MoE

	In \$	In Euro	Paid by
TOTAL	1,000	1000	
TOTAL foreseen in the budget		14,000	
BALANCE		13,000	

Exchange rate used	1EURO = 1302LBP = 0.865 \$
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COMMENTS / REMARKS MADE BY THE BENEFICIARY

1. The total foreseen in the budget was equal to 32,175 Euro out of witch 18,175 EURO were allocated to mission cost to the project area (directly related to the European company which will be selected to do the sub-contracting work entitled: "Setting the National Standards for Environmental Quality". Since the previously mentioned subcontracting project was made with MVV InnoTec (Germany) included both mission costs and travel cost, this sum is to be added to budget line three. This action will always oblige MVV to submit all tickets and hotel bills spent for the project (which exceeded the amount allocated for it). Accordingly the total foreseen in the budget line two is 14,000 EURO;
2. The 2,000 EURO allocated for the cost of missions outside the project area was contributed by the Ministry of Environment, which designated a car for the team to use when needed.

FORM (BL 3)

BUDGET LINE 3: EXTERNAL ASSISTANCE

Invoice no	Date of the contract	Name and legal status of the company	Aim of the assistance (description)	Name of the expert(s) involved	Professional category	Daily fees	Number of days	Total in national currency/ currencies	Total in \$	Paid by
BL3.1	15/6/00	MVV	Setting the Standards for Environmental Quality	Renate Lemke Christoph Hofman Andre Forster	Senior Consultant Senior Consultant Senior Consultant			73,550		UNDP
BL3.2	17/7/00	MVV	Reviewing the National Environmental Auditing Manual	Renate Lemke	Senior Consultant			6,000		UNDP
BL3.3	?????	Envirotech	Pre-feasibility Study for the Relocation of the Tanning Facilities	Naji Chamieh Alissar Chaker Imad Hamze	Senior Consultant Environmental Engineer Financial Expert			33,000,000	21,924	MoE

MVV till date (4/12/2000) collected 25% of this amount. Another 15% will be transferred to their account on the 6th of December 2000 where the 60% remaining will be transferred to them on the 30th of January 2000.

	In S	In Euro	Paid by
TOTAL	101,474	117,311	UNDP
TOTAL foreseen in the budget		194,735	
BALANCE		77,424	

Exchange rate used

1EURO = 1302LBP = 0.865 \$

COMMENTS / REMARKS MADE BY THE BENEFICIARY

1. Total foreseen in the budget is 176,560 EURO (as specified originally in the budget) plus 18,175 EURO from BL2 as justified before;
2. Both BL3.1 & BL3.2 include man-days costs in addition to travel costs;
3. To be able to comply with environmental standards and due to economy of scale the tanning facilities in Lebanon were encourage by the Ministry of Environment to relocate into one industrial area. Accordingly, the Ministry financed a pre-feasibility project for that matter. This to be considered as one case study on compliance in one of the industrial sectors as specified in SP-ASI project proposal;
4. See Annex BL 3 for copies of the contracts.

FORM (BL 5)

BUDGET LINE 5: CONSUMABLES

Invoice no	Date of the invoice	Name of the supplier	Type of consumable (description)	Reason for the purchase	Unit cost	Quantity	Total in national currency/ currencies	Total in \$	Paid by
BL5.1	15/6/00						713,700	474.16	UNDP
BL5.2	8/9/00						676,400	449.37	UNDP
BL5.3	30/11/00						649,500	431.50	UNDP
BL5.4	29/2/00	Office Express	Stationary	Office need				458.98	UNDP

	In \$	In Euro	Paid by
TOTAL	1,814.01	2,097.12	
TOTAL foreseen in the budget		5,000	
BALANCE		2,902.88	

Exchange rate used

1EURO = 1302LBP = 0.865 \$

COMMENTS / REMARKS MADE BY THE BENEFICIARY

1. UNDP provide each project a petty cash with a total of \$500;
2. The project is allowed to spend for consumables up to \$100 per receipt;
3. Once consumed the Project Manager is requested to submit all receipts with total budget equal or less than \$500 to be reimbursable;
4. BL5.4 stationary bought at the beginning of the project;
5. Annex BL5 holds all receipts.

FORM (BL 6)

BUDGET LINE 6: DISSEMINATION & PUBLICATIONS

Invoice no	Date of the invoice	Name of the supplier	Type of service /purchase (description)	Reason for the service /the purchase	Unit cost	Quantity	Total in national currency/ currencies	Total in \$	Paid by
BL6.1	29/3/00	Commercial Business	Printing	Producing Business cards, letterheads, etc.				1,100	UNDP
BL6.2	23/10/00	Mohsina Hammoud	Translation	Translating the audit manual to Arabic				1,522	UNDP
BL6.3	10/10/00	Commercial Business	Producing manuals	Producing 25 copies of draft manual	22	25		550	UNDP
BL6.4	20/11/00	Boitapub	Printing	Disseminating auditing manual	20.71	700		14,500	UNDP
BL6.5	27/11/00	Rotana Hotel	Launching Event & Workshop	Launching the audit manual				3,633	UNDP
BL6.6	21/11/00	Rotana Hotel	Launching Event & Workshop	Launching the audit manual				4,985	MoE
BL6.7	27/11/00	Color Vision	Printing	Producing Posters & flyers				1,060	UNDP
BL6.8	30/11/00	MVV	Moderator for the Workshop	Assisting in the Workshop				500	UNDP
BL6.9	20/11/00	Commercial Business	Printing	Banner for workshop, manual flyers and a poster			1,995,000	1325.4	MoE

	In \$	In Euro	Paid by
TOTAL	29,175.4	33,728.79	
TOTAL foreseen in the budget		65,645	
BALANCE		31,916.21	

Exchange rate used	1EURO = 1302LBP = 0.865 \$
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COMMENTS / REMARKS MADE BY THE BENEFICIARY
1. The Launching Event and the workshop entitled " <i>National Environmental Auditing Manual: A Tool for Compliance</i> " was co-financed by the Ministry of Environment (MoE) through the Hanns Seidel Foundation. Where UNDP paid for 175 participants in the first day and the rental of LCDs and other equipment, MoE paid for 50 participants in the first day and the cost of the 80 participants of the workshop the second day.

FORM (BL 7)

BUDGET LINE 7: OTHER COSTS / OVERHEADS

Invoice no	Date of the invoice	Name of the supplier	Type of service /purchase (description)	Reason for the service /the purchase	Unit cost	Quantity	Total in national currency/ currencies	Total in \$	Paid by
	BL7.1	UNDP	Management fees					88	
	BL7.1	UNDP	Management fees					8,121	

	In \$	In Euro	Paid by
TOTAL	8,209	9,490.17	
TOTAL foreseen in the budget		21,116	
BALANCE		11,625.83	

Exchange rate used	1EURO = 1302LBP = 0.865 \$
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COMMENTS / REMARKS MADE BY THE BENEFICIARY

- Please notes that in the original budget revision specifically under this budget line the rental, heating as well as communication fees were not accounted for. However as you are aware the MoE is providing us 3 offices and all access to communications as contribution. Please advise if we can for next financial report to add such costs as MoE contribution.

Annex BL 1: Related to the Budget Line 1

This annex holds the three contracts of the SPASI team members as signed by UNDP.

Justification of UNDP system when dealing with cost of personnel
BL1.1: Service Contract 00-45 (Edgard Chehab Project Manager)
BL1.2: Service Contract 00-90 (Sarah Kouzi Technical Assistant)
BL1.3: Service Contract 00-89 (Chucri Sayegh Project Assistant)

Justification of UNDP system when dealing with cost of personnel



LEB/99/004
LEB/99/005
578/DK/sy

15 November 2000

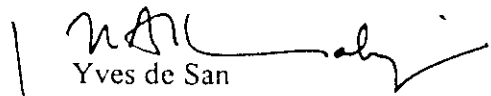
Dear Mr. Groenendaal,

**EU/UNDP Strengthening the Permitting & auditing System for Industries
And Lebanese Environment and Development Observatory Projects**

With reference to the above-mentioned UNDP projects financed through the EU-Life Third Countries Programme and executed by the Lebanese Ministry of Environment, kindly note that the project staff operating within these projects hold either a UNDP National Professional Project Personnel (NPPP) or National Support Project Personnel (NSPP) contracts depending on their respective functions.

Based on these contracts, the staff are paid on a monthly basis. They are supposed to provide 7.5 hours of work per day and are entitled for an annual leave of 1.25 days per month, which they start accruing as of the 7th month of the contract duration.

Yours sincerely


Yves de San
Resident Representative

Mr. Jan Julius Groenendaal
Life Third Countries Program
European Commission
DGXI
Brussels- Belgium

cc. Mr. Edgard Chelab, SPASI Project Manager
Mr. George Akl, LEDO Project Manager

BL1.1: Service Contract 00-45 (Edgard Chehab Project Manager)

SERVICE CONTRACT No.00-45 (UNDP)

MEMORANDUM OF CONTRACT made this 07th day of February, 2000, between the United Nations Development Programme (Hereinafter referred to as UNDP) and Mr. Edgard Chehab (hereinafter referred to as the subscriber) whose address is: Salim Kashoui Building, 5th Floor, Moutranieh Street, Haddath, Tel.: 03-263364, Beirut, Lebanon

WHEREAS UNDP desires to engage the services of the subscriber in the context of the project and on the terms and conditions hereinafter set forth, and

WHEREAS the subscriber is ready and willing to accept this engagement of service with UNDP on the said terms and conditions,

NOW, THEREFORE, the parties hereto agree as follows:

I. TERMS OF REFERENCE

(a) The subscriber will be assigned to project LEB/99/004 as per the attached Terms of Reference which form an integral part of this agreement.

Subject to the agreement of both parties, these terms of reference as well as the terms and conditions of service may be modified from time to time, as required in the interest of the project.

(b) The subscriber will work under the direction of and will report to the officially designated National Project Director.

II. DURATION OF CONTRACT

This contract will come into effect on the 15th day of February, 2000, and shall expire on the 14th day of February, 2001, subject to the provisions of article VII, below.

This contract carries no expectation of renewal.

SPASI Project
IFETCY99/RL/102



III. REMUNERATION

As full consideration for the services performed by the subscriber under the terms of this contract, UNDP shall pay the sum of L.L. 3,900,000.00 payable at the end of each month worked. All payments shall be in Lebanese Pounds. Last payment will be made upon certification work satisfactorily performed, submission and acceptance of final report.

Daily subsistence Allowance for project-related official travel within the Country will be paid to the subscriber by UNDP on the basis of rates established for locally recruited staff of the United Nations system subject to prior approval by UNDP & Project Management. Travel outside of the duty station shall require prior approval by the UNDP & Project Management.

Provision has been made to medically insure the subscriber through a global policy, with Van Breda & Co. The amount of the reimbursement and the procedures for settlement of claims are outlined in the attached Annex I which may be subject to change. Participation in the Plan is subject to medical clearance.

IV. LEAVE PROVISIONS, HOLIDAYS AND HOURS OF WORK

Upon commencing service under a contract for a period longer than six months or upon completing more than six months of consecutive service, from the seventh month onwards, the subscriber will start accruing annual leave at the rate of 1.25 days per month and will be eligible for sick leave in line with the provisions applicable to government civil servants in the country. Under no circumstances shall the accrual rate of leave exceed the rate established under the United Nations Staff Rules and Regulations. No entitlement to annual/sick leave will exist on contracts of six months or less. All annual leave must be taken within the period of the contract. Unused annual leave will not be commuted to cash upon separation or allowed to be carried forward to the next contract period.

Uncertified sick leave will be allowed up to a maximum of 5 days per calendar year. For sick leave of more than two consecutive days, a medical certificate will have to be provided. There will be no accumulation or carry forward of sick leave. Maternity leave is six weeks of paid leave, plus a maximum of ten additional weeks of unpaid leave.

The working week consists of minimum of 37.5 hours (not including lunch or breaks). Based on prevailing government practice, each project will set the official hours of work to be maintained by the project personnel. There is no provision for, or entitlement to, overtime. Contractors shall observe official Government holidays.

Attendance will be monitored by the Project Manager and records submitted to UNDP on a monthly basis.

SPASI Project
LIFETCY98/RL/102



V. STATUS OF THE SUBSCRIBER

The subscriber shall not be considered in any respect as being a staff member of the UNDP and shall neither be covered by UNDP Staff Rules and Regulations nor by the Convention on the Privileges and Immunities. Also, contractor is not covered by Appendix D of the Staff Rules.

VI. RIGHTS AND OBLIGATIONS OF THE SUBSCRIBER

The rights and obligations of the subscriber are strictly limited to the terms and conditions of this contract. Accordingly, the subscriber shall not be entitled to any benefit, payment, subsidy, compensation or pension from UNDP, except as expressly provided in the contract.

The subscriber will not be exempt from taxation by virtue of this contract and is solely responsible for taxes levied on the monies received under this contract.

VII. RESCISSION

Either party may rescind the contract at any time by giving the other party ONE MONTH notice in writing of its intention to do so. Pro rata compensation may be paid in lieu of notice.

Should it be necessary for the contract to be foreshortened by UNDP, the subscriber shall receive reasonable compensation; this will not be less than one week's remuneration for each unexpired month of the contract.

Should dismissal for improper conduct be deemed necessary, the contract may be rescinded with immediate effect upon written notice; no compensation will be payable in such cases.

VIII. COMPENSATION FOR SERVICE-INCURRED DEATH, INJURY OR ILLNESS

In the event of death, or permanent disability attributable to the performance of services on behalf of UNDP under the terms of the contract, the subscriber is covered through a global policy, and shall be entitled to compensation as set forth in the policy.

SPASI Project
LIFETCY98/RL/102



IX. DESIGNATION OF BENEFICIARY

The subscriber has designated Ms. Rima Chehab (Spouse) whose address is the same as above as his or her beneficiary for all amounts standing to the subscriber's credit under the terms of the contract in the event of the subscriber's death.

X. TITLE RIGHTS

The title rights, copyrights and all other rights of whatsoever nature in any material produced under the provisions of this contract shall be vested exclusively in UNDP.

XI. UNPUBLISHED INFORMATION

The subscriber shall not communicate to any person, government, or other entity external to UNDP any unpublished information made known to the subscriber by reason of performing his or her duties under the terms of this contract, except as required by the assignment or upon authorization by UNDP. This provision shall survive the expiration or rescission of the contract.

XII. DISCLOSURE

The subscriber shall disclose to the representative of UNDP any business or professional employment or activity in which he or she may be engaged prior to or at any time in the course of the present contract. These activities shall not be incompatible with the performance of the services outlined under Article I.

XIII. STANDARDS OF CONDUCT

The subscriber shall conduct himself or herself at all times with the fullest regard for the purposes and principles of the United Nations and its agencies, and in a manner befitting his or her relationship with UNDP under the contract. The subscriber shall not engage in any activity that is incompatible with those purposes and principles or the proper discharge of his or her duties with the project. He or she shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on that relationship, or on the integrity, independence and impartiality which are required by that relationship. While the subscriber is not expected to give up any national sentiments or political and religious convictions, he or she shall at all times bear in mind the reserve and tact required by reason of his or her relationship with UNDP.

The subscriber shall not accept any favour, gift or remuneration from any source external to UNDP without first obtaining its approval.

SPASI Project
LIFETCY98/RL/102



XIV. SETTLEMENT OF DISPUTES

Any claim or dispute relating to the interpretation or the execution of the present contract which cannot be settled amicably shall be settled by binding arbitration. The arbitration panel shall be composed of a Government official nominated by the subscriber, a representative of UNDP and a Chairman agreed to by the two of them.

By: Yves de San
(Certifying Officer)
Resident Representative

Date: 07 February, 2000


By: Edgard Chehab
Subscriber

Date: 07 February, 2000

FINANCE: Kindly debit Project LEB/99/004 for Insurance fees with Van Breda & Co. for the period indicated in this contract.

Allotment Account Number: LEB/99/004, Budget Line 17.01.
MOD Number:

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

VACANCY ANNOUNCEMENT

Strengthening the Permitting and Auditing System for Industries

Project Manager for Ministry of Environment/EU/UNDP Project

Funded by the European Union and executed by the Ministry of Environment with the support of UNDP, the overall objective of the Project for Strengthening the Permitting and Auditing System for Industries is to enable the Ministry of Environment to fulfil its mandated role of providing guidance on environmental laws, enforcement and monitoring for industrial pollution. The outcomes of the project will be the establishment of a national model a permitting and auditing system for industries, and the enforcement of the system through voluntary participation of concerned stakeholders and introduction of economic instruments and can open the door for the future application of cleaner production principles for a sustainable environmental development.

Under the overall supervision and responsibility of the Ministry of Environment and UNDP, the project manager will undertake the following tasks:

- Supporting the Ministry of Environment in reviewing existing decrees related to industrial pollution, including the classified establishment decree, in a consultative way with other governmental and non-governmental agencies such as the Ministry of Industry and Petroleum, the Ministry of Interior, and Industrial Development Association of Lebanon
- Strengthening the environmental assessment capacity of the Ministry of Environment and other concerned stakeholder groups, supporting the development of EIA procedures for the industrial sector and conducting training workshops to strengthen the capacity of all groups to prepare and enforce EIAs for development projects in general and for the industrial sector in specific.
- Supporting the development of an environmental monitoring and auditing capacity for industrial pollution in the Ministry of Environment and among concerned parties through reviewing of existing procedures for auditing and monitoring and the preparation of national auditing guidelines accordingly and supporting provision of training for the selected staff from the ministry of the environment in auditing and monitoring
- Facilitating compliance of industries with the permitting and auditing system in two selected priority industrial sectors through the introduction of economic instruments.
- Ensuring close coordination with on-going related projects (Capacity 21, LEDO, ...)

Qualifications and experience

The successful candidate must possess:

- strong networking and interpersonal skills, team-building capacities, and strategic leadership skills
- Fluent bilingual requirements : Arabic and English, French is an asset
- A minimum of 5 years professional experience in clean technology concepts & operation as well as project management and/or leadership including budgetary management, work planning, and team leadership
- Full computer literacy
- Postgraduate degree in a technical field related to industrial pollution control or related fields

Please send CV and accompanying letter, including the names, addresses and e-mails of two referees, to, Mr Anwar Haddad , ARR (Administration), UNDP, The UN House, Riad-el- Solh Square, Fax 01-981521/522, e-mail: registry@undp.org.lb

Closing date : 8 October 1999.

BL1.2: Service Contract 00-90 (Sarah Kouzi Technical Assistant)

SERVICE CONTRACT No.00-90 (UNDP/NPPP)

MEMORANDUM OF CONTRACT made this 01st day of May, 2000, between the United Nations Development Programme (Hereinafter referred to as UNDP) and Ms. Sarah Kouzi (hereinafter referred to as the subscriber) whose address is: El Wafaa Building, Salma Sayegh Street, Tareek el Jadeedah, Tel.: 01-702578/03-912609, Beirut/Lebanon.

WHEREAS UNDP desires to engage the services of the subscriber in the context of the project and on the terms and conditions hereinafter set forth, and

WHEREAS the subscriber is ready and willing to accept this engagement of service with UNDP on the said terms and conditions,

NOW, THEREFORE, the parties hereto agree as follows:

I. TERMS OF REFERENCE

(a) The subscriber will be assigned to project LEB/99/004 as per the attached Terms of Reference which form an integral part of this agreement.

Subject to the agreement of both parties, these terms of reference as well as the terms and conditions of service may be modified from time to time, as required in the interest of the project.

(b) The subscriber will work under the direction of and will report to the officially designated National Project Director.

II. DURATION OF CONTRACT

This contract will come into effect on the 01st day of May 2000, and shall expire on the 31st day of July 2000, subject to the provisions of article VII, below.

This contract carries no expectation of renewal.

SPASI Project
LIFETCY98/RL/102



III. REMUNERATION

As full consideration for the services performed by the subscriber under the terms of this contract, UNDP shall pay the sum of L.L. 1,950,000.00 payable at the end of each month worked. All payments shall be in Lebanese Pounds. Last payment will be made upon certification work satisfactorily performed, submission and acceptance of final report.

Daily subsistence Allowance for project-related official travel within the Country will be paid to the subscriber by UNDP on the basis of rates established for locally recruited staff of the United Nations system subject to prior approval by UNDP & Project Management. Travel outside of the duty station shall require prior approval by the UNDP & Project Management.

Provision has been made to medically insure the subscriber through a global policy, with Van Breda & Co. The amount of the reimbursement and the procedures for settlement of claims are outlined in the attached Annex I which may be subject to change. Participation in the Plan is subject to medical clearance.

IV. LEAVE PROVISIONS, HOLIDAYS AND HOURS OF WORK

Upon commencing service under a contract for a period longer than six months or upon completing more than six months of consecutive service, from the seventh month onwards, the subscriber will start accruing annual leave at the rate of 1.25 days per month and will be eligible for sick leave in line with the provisions applicable to government civil servants in the country. Under no circumstances shall the accrual rate of leave exceed the rate established under the United Nations Staff Rules and Regulations. No entitlement to annual/sick leave will exist on contracts of six months or less. All annual leave must be taken within the period of the contract. Unused annual leave will not be commuted to cash upon separation or allowed to be carried forward to the next contract period.

Uncertified sick leave will be allowed up to a maximum of 5 days per calendar year. For sick leave of more than two consecutive days, a medical certificate will have to be provided. There will be no accumulation or carry forward of sick leave. Maternity leave is six weeks of paid leave, plus a maximum of ten additional weeks of unpaid leave.

The working week consists of minimum of 37.5 hours (not including lunch or breaks). Based on prevailing government practice, each project will set the official hours of work to be maintained by the project personnel. There is no provision for, or entitlement to, overtime. Contractors shall observe official Government holidays.

Attendance will be monitored by the Project Manager and records submitted to UNDP on a monthly basis.

SPASI Project
CY98/RL/102



V. STATUS OF THE SUBSCRIBER

The subscriber shall not be considered in any respect as being a staff member of the UNDP and shall neither be covered by UNDP Staff Rules and Regulations nor by the Convention on the Privileges and Immunities. Also, contractor is not covered by Appendix D of the Staff Rules.

VI. RIGHTS AND OBLIGATIONS OF THE SUBSCRIBER

The rights and obligations of the subscriber are strictly limited to the terms and conditions of this contract. Accordingly, the subscriber shall not be entitled to any benefit, payment, subsidy, compensation or pension from UNDP, except as expressly provided in the contract.

The subscriber will not be exempt from taxation by virtue of this contract and is solely responsible for taxes levied on the monies received under this contract.

VII. RESCISSION

Either party may rescind the contract at any time by giving the other party FIFTEEN DAYS' notice in writing of its intention to do so. Pro rata compensation may be paid in lieu of notice.

Should it be necessary for the contract to be foreshortened by UNDP, the subscriber shall receive reasonable compensation; this will not be less than one week's remuneration for each unexpired month of the contract.

Should dismissal for improper conduct be deemed necessary, the contract may be rescinded with immediate effect upon written notice; no compensation will be payable in such cases.

VIII. COMPENSATION FOR SERVICE-INCURRED DEATH, INJURY OR ILLNESS

In the event of death, or permanent disability attributable to the performance of services on behalf of UNDP under the terms of the contract, the subscriber is covered through a global policy, and shall be entitled to compensation as set forth in the policy.

SPASI Project
LIFETCY98/RL/102



IX. DESIGNATION OF BENEFICIARY

The subscriber has designated Ms. Zeina Kouzi (Sister) whose address is the same as above as his or her beneficiary for all amounts standing to the subscriber's credit under the terms of the contract in the event of the subscriber's death.

X. TITLE RIGHTS

The title rights, copyrights and all other rights of whatsoever nature in any material produced under the provisions of this contract shall be vested exclusively in UNDP.

XI. UNPUBLISHED INFORMATION

The subscriber shall not communicate to any person, government, or other entity external to UNDP any unpublished information made known to the subscriber by reason of performing his or her duties under the terms of this contract, except as required by the assignment or upon authorization by UNDP. This provision shall survive the expiration or rescission of the contract.

XII. DISCLOSURE

The subscriber shall disclose to the representative of UNDP any business or professional employment or activity in which he or she may be engaged prior to or at any time in the course of the present contract. These activities shall not be incompatible with the performance of the services outlined under Article I.

XIII. STANDARDS OF CONDUCT

The subscriber shall conduct himself or herself at all times with the fullest regard for the purposes and principles of the United Nations and its agencies, and in a manner befitting his or her relationship with UNDP under the contract. The subscriber shall not engage in any activity that is incompatible with those purposes and principles or the proper discharge of his or her duties with the project. He or she shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on that relationship, or on the integrity, independence and impartiality which are required by that relationship. While the subscriber is not expected to give up any national sentiments or political and religious convictions, he or she shall at all times bear in mind the reserve and tact required by reason of his or her relationship with UNDP.

The subscriber shall not accept any favour, gift or remuneration from any source external to UNDP without first obtaining its approval.

SPASI Project
LIFETCY98/RL/102



XIV. SETTLEMENT OF DISPUTES

Any claim or dispute relating to the interpretation or the execution of the present contract which cannot be settled amicably shall be settled by binding arbitration. The arbitration panel shall be composed of a Government official nominated by the subscriber, a representative of UNDP and a Chairman agreed to by the two of them.

By:

Yves de San
(Certifying Officer)
Resident Representative

Date: 01 May, 2000

By:

Sarah Kouzi
Subscriber

Date: 01 May, 2000

FINANCE: Kindly debit Project LEB/99/004 for Insurance fees with Van Breda & Co. for the period indicated in this contract.

Allotment Account Number: LEB/99/004, Budget Line 17.02.
MOD Number:

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SPASI Project
LIFETCY98/RL/102

Funded by the European Union and executed by the Ministry of Environment with the support of UNDP, the overall objective of the Project for Strengthening the Permitting and Auditing System for Industries is to enable the Ministry of Environment to fulfil its mandated role of providing guidance on environmental laws, enforcement and monitoring for industrial pollution. The outcomes of the project will be the establishment of a national model a permitting and auditing system for industries, and the enforcement of the system through voluntary participation of concerned stakeholders and introduction of economic instruments and can open the door for the future application of cleaner production principles for a sustainable environmental development.

The project is executed at the Ministry of Environment and will be recruiting a qualified candidate for the following position:

POST: TECHNICAL ASSISTANT

The Technical Assistant shall assist the Project Manager in:

1. Writing TOR for the project's external assistance;
2. supervising the work of the external assistance;
3. developing the technical aspects of the proposed decrees;
4. revising & assessing the existing standards;
5. developing the criteria and certification procedure of Compliance Action Plan (CAP);
6. developing the tools to enhance compliance and monitoring guidelines;
7. conducting training workshops as required;
8. providing technical assistance to the industries and other stakeholders;
9. developing relevant project proposals;
10. working closely with MoE staff and transfer the know-how to the project focal point;
11. managing the process of implementing CAP into two selected priority industries;
12. Support the project whenever relevant and necessary.

Qualifications:

1. Master degree in environmental engineering or sciences with solid knowledge in industrial pollution with 2 to 3 years experience in relevant field or BS degree in environmental engineering or sciences with solid knowledge in industrial pollution with at least 5 years experience in relevant field;
2. familiar with the environmental situation of the country;
4. good communication and reporting skills;
5. good computer skills;
6. Fluent in Arabic & English.

Interested candidates should apply with a copy of their CV and Diplomas to UNDP, UN House, Riad El Solh Square, C/O Mr. Anwar Haddad, ARR, Fax: 01/981521- 981522 latest by Monday 20 March 2000.



25 July, 2000

Amendment No. 01 NPPP

No. 00/111 (UNDP)

Dear Ms. Kouzi,

Subject: NPPP's Contract - Ms. Sarah Kouzi

This letter shall serve as Amendment No. (01) ONE to the Service contract No. 00/90 (UNDP) between yourself and the United Nations Development, dated 01st Mar. 2000. It is issued to reflect the following changes:

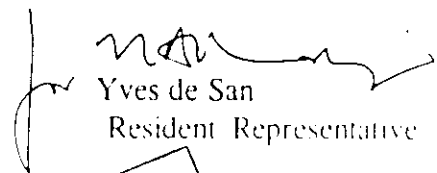
CONTRACT PERIOD The contract is extended from 01st August, 2000 through 30th April, 2001

REMUNERATION The Remuneration is L.L. 1,950,000.00 (LIBANESE ONE MILLION NINE HUNDRED FIFTY THOUSAND POUNDS) per month effective 01st August, 2000.

All other terms and conditions of the contract shall remain unchanged and applicable.

If the foregoing is acceptable to you, please sign and return the copy of this letter to our office


Yours sincerely


Yves de San
Resident Representative

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SPASI Project
LIFETCY98/RL/102

Understood and Accepted.



Ms. Sarah Kouzi
NPPP- Technical Assistant, Project LEB/99/004, B.L. 17/02.

BL1.3: Service Contract 00-89 (Chucri Sayegh Project Assistant)

SERVICE CONTRACT No.00-89 (UNDP/NSPP)

MEMORANDUM OF CONTRACT made this 01st day of May, 2000, between the United Nations Development Programme (Hereinafter referred to as UNDP) and Mr. Chugri Sayegh (hereinafter referred to as the subscriber) whose address is: Sursoek Street, Achrafieh, 2nd Floor, Sayegh Building, Tel.: 01-202489/03-619099, Beirut/Lebanon.

WHEREAS UNDP desires to engage the services of the subscriber in the context of the project and on the terms and conditions hereinafter set forth, and

WHEREAS the subscriber is ready and willing to accept this engagement of service with UNDP on the said terms and conditions,

NOW, THEREFORE, the parties hereto agree as follows:

I. TERMS OF REFERENCE

(a) The subscriber will be assigned to project LE/B/99/004 as per the attached Terms of Reference which form an integral part of this agreement.

Subject to the agreement of both parties, these terms of reference as well as the terms and conditions of service may be modified from time to time, as required in the interest of the project.

(b) The subscriber will work under the direction of and will report to the officially designated National Project Director.

II. DURATION OF CONTRACT

This contract will come into effect on the 01st day of May, 2000, and shall expire on the 31st day of July, 2000, subject to the provisions of article VII, below.

This contract carries no expectation of renewal.

SPASI Project
LIFETCY98/RL/102



III. REMUNERATION

As full consideration for the services performed by the subscriber under the terms of this contract, UNDP shall pay the sum of L.L. 1,500,000.00 payable at the end of each month worked. All payments shall be in Lebanese Pounds. Last payment will be made upon certification work satisfactorily performed, submission and acceptance of final report.

Daily subsistence Allowance for project-related official travel within the Country will be paid to the subscriber by UNDP on the basis of rates established for locally recruited staff of the United Nations system subject to prior approval by UNDP & Project Management. Travel outside of the duty station shall require prior approval by the UNDP & Project Management.

Provision has been made to medically insure the subscriber through a global policy, with Van Breda & Co. The amount of the reimbursement and the procedures for settlement of claims are outlined in the attached Annex I which may be subject to change. Participation in the Plan is subject to medical clearance.

IV. LEAVE PROVISIONS, HOLIDAYS AND HOURS OF WORK

Upon commencing service under a contract for a period longer than six months or upon completing more than six months of consecutive service, from the seventh month onwards, the subscriber will start accruing annual leave at the rate of 1.25 days per month and will be eligible for sick leave in line with the provisions applicable to government civil servants in the country. Under no circumstances shall the accrual rate of leave exceed the rate established under the United Nations Staff Rules and Regulations. No entitlement to annual/sick leave will exist on contracts of six months or less. All annual leave must be taken within the period of the contract. Unused annual leave will not be commuted to cash upon separation or allowed to be carried forward to the next contract period.

Uncertified sick leave will be allowed up to a maximum of 5 days per calendar year. For sick leave of more than two consecutive days, a medical certificate will have to be provided. There will be no accumulation or carry forward of sick leave. Maternity leave is six weeks of paid leave, plus a maximum of ten additional weeks of unpaid leave.

The working week consists of minimum of 37.5 hours (not including lunch or breaks). Based on prevailing government practice, each project will set the official hours of work to be maintained by the project personnel. There is no provision for, or entitlement to, overtime. Contractors shall observe official Government holidays.

Attendance will be monitored by the Project Manager and records submitted to UNDP on a monthly basis.

SPASI Project
LIFETCY98/RL/102



V. STATUS OF THE SUBSCRIBER

The subscriber shall not be considered in any respect as being a staff member of the UNDP and shall neither be covered by UNDP Staff Rules and Regulations nor by the Convention on the Privileges and Immunities. Also, contractor is not covered by Appendix D of the Staff Rules.

VI. RIGHTS AND OBLIGATIONS OF THE SUBSCRIBER

The rights and obligations of the subscriber are strictly limited to the terms and conditions of this contract. Accordingly, the subscriber shall not be entitled to any benefit, payment, subsidy, compensation or pension from UNDP, except as expressly provided in the contract.

The subscriber will not be exempt from taxation by virtue of this contract and is solely responsible for taxes levied on the monies received under this contract.

VII. RESCISSION

Either party may rescind the contract at any time by giving the other party FIFTEEN DAYS' notice in writing of its intention to do so. Pro rata compensation may be paid in lieu of notice.

Should it be necessary for the contract to be foreshortened by UNDP, the subscriber shall receive reasonable compensation; this will not be less than one week's remuneration for each unexpired month of the contract.

Should dismissal for improper conduct be deemed necessary, the contract may be rescinded with immediate effect upon written notice; no compensation will be payable in such cases.

VIII. COMPENSATION FOR SERVICE-INCURRED DEATH, INJURY OR ILLNESS

In the event of death, or permanent disability attributable to the performance of services on behalf of UNDP under the terms of the contract, the subscriber is covered through a global policy, and shall be entitled to compensation as set forth in the policy.

SPASI Project
LIFETCY98/RL/102



IX. DESIGNATION OF BENEFICIARY

The subscriber has designated Mr. Samir Sayegh (Father) whose address is the same as above as his or her beneficiary for all amounts standing to the subscriber's credit under the terms of the contract in the event of the subscriber's death.

X. TITLE RIGHTS

The title rights, copyrights and all other rights of whatsoever nature in any material produced under the provisions of this contract shall be vested exclusively in UNDP.

XI. UNPUBLISHED INFORMATION

The subscriber shall not communicate to any person, government, or other entity external to UNDP any unpublished information made known to the subscriber by reason of performing his or her duties under the terms of this contract, except as required by the assignment or upon authorization by UNDP. This provision shall survive the expiration or rescission of the contract.

XII. DISCLOSURE

The subscriber shall disclose to the representative of UNDP any business or professional employment or activity in which he or she may be engaged prior to or at any time in the course of the present contract. These activities shall not be incompatible with the performance of the services outlined under Article I.

XIII. STANDARDS OF CONDUCT

The subscriber shall conduct himself or herself at all times with the fullest regard for the purposes and principles of the United Nations and its agencies, and in a manner befitting his or her relationship with UNDP under the contract. The subscriber shall not engage in any activity that is incompatible with those purposes and principles or the proper discharge of his or her duties with the project. He or she shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on that relationship, or on the integrity, independence and impartiality which are required by that relationship. While the subscriber is not expected to give up any national sentiments or political and religious convictions, he or she shall at all times bear in mind the reserve and tact required by reason of his or her relationship with UNDP.

The subscriber shall not accept any favour, gift or remuneration from any source external to UNDP without first obtaining its approval.

SPASI Project
LIFETCY98/RL/102



XIV. SETTLEMENT OF DISPUTES

Any claim or dispute relating to the interpretation or the execution of the present contract which cannot be settled amicably shall be settled by binding arbitration. The arbitration panel shall be composed of a Government official nominated by the subscriber, a representative of UNDP and a Chairman agreed to by the two of them.

By:

Yves de San
(Certifying Officer)
Resident Representative

Date: 01 May, 2000

By:

Chucri Sayegh
Subscriber

Date: 01 May, 2000

FINANCE: Kindly debit Project LEB/99/004 for Insurance fees with Van Breda & Co. for the period indicated in this contract.

Allotment Account Number: LEB/99/004, Budget Line 17.03.
MOD Number:

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SPASI Project
LIFETCY98/RL/102

Funded by the European Union and executed by the Ministry of Environment with the support of UNDP, the overall objective of the Project for Strengthening the Permitting and Auditing System for Industries is to enable the Ministry of Environment to fulfil its mandated role of providing guidance on environmental laws, enforcement and monitoring for industrial pollution. The outcomes of the project will be the establishment of a national model a permitting and auditing system for industries, and the enforcement of the system through voluntary participation of concerned stakeholders and introduction of economic instruments and can open the door for the future application of cleaner production principles for a sustainable environmental development.

The project is executed at the Ministry of Environment and will be recruiting qualified candidates for the following positions:

POST: PROJECT ASSISTANT

Under the supervision of the Project Manager the Project Assistant shall:

1. Network with all concerned stakeholders for continuous cooperation;
2. perform all research relative to implementation of project activities;
3. collect data relevant to private sector as per the project & the Ministry of Environment requirements;
4. collect data from line ministries & governmental institutions;
5. support the project in conduction of all awareness & training activities;
6. administer the project budget and prepare financial reports;
7. assist project team in organizing & implementing training & workshops;
8. assist the Project Manager in preparing required reports;
9. disseminate project outputs & relevant information;
10. Support the project whenever relevant & necessary.

Qualifications:

1. BS degree in public or business administration or other relevant field;
2. at least 3 years experience in administration and finance;
3. familiar with environmental issues and relative research work;
4. good communication and reporting skills;
5. good computer skills;
6. fluent in Arabic & English

Interested candidates should apply with a copy of their CV and Diplomas to UNDP, UN House, Riad El Solh Square, C/O Mr. Anwar Haddad, ARR, Fax: 01/981521- 981522

25 July, 2000
Amendment No. 01/NSPP
No.00/112 (UNDP)

Dear Mr. Sayegh,

Subject: NSPP's Contract - Mr. Chucri Sayegh

This letter shall serve as Amendment No. (01) ONE to the Service contract No. 00/89 (UNDP) between yourself and the United Nations Development, dated 01st. May, 2000. It is issued to reflect the following changes:

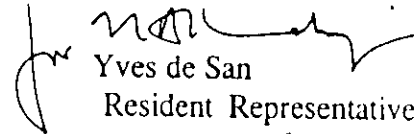
CONTRACT PERIOD: The contract is extended from 01st. August, 2000 through 30th. April, 2001.

REMUNERATION: The Remuneration is L.L. 1,500,000.00 (LEBANESE ONE MILLION FIVE HUNDRED THOUSAND POUNDS) per month effective 01st. August, 2000.

All other terms and conditions of the contract shall remain unchanged and applicable.

If the foregoing is acceptable to you, please sign and return the copy of this letter to our office

Yours sincerely


Yves de San
Resident Representative

Understood and Accepted.


Mr. Chucri Sayegh
NSPP- Project Assistant, Project LEB/99/004, B.L. 17.03.

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SPASI Project
LIFETCY98/RL/102

Annex BL 3: Related to the Budget Line 3

This annex holds the three subcontracts issued so far, in addition to the terms of reference of each one and the evaluation sheet of submitted offers.

BL3.1: Setting the National Standards for Environmental Quality
BL3.2: Reviewing the National Environmental Auditing Manual
BL3.3: Pre-feasibility for the Relocation of the Tanning Facilities (auto financed by the Ministry of Environment)

BL3.1: Setting the National Standards for Environmental Quality

Please note that according to UNDP rules and regulations any sub-contract of a value greater than \$30,000 should get the approval of New-York office which will definitely take at least one month to get it and were we can not only ask for European companies to bid. Accordingly we agreed to breakdown this task to three parts (3 contracts) one for air emissions, one for wastewater and one for hazardous waste each of a value of around \$26,000 (including travel and subsistence expenses). The main concern was to make sure that only EU companies are to be considered to bid. Hence, an extensive research was conducted to identify potential companies. Accordingly the following 7 companies are to be considered:

1. ECODIT (France)
2. SWECO International (Sweden)
3. Entec (UK)
4. MVV INNOTECH GMBH (Germany)
5. SOIL & WATER (Finland)
6. KPMG (UK)
7. WRc plc (UK)

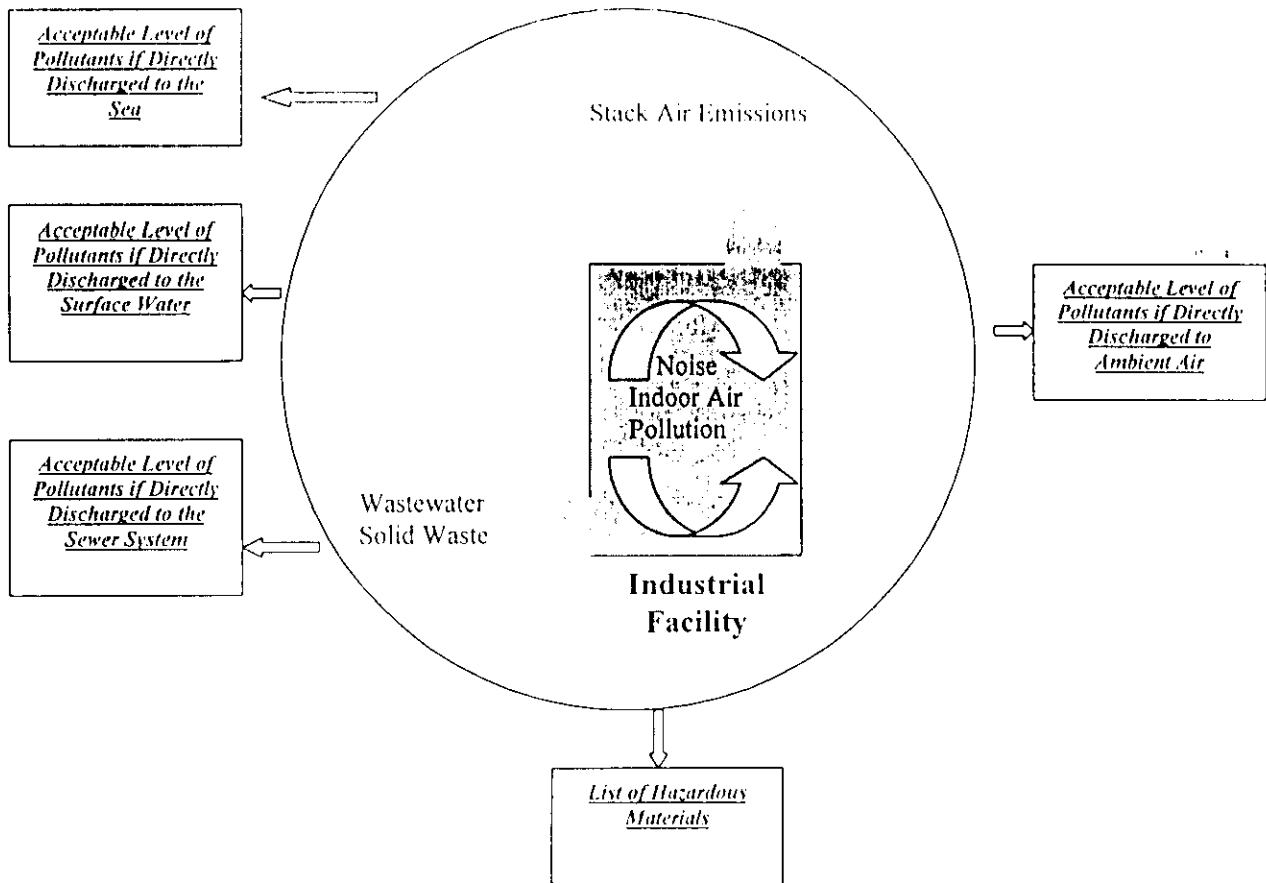
Terms of Reference

Setting the National Standards for Environmental Quality

I. PROJECT CONTEXT

The “Strengthening the Permitting & Auditing System for Industries (SPASI)” project was selected by the European Commission for financing through Life 3rd Countries Programme. Managed by the United Nations Development Programme (UNDP), SPASI is hosted by the Ministry of Environment (MoE)- the main beneficiary of the project.

One of the objectives of the SPASI project is to set the national standards for environmental quality. Such standards are important tools to MoE for monitoring purposes. The following schematic diagram illustrates the exact needs of this project.



II. TERMS OF REFERENCE

The team of consultants shall consider (but not limit to) the following activities when proposing the methodology:

1. Review existing standards for environmental quality
2. Identify, review and assess methodologies used to set above mentioned standards
3. Identify gaps in both methodologies and resulted standards
4. Propose suitable methodology after consolidation with stakeholders
5. Conduct the necessary actions to fulfill the requirements of the adopted methodology. Hints:
 - Review all related conventions signed by Lebanon (e.g. Barcelona, Basel, etc.) and extract national obligations
 - Review all related bilateral & multilateral agreements and extract obligations
 - Review all related studies (accomplished and on-going) enabling the performance of the work to be as effective as possible
 - Review the capacity of proposed wastewater treatment plants and identify the characteristics of acceptable inputs
 - Conduct field work if found necessary to assess & evaluate the status of some ecological sites (rivers, lakes, coastlines, etc.) and industrial sites
 - Project all findings over national scale
 - Identify the preparedness of the national market to undertake analysis services related to the projected standards.
6. Draft the national standards for environmental quality
7. Consolidate with stakeholders
8. Set national standards for environmental quality
9. Disseminate through a seminar on a national basis

III. CHARACTERISTICS OF THE BIDS

III.A Technical Bid

The technical bid must include the following:

- The human resources assigned directly to the preparation, development and execution of this project
- Curriculum Vitae of each member of the technical team. These curricula should make special reference to knowledge of related issues to the project
- The function and time envisaged for each member of the technical team designated to carry out this project
- Methodology
- Logical framework (including verifiable indicators for each activity, risks, etc.)
- Work schedule

III.B Financial Bids

Three financial offers should be clearly presented (one for the liquid waste, another for the solid waste and a third for air emissions) indicating and differentiating the overall budget and the taxes of application.

In addition, the financial offers must detail the budget for the following sections:

- Personnel
- Travel and Subsistence
- External assistance (including lab analysis, etc.)
- Consumables and Translation (if needed)
- Other cost (faxes, e-mails, phones, etc.)

III.C Presentation of the Bids

The bid must be presented in maximum term of 15 days from the date of reception or collection of these specifications.

The bid must be presented in 4 different sealed envelopes [one technical and three financial (one for the wastewater pollutants, one for the air pollutants and one for hazardous waste)] to SPASI Project (Ministry of Environment P.O.Box: 70-1091, Antelias Lebanon).

III.D Evaluation of the Bids

The following scheme will be used to evaluate submitted offers;

- | | |
|---|-----|
| ▪ Related experience of the company | 15% |
| ▪ CVs of personnel | 25% |
| ▪ Understanding of TOR and contribution to enhance it | 15% |
| ▪ Proposed methodology | 35% |
| ▪ Proposed Budgets | 10% |

The SPASI team reserves the right at any time to request the expert bidding for any further information if considered necessary for an improved evaluation of the bid.

IV. FORM OF PAYMENT

The payment will be made inline with the following scheme:

- 10% after approving the inception report
- 15% after approving the second progress report
- 15% after approving the forth progress report
- 60% after approving the final report and submitting the requested deliverables

V. LANGUAGE OF THE STUDY

The study should be written in both English and Arabic.

VI. DELIVERABLES

- An inception report is needed as of the first 2 weeks after awarding the project.
- Monthly progress report detailing the activities undertaken and how progress is projected over proposed schedule.
- Draft report of final work is requested at least 3 weeks before the termination of work.
- Final report entailing all the requested changes should be submitted on time.

The awarded party should arrange to submit 3 copies of each report (inception, progress and draft), however, 8 copies of the final report are requested (4 in English and 4 in Arabic) in addition to soft copies.

VII. TERMS OF EXECUTION OF THE PROJECT

The term of execution of the Project is until end of November 2000. The awarded party is obliged to comply with the terms of execution established in these specifications. At the same time, the term can be extended by mutual agreement between the parties if deemed necessary.

If delays occur without mutual agreement for extension, the SPASI team reserves its right to charge the awarded party a penalty equivalent to one manday of the highest paid salary of proposed team for every working day delayed.

VIII. FINALISATION OF THE PROJECT

The contract will be considered finished when the awarded party has delivered the final study and the SPASI team has given its approval.

SPASI Project Manager reserves the right to undertake the necessary actions (annul the contract, leaving SPASI team as the proprietor of the work developed up to that moment and reserving the rights of any pertinent action) if the awarded party prepares, develops, and carries out the study without attaining minimum standards of quality.

IX. RESPONSIBILITY & CONFIDENTIALITY

All information supplied by SPASI team or by the Ministry of Environment and that derived from the work carried out, which is not of public nature, shall be considered confidential and the property of SPASI and MoE, and no use of it may be made by the awarded party, nor any employee or subcontractor, without the prior approval of SPASI and MoE. In the case that third parties without a working contract have access to the information and/or documentation, the awarded party shall report this fact to SPASI team, and make the third parties accept the responsibility and confidentiality clause.

SPASI and MoE are the owner of the study, and all total or partial use of it, mention of its results in publications, articles, interviews, conferences, etc., in any language, and without limitation of time or territory, will require their pertinent authorization.



Ref: SNSEQ-6-29

June 29, 2000

Members of the Legal Contract Committee (LCC)
UNDP
UN House
Beirut, Lebanon

Dear all,

Subject: Results of the Bids Submitted by the Previously Short-listed Companies on the Project Entitled: "Setting the National Standards for Environmental Quality (SNSEQ)"

In reference to the last LCC meeting held on Monday 26 June 2000, we are hereby bringing to your attention the results of the evaluation of the 7 submitted bids. The Ministry of Environment requested both Dr. Najj Kodeih (Head of Service of Prevention from Technological Impact - MOE) and Mr. Waleed Nasr (Pollution Prevention Specialist - LEDO) to join forces and assist in the process of evaluation (see enclosed memo). Accordingly we are submitting the results in the enclosed matrix sheets for your further review and evaluation.

Appreciating your early actions and continuous support we remain,

Sincerely yours,

Edgard Chehab
Project Manager

Hassan Hoteit
National Focal Point

SPASI Project
LIFETCY98/RL/102

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Approved by

H.E. Arthur Nazarian
Minister of Environment



Results of the Bids Submitted by the Previously Short-listed Companies on the Project Entitled: "Setting the National Standards for Environmental Quality (SNSEQ)"

Company Name	Date of Submitting the Proposal	Criteria of Selection				
		Related experience of the company (Max 15)	CVs of personnel (Max 25)	Understanding of TOR and contribution to enhance it (Max 15)	Proposed methodology (Max 35)	Proposed Budget (Max 10)
MVV InnoTec GmbH	15-6-2000	10	20	15	25	\$73550
KPMG	15-6-2000	- 12	15	5	10	\$75075
VBB VIAK AB (SWECO)	15-6-2000	10	15	1	5	\$73106
ECODIT France	15-6-2000	12	12	10	15	\$74960
SOIL AND WATER LTD	15-6-2000	12	20	12	20	\$74500
WRC plc	15-6-2000	10	15	12	15	\$74714
ENTEK UK Ltd	15-6-2000	12	20	12	20	\$74820

SPASI Project
LIFETCY98/RLJ102

Expert

Company Name	Advantages	Disadvantages	Total Marks (Out of 100)	Ranking (Out of 7)
MVV InnoTec GmbH	<ul style="list-style-type: none"> ▪ Very well organized bid ▪ Guarantees continuous cooperation with stakeholders ▪ Prepares draft decree ▪ Open methodology ▪ Experience in Egypt 	<ul style="list-style-type: none"> ▪ No previous experience in Lebanon ▪ Uses EU and German standards as reference ▪ No review of standards of similar countries 	80	1
KPMG		<ul style="list-style-type: none"> ▪ Background containing technical mistakes ▪ Weak methodology 	52	6
VBB VIAK AB (SWECO)	<ul style="list-style-type: none"> ▪ Previous experience in Lebanon 	<ul style="list-style-type: none"> ▪ Weak methodology ▪ Approach not relevant to TOR 	41	7
ECODIT France	<ul style="list-style-type: none"> ▪ Previous experience in Lebanon ▪ Solid knowledge of Lebanese context 	<ul style="list-style-type: none"> ▪ Too many repetitions ▪ Relies on existing studies ▪ 5.8% load on local staff (junior staff) 	59	5
SOIL AND WATER LTD	<ul style="list-style-type: none"> ▪ Estimates investment and running cost for standards' monitoring ▪ Consortium with national consulting firm 	<ul style="list-style-type: none"> ▪ Poor bid presentation ▪ Poor English 	74	3
WRC plc	<ul style="list-style-type: none"> ▪ Very well organized bid 	<ul style="list-style-type: none"> ▪ No previous experience in Lebanon ▪ Depends a lot on SPASI's team and MoE's staff ▪ Logical framework with very high risks 	62	4
ENTEC UK Ltd	<ul style="list-style-type: none"> ▪ Relevant experience in Abu Dhabi ▪ Excellent budget division 	<ul style="list-style-type: none"> ▪ Workshop cost not included ▪ Vague methodology proposed for media capacity to absorb pollution ▪ Only one visit for 3 consultants to the project area all along the project execution 	74	2

Even though Soil and Water Ltd. scored the same marks as Entec Ltd. it was ranked 3rd because of poor presentation.

SPASI Project:
LIFECY98/RU/102

CONTRACT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN UNDP/LEBANON AND MVV
INNOTEK/GERMANY

FOR

SETTING THE NATIONAL STANDARDS FOR
ENVIRONMENTAL QUALITY

(LIQUID WASTE)

SPASI Project
LIFETCY98/RL/102

SPASI
CERTIFIED COPY

COPY

Date: 3 July 2000

Dear Sirs,

Ref.: LEB/99/004: Strengthening the Permitting and Auditing System for Industries (SPASI).

The United Nations Development Programme (hereinafter referred to as "UNDP") on behalf of the Ministry of Environment, wishes to engage your company (MVV InnoTec GmbH), duly incorporated under the laws of [Germany] (hereinafter referred to as "Consultant") in order to perform the activities as described in the project proposal already submitted by the consultant on the 15th day of June 2000 and the attached terms of reference (TOR), leading to the drafting of the National Standards of Environmental Quality (hereinafter referred as the "Services"), in accordance with the following contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services, rev.01, 22 February 1993, attached here to as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under Section 4 of this letter, entitled "Special Conditions".
- 1.2 MVV and UNDP also agree to bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
 - this letter;
 - the Proposal previously submitted by MVV (on the 15th of June 2000);
 - the TOR.
- 1.3 All the above shall form the contract between MVV and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this contract.

SPASI Project
LIFETCY98/RL/102

2. Obligations of the consultant:

2.1 MVV shall perform and complete the activities described in the technical proposal already submitted on the 15th day of June 2000 which will be considered a part of this contract.

2.2 MVV shall provide the services of the key personnel (*to be provided by MVV*).

Name	Duty	Period of Service	Allowance
------	------	-------------------	-----------

please refer to Annex A of this contract

The MVV consultants required to spend 30 days in Lebanon for this contract in addition to all necessary working days for backstopping in Germany to fulfill the required services.

2.3 Any changes in the above key personnel shall require written approval of the Resident Representative of UNDP in Lebanon

2.4 MVV shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

2.5 MVV shall submit to UNDP the deliverables specified hereunder according to the following schedule:

- An inception report as of the first 2 weeks after awarding the contract.
- Monthly progress report detailing the activities undertaken and how progress is projected over proposed schedule.
- Draft report of final work is requested at least 3 weeks before the termination of work.
- Final report entailing all the requested changes should be submitted on time (exactly 5 months after contract signature)

2.6 All reports shall be written in both English and Arabic languages, and shall describe in detail the services rendered under the contract during the period of time covered in such report. All reports shall be transmitted by MVV by [MAIL, COURRIER AND/OR FAX] to the address specified in 9.1 below.

2.7 MVV represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this contract, as well as the quality of the deliverables and reports foreseen under this contract in accordance with the highest industry and professional standards.

SPASI Project
L. FTCY98/RL/102

3. Price and Payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this contract, UNDP shall pay MVV a fixed contract price of United States dollars Twenty Eight Thousand Six Hundred only (US \$ 28,600).
- 3.2 The price of this contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by MVV in the performance of the contract.
- 3.3 Payments effected by UNDP to MVV shall be deemed neither the consultant of its obligations under this contract nor as acceptance by UNDP of the MVV performance of the Services.
- 3.4 UNDP shall effect payments to MVV after acceptance by UNDP of the invoices submitted by MVV to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:
- 10% of the above mentioned price after approving the inception report
 - 15% of the above mentioned price after approving the second progress report
 - 15% of the above mentioned price after approving the forth progress report
 - 60% after approving the final report and submitting the requested deliverables

4. Special conditions

- 4.1 No special conditions shall apply

5. Submission of invoices

- 5.1 An original invoice shall be submitted by mail by MVV for each payment under the contract to the following address:

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut, Lebanon

- 5.2 A copy of the invoice shall also be submitted by mail by MVV for each payment under the contract to the following address:

Edgard Chehab
SPASI Project Manager
Ministry of Environment
Antelias, Lebanon

SPASI Project
ETCY98/RL/102

5.3 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their receipt and acceptance by UNDP.

6.2 All payment shall be made by UNDP to the following Bank account of MVV:

Deutsche Bank Berlin, (BLZ 100 700 00), Kto.-Nr. 136 000 7

7. Entry into force, time limits

7.1 The contract shall enter into force upon its signature by both parties.

7.2 MVV shall commence the performance of the Services not later than 15 July 2000 and shall complete the services within 5 months of such commencement.

7.3 All time limits contained in this contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of MVV and Resident Representative, UNDP Beirut, Lebanon.

9. Notifications

9.1 For the purpose of notifications under the contract, the addresses of UNDP, SPASI and MVV are as follows:

For the UNDP:

Yves De San

Resident Representative

UN House. Riad Al-Solh

Beirut, Lebanon

Tel: 961 1 981311 ext: 1733

Fax: 961 1 981521 or 522

For SPASI

Edgard Chehab

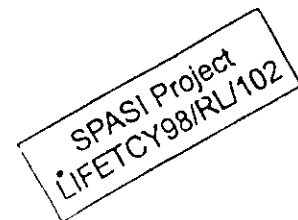
Project Manager

Ministry of Environment

Antelias, Lebanon

Tel: 961 4 522222

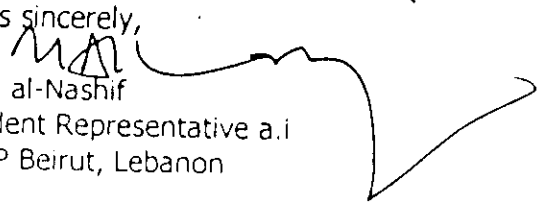
Fax: 961 4 418911



e-mail: echehab@moe.gov.lb
For MWV
Christoph Hofmann
MVV InnoTec GmbH
Kurfurstendamm 199. D-10719 Berlin
Tel: +49 - 30 - 882 34 32
Fax: +49 - 30 - 855 44 33
e-mail: innotec@euweb.de

If The above terms and conditions meet with your agreement as they are typed in this letter and in the annexes, please initial every page of them and sign and seal the last page and return to our offices one original of this contract, duly signed and dated.

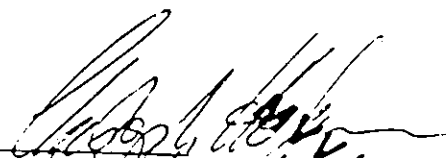
Yours sincerely,


Nada al-Nashif
Resident Representative a.i
UNDP Beirut, Lebanon

For:

Christoph Hofmann
MVV InnoTec GmbH

Agreed and Accepted:

Signature: 

Name: Christoph Hofmann

Title:

Date: 27/07/2006

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

MVV InnoTec GmbH
Kurfurstendamm 199
D-10719 Berlin
Tel.: +49-30-882 32 51
Fax: +49-30-885 44 33
e-mail: innotec@euweb.de

Annex A

concerning item 2.2 of

CONTRACT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN
UNDP/LEBANON AND MVV InnoTec GmbH/GERMANY

for

SETTING THE NATIONAL STANDARDS FOR ENVIRONMENTAL
QUALITY
(LIQUID WASTE)

Name	Duty**	Period of Service [d]	Allowance*
Dr. M. Scheutwinkel	C2,3,4,5,6,7	8	\$1.200,00
Dr. S. Mahfoud	C2,5	5	\$750,00
Martin Lehmann	C1,6	2	\$300,00
Christoph Hofmann	C1,3,4,5,6,8	7	\$1.050,00
Renate Lemke	C3,6,7	4	\$600,00
Tobias Kampet	C3,7	3	\$450,00
Henning Niemeyer	C8	1	\$150,00
SUM		30	\$4.500,00
*) comprising per diems (\$50/d) and accommodation (\$100/d), according item B of the Financial Proposal			
)** according to the numeration of the Technical Proposal			

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

MVV InnoTec GmbH

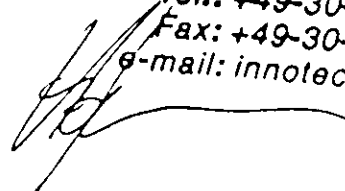
Kurfürstendamm 199

D-10719 Berlin

Tel.: +49-30-882 32 51

Fax: +49-30-885 44 33

e-mail: innotec@euweb.de



CONTRACT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN UNDP/LEBANON AND MVV
INNOTECH/GERMANY

FOR

SETTING THE NATIONAL STANDARDS FOR
ENVIRONMENTAL QUALITY

(SOLID WASTE)

COPY

SPASI
CERTIFIED COPY.

SPASI Project
LIFETCY98/RL/102

Date: 3 July 2000

Dear Sirs,

Ref.: LEB/99/004: Strengthening the Permitting and Auditing System for Industries (SPASI).

The United Nations Development Programme (hereinafter referred to as "UNDP") on behalf of the Ministry of Environment, wishes to engage your company (MVV InnoTec GmbH), duly incorporated under the laws of [Germany] (hereinafter referred to as "Consultant") in order to perform the activities as described in the project proposal already submitted by the consultant on the 15th day of June 2000 and the attached terms of reference (TOR), leading to the drafting of the National Standards of Environmental Quality (hereinafter referred as the "Services"), in accordance with the following contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services, rev.01, 22 February 1993, attached here to as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under Section 4 of this letter, entitled "Special Conditions".
- 1.2 MVV and UNDP also agree to bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
 - this letter;
 - the Proposal previously submitted by MVV (on the 15th of June 2000);
 - the TOR.
- 1.3 All the above shall form the contract between MVV and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this contract.

SPASI Project
LIFETCY98/RL/102

2. Obligations of the consultant:

2.1 MVV shall perform and complete the activities described in the technical proposal already submitted on the 15th day of June 2000 which will be considered a part of this contract.

2.2 MVV shall provide the services of the key personnel *(to be provided by MVV)*:

Name	Duty	Period of Service	Allowance
------	------	-------------------	-----------

please refer to Annex A of this contract

The MVV consultants required to spend 25 days in Lebanon for this contract in addition to all necessary working days for backstopping in Germany to fulfill the required services.

2.3 Any changes in the above key personnel shall require written approval of the Resident Representative of UNDP in Lebanon

2.4 MVV shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

2.5 MVV shall submit to UNDP the deliverables specified hereunder according to the following schedule:

- An inception report as of the first 2 weeks after awarding the contract.
- Monthly progress report detailing the activities undertaken and how progress is projected over proposed schedule.
- Draft report of final work is requested at least 3 weeks before the termination of work.
- Final report entailing all the requested changes should be submitted on time (exactly 5 months after contract signature)

2.6 All reports shall be written in both English and Arabic languages, and shall describe in detail the services rendered under the contract during the period of time covered in such report. All reports shall be transmitted by MVV by [MAIL, COURRIER AND/OR FAX] to the address specified in 9.1 below.

2.7 MVV represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this contract, as well as the quality of the deliverables and reports foreseen under this contract in accordance with the highest industry and professional standards.

SPASI Project
TCY98/RL/102

3. Price and Payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this contract, UNDP shall pay MVV a fixed contract price of United States dollars Twenty Three Thousand Eight Hundred Fifty only (US \$ 23,850).
- 3.2 The price of this contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by MVV in the performance of the contract.
- 3.3 Payments effected by UNDP to MVV shall be deemed neither the consultant of its obligations under this contract nor as acceptance by UNDP of the MVV performance of the Services.
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- 10% of the above mentioned price after approving the inception report
 - 15% of the above mentioned price after approving the second progress report
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4. Special conditions

- 4.1 No special conditions shall apply

5. Submission of invoices

- 5.1 An original invoice shall be submitted by mail by MVV for each payment under the contract to the following address:

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut, Lebanon

- 5.2 A copy of the invoice shall also be submitted by mail by MVV for each payment under the contract to the following address:

Edgard Chehab
SPASI Project Manager
Ministry of Environment
Antelias, Lebanon

SPASI Project
LIFETCY98/RL/102

5.3 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their receipt and acceptance by UNDP.

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Deutsche Bank Berlin, (BLZ 100 700 00), Kto.-Nr. 136 000 7]

7. Entry into force, time limits

7.1 The contract shall enter into force upon its signature by both parties.

7.2 MVV shall commence the performance of the Services not later than 15 July 2000 and shall complete the services within 5 months of such commencement.

7.3 All time limits contained in this contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of MVV and Resident Representative, UNDP Beirut, Lebanon.

9. Notifications

9.1 For the purpose of notifications under the contract, the addresses of UNDP, SPASI and MVV are as follows:

For the UNDP:

Yves De San

Resident Representative

UN House, Riad Al-Solh

Beirut, Lebanon

Tel: 961 1 981311 ext: 1733

Fax: 961 1 981521 or 522

For SPASI

Edgard Chehab

Project Manager

Ministry of Environment

Antelias, Lebanon

Tel: 961 4 522222

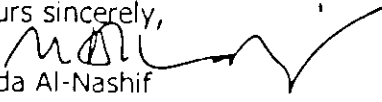
Fax: 961 4 418911

SPASI Project
LIFETCY98/RL/102

e-mail: echehab@moe.gov.lb
For MWV
Christoph Hofmann
MVV InnoTec GmbH
Kurfurstendamm 199. D-10719 Berlin
Tel: +49 - 30 - 882 34 32
Fax: +49 - 30 - 855 44 33
e-mail: innotec@euweb.de

If The above terms and conditions meet with your agreement as they are typed in this letter and in the annexes, please initial every page of them and sign and seal the last page and return to our offices one original of this contract, duly signed and dated.

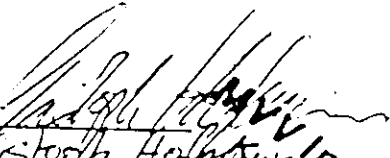
Yours sincerely,


Nada Al-Nashif
Resident Representative a.i
UNDP Beirut, Lebanon

For:

Christoph Hofmann
MVV InnoTec GmbH

Agreed and Accepted:

Signature: 

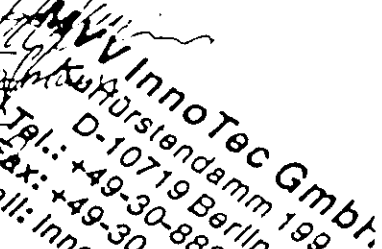
Name: Christoph Hofmann

Title: 

Date: 27/07/2006

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102


MVV InnoTec GmbH
Kurfurstendamm 199
D-10719 Berlin
Tel.: +49-30-882 32 51
Fax: +49-30-885 44 33
E-mail: innotec@euweb.de

Annex A

concerning item 2.2 of

CONTRACT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN
UNDP/LEBANON AND MVV InnoTec GmbH/GERMANY

for

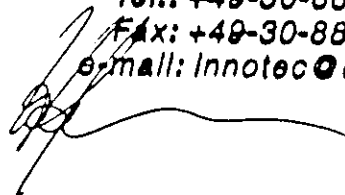
SETTING THE NATIONAL STANDARDS FOR ENVIRONMENTAL
QUALITY
(SOLID WASTE)

Name	Duty**	Period of Service [d]	Allowance*
Dr. M. Scheutwinkel	C2,3,4,5	6	\$900,00
Dr. S. Mahfoud	C2,5	3	\$450,00
Karsten Wienecke	C6,7	3	\$450,00
Christoph Hofmann	C1,3,4,5,8	4	\$600,00
Renate Lemke	C3,6,7	4	\$600,00
Martin Lehmann	C1,6	2	\$300,00
Tobias Kampet	C3,7	3	\$450,00
SUM		25	\$3.750,00
*) comprising per diems (\$50/d) and accommodation (\$100/d), according item B of the Financial Proposal			
)** according to the numeration of the Technical Proposal			

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

MVV InnoTec GmbH
Kurfürstendamm 199
D-10719 Berlin
Tel.: +49-30-882 32 51
Fax: +49-30-885 44 33
e-mail: innotec@euweb.de



CONTRACT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN UNDP/LEBANON AND MVV
INNOTEC/GERMANY

FOR

SETTING THE NATIONAL STANDARDS FOR
ENVIRONMENTAL QUALITY

(AIR EMISSIONS)

COPY

SPASI
LIFECYCLE
fact
102

SPASI
CERTIFIED COPY

Date: 3 July 2000

Dear Sirs,

Ref.: LEB/99/004: Strengthening the Permitting and Auditing System for Industries (SPASI).

The United Nations Development Programme (hereinafter referred to as "UNDP") on behalf of the Ministry of Environment, wishes to engage your company (MVV InnoTec GmbH), duly incorporated under the laws of [Germany] (hereinafter referred to as "Consultant") in order to perform the activities as described in the project proposal already submitted by the consultant on the 15th day of June 2000 and the attached terms of reference (TOR), leading to the drafting of the National Standards of Environmental Quality (hereinafter referred as the "Services"), in accordance with the following contract:

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- 1.2 MVV and UNDP also agree to bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
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 - the TOR.
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SPASI Project
LIFETCY98/RL/102

2. Obligations of the consultant:

2.1 MVV shall perform and complete the activities described in the technical proposal already submitted on the 15th day of June 2000 which will be considered a part of this contract.

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Name	Duty	Period of Service	Allowance
------	------	-------------------	-----------

please refer to Annex A of this contract

The MVV consultants required to spend 20 days in Lebanon for this contract in addition to all necessary working days for backstopping in Germany to fulfill the required services.

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SPACI Project
LIFECYCLE/102

3. Price and Payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this contract, UNDP shall pay MVV a fixed contract price of United States dollars Twenty One Thousand One Hundred only (US \$ 21,100).
- 3.2 The price of this contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by MVV in the performance of the contract.
- 3.3 Payments effected by UNDP to MVV shall be deemed neither the consultant of its obligations under this contract nor as acceptance by UNDP of the MVV performance of the Services.
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Edgard Chehab
SPASI Project Manager
Ministry of Environment
Antelias, Lebanon

SPASI Project
LIFETCY98/RL/102

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Deutsche Bank Berlin, (BLZ 100 700 00), Kto.-Nr. 136 000 7

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For the UNDP:

Yves De San

Resident Representative

UN House. Riad Al-Solh

Beirut, Lebanon

Tel: 961 1 981311 ext: 1733

Fax: 961 1 981521 or 522

For SPASI

Edgard Chehab

Project Manager

Ministry of Environment

Antelias, Lebanon

Tel: 961 4 522222


Fax: 961 4 418911

SPASI Project
LIFETCY98/RL/102

e-mail: echehab@moe.gov.lb
For MVV
Christoph Hofmann
MW InnoTec GmbH
Kurfurstendamm 199. D-10719 Berlin
Tel: +49 - 30 - 882 34 32
Fax: +49 - 30 - 855 44 33
e-mail: innotec@euweb.de

If The above terms and conditions meet with your agreement as they are typed in this letter and in the annexes, please initial every page of them and sign and seal the last page and return to our offices one original of this contract, duly signed and dated.

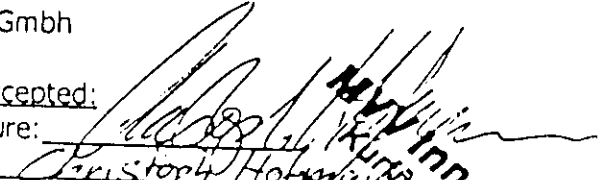
Yours sincerely,


Nada Al-Nashif
Resident Representative a.i
UNDP Beirut, Lebanon

For:

Christoph Hofmann
MW InnoTec GmbH

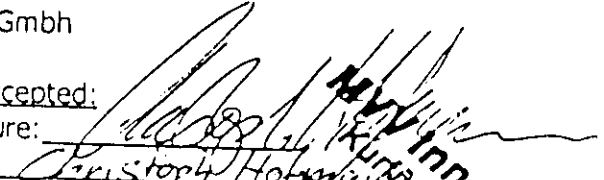
Agreed and Accepted:

Signature: 

Name: Christoph Hofmann

Title:

Date: 27/07/2008


MW InnoTec GmbH
Kurfurstendamm 199
D-10719 Berlin
Tel.: +49-30-882 32 51
Fax: +49-30-885 44 33
E-mail: innotec@euweb.de

SPASI Project
LIFETCY98/RL102

SPASI
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Annex A

concerning item 2.2 of

CONTRACT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN UNDP/LEBANON AND MVV InnoTec GmbH/GERMANY

for

SETTING THE NATIONAL STANDARDS FOR ENVIRONMENTAL QUALITY (AIR-EMISSIONS)

Name	Duty**	Period of Service [d]	Allowance*
Dr. M. Scheutwinkel	C2,3,5	3	\$450,00
Dr. S. Mahfoud	C2,5	3	\$450,00
Christoph Hofmann	C1,4,6,8	4	\$600,00
Renate Lemke	C3,6,7	4	\$600,00
Christian Thomas	C5,6,7	3	\$450,00
Andre Forster	C5,6	2	\$300,00
Henning Niemeyer	C8	1	\$150,00
SUM		20	\$3.000,00
*) comprising per diems (\$50/d) and accommodation (\$100/d), according item B of the Financial Proposal			
)** according to the numeration of the Technical Proposal			

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MVV InnoTec GmbH

Kurfürstendamm 199

D-10719 Berlin

Tel.: +49-30-882 32 51

Fax: +49-30-885 44 33

E-mail: Innotec@euweb.de

MVV InnoTec GmbH Kurfürstendamm 199 D-10719 Berlin

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut
LEBANON

21 August 2000

Re: "Setting the National Standards for Environmental Quality"
for the SPASI project, Beirut-Lebanon

Invoice N° 1 (Inception Report) Air Emissions

Dear Sirs,

In accordance with our contract and point IV of the Terms of Reference for the above mentioned project we are invoicing you for the sum of

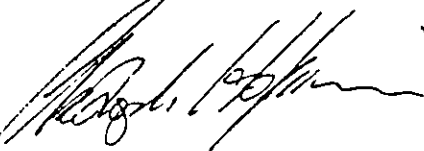
US\$ 2,110

which comprises ten percent of the total budget.

We would be very grateful if you could pay this amount into our bank account at the Deutsche Bank Berlin, sort code 100 700 00, bank account n° 136 0007.

Yours sincerely,

MVV InnoTec GmbH



Christoph Hofmann

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SPASI Project
LIFETCY98/RL/102

MVV InnoTec GmbH Kurfürstendamm 199 D-10719 Berlin

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut
LEBANON

21 August 2000

Re: "Setting the National Standards for Environmental Quality"
for the SPASI project, Beirut-Lebanon

Invoice N° 1 (Inception Report) Liquid Waste

Dear Sirs,

In accordance with our contract and point IV of the Terms of Reference for the above mentioned project we are invoicing you for the sum of

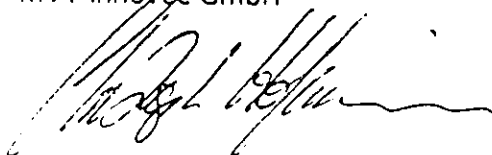
US\$ 2,860

which comprises ten percent of the total budget.

We would be very grateful if you could pay this amount into our bank account at the Deutsche Bank Berlin, sort code 100 700 00, bank account n° 136 0007.

Yours sincerely,

MVV InnoTec GmbH

A handwritten signature in black ink, appearing to read "Christoph Hofmann".

Christoph Hofmann

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

MVV InnoTec GmbH Kurfürstendamm 199 D-10719 Berlin

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut
LEBANON

21 August 2000

Re: "Setting the National Standards for Environmental Quality"
for the SPASI project, Beirut-Lebanon

Invoice N° 1 (Inception Report) Solid Waste

Dear Sirs,

In accordance with our contract and point IV of the Terms of Reference for the above mentioned project we are invoicing you for the sum of

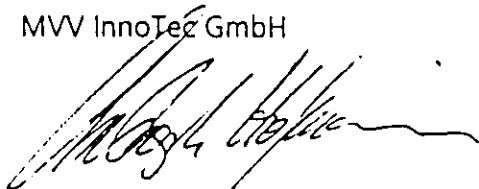
US\$ 2,385

which comprises ten percent of the total budget.

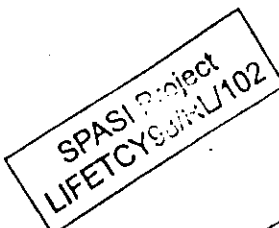
We would be very grateful if you could pay this amount into our bank account at the Deutsche Bank Berlin, sort code 100 700 00, bank account n° 136 0007.

Yours sincerely,

MVV InnoTec GmbH



Christoph Hofmann



MVV InnoTec GmbH · Kurfürstendamm 199 · D-10719 Berlin

Mr. Edgard Chehab
Ministry of Environment (5th floor)
P.O. Box 70-1091 Antelias
LEBANON

21 August 2000

Re: "Setting the National Standards for Environmental Quality"
for the SPASI project, Beirut-Lebanon

Dear Mr. Chehab,

MVV InnoTec is pleased to submit copies of the three invoices for the above mentioned project on behalf of the consortium MVV InnoTec GmbH and TÜV Umwelt Berlin-Brandenburg GmbH

Yours sincerely,

MVV InnoTec GmbH


Christoph Hofmann

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SPASI Project
IFETCY98/RL/102



Ref: SPASI/RDP/006

Date: August 24, 2000

Project No.: LEB/99/004

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of U.S. \$2,860= (US Dollars two thousands eight hundred & sixty only). This payment is being requested to cover *the partial cost for consultancy services as specified in the contract entitled: "Setting the National Standards for Environmental Quality (Liquid Waste)"*. The component / budget line number that should be charged is LEB/99/004-023-01 - National quality standards (wastewater).

Pertinent Supplier information is as follows:

Name: **MVV InnoTec** Bank: **Deutsche Bank Berlin, sort code 100 700 00**

Address: **Kurfuerstendamm 28, D-10719 Berlin.** Tel: **+49-30-34070**

Invoice #: **1** (Inception Report) Wastewater Account #: **1360007** Swift code: **DEUTDEBB**

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

bank swift charges to be debited to b.l. 53-01

Prepared by Edgard Chehab Project Manager	Approved by Mr. Yves De San UNDP Resident Representative	Reviewed by Mr Hassan Hoteit Focal Point	Certified by H.E. Arthur Nazarian Minister of Environment
---	--	--	---

Payment Confirmation

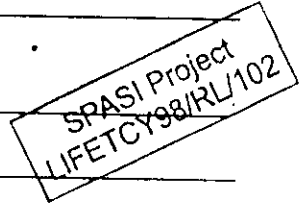
Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Sald, Senior Finance (UNDP)

29/8/00



Ref: SPASI/RDP/007

Date: August 24, 2000

Project No.: LEB/99/004

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of **U.S. \$2,110= (US Dollars two thousands one hundred & ten only)**. This payment is being requested to cover *the partial cost for consultancy services as specified in the contract entitled: "Setting the National Standards for Environmental Quality (Air Emissions)"*. The component / budget line number that should be charged is **LEB/99/004 - 024-01 - National quality standards (air)**.

Pertinent Supplier information is as follows:

Name: MVV InnoTec

Bank: Deutsche Bank Berlin, sort code 100 700 00

Address: Kurfuerstendamm 28, D-10719 Berlin.

Tel: +49-30-34070

Invoice #: 1 (Inception Report) Wastewater Account #: 1360007


Swift code: DEUTDE33

Certification

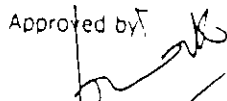
The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

* bank swift charges to be debited to b.l. 53-01

Prepared by



Edgard Chehab
Project Manager

Approved by


Mr. Yves De San
UNDP Resident Representative

Reviewed by


Mr Hassan Hoteit
Focal Point

DK
Certified by


H.E. Arthur Nazarian
Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____
**SPASI Project
LIFECY98/RL/102**

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance Officer

**SPASI
CERTIFIED COPY**





Ref: SPASI/RDP/005

Date: August 24, 2000

Project No.: LEB/99/004

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of **U.S. \$2,385= (US Dollars two thousands three hundred eighty five only)**. This payment is being requested to cover the partial cost for consultancy services as specified in the contract entitled: "Setting the National Standards for Environmental Quality (Solid Waste)". The component / budget line number that should be charged is **LEB/99/004 - 025-01 - National quality standards (noise/waste)**.

Pertinent Supplier information is as follows:

Name: **MVV InnoTec** Bank: **Deutsche Bank Berlin, sort code 100 700 00**

Address: **Kurfuerstendamm 28, D-10719 Berlin.** Tel: **+49-30-34070**

Invoice #: **1 (Inception Report) Wastewater** Account #: **1360007** Swift code **DEUTDE33**

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

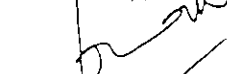
** bank swift charges to be debited to b.l. 53-01*

Prepared by



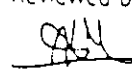
Edgard Chehab
Project Manager

Approved by



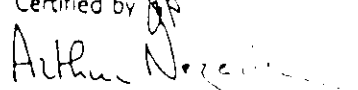
Mr. Yves De San
UNDP Resident Representative

Reviewed by



Mr. Hassan Hoteit
Focal Point

Certified by *OK*



H.E. Arthur Nazarian
Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: *Laurent Said*, Senior Finance Officer

**SPASI Project
LINE C/YS/RL/102**

**SPASI
CERTIFIED COPY**

*Law
29/8/00*

Ref: SPASI/Jus.7002 MVV

Mr. Yves de San
Resident Representative
United Nations Development Programme (UNDP)
UN House
Beirut

Antelias, 11.10.2000

Dear Sir,

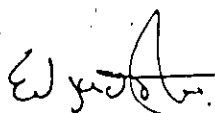
Subject: The 2nd Progress Report for Setting the National Standards for Environmental Quality

Enclosed please find copy of the 2nd progress report for the project entitled "*Setting the National Standards for Environmental Quality*" prepared and submitted by MVV InnoTec.

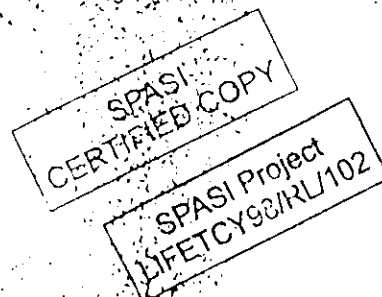
According to the signed contracts, we are requested at this stage to pay 15% of the total cost of the project. In light of that we prepared the necessary request for direct payment.

Appreciating your continuous support, we remain,

Sincerely yours,



Edgard CHEHAB
Project Manager





FIN		
17 OCT 2000		
FUNCTION	Inst.	Date
UNDP	RR DPR	
AGENCY	DR / LS	

Ref: SPASI/RDP/002MVV

Date: October 11, 2000

Project No.: LEB/99/004

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of U.S. \$11,032.50= (Eleven thousands thirty two US Dollars & fifty cents only). This payment is being requested to cover the partial cost for consultancy services as specified in the 3 contracts entitled: "Setting the National Standards for Environmental Quality (1. Solid Waste) & (2. Liquid Waste) & (3. Air Emissions)". The component / budget lines number that should be charged are:

- LEB/99/004 - 023-01 - National quality standards (wastewater) (The sum of \$4,290)
- LEB/99/004 - 024-01 - National quality standards (air) (The sum of \$3,165)
- LEB/99/004 - 025-01 - National quality standards (noise/waste) (The sum of \$3,577.50)

Pertinent Supplier Information is as follows:

Name: **MVV InnoTec** Bank: **Deutsche Bank Berlin, sort code 100 700 00**

Address: **Kurfuerstendamm 28, D-10719 Berlin.**

Tel: **+49-30-34070**

Invoice #: **2 (Progress Report)**

Account #: **1360007**

Swift code: **DEUTDE33**

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by Eyad Chehab Approved by Mr. Yves De San
Project Manager UNDP Resident Representative

Reviewed by Mr Hassan Hobeit
Focal Point

Certified by Arthur Nazarian
H.E. Arthur Nazarian
Minister of Environment

Payment Confirmation

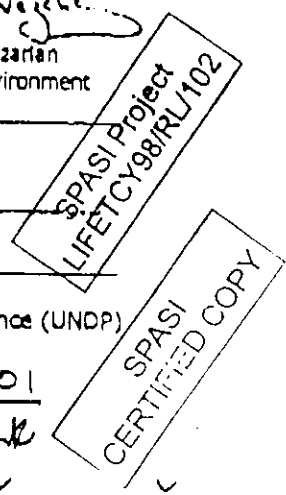
Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)

* swift charges to be charged on b.l. 53-01



MVV InnoTec GmbH Kurfürstendamm 199 D-10719 Berlin

Mr. Edgard Chehab
Ministry of Environment (5th floor)
P.O. Box 70-1091 Antelias
LEBANON

6 October 2000

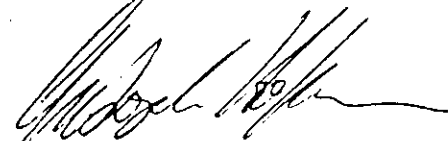
Re: Copies of Invoices

Dear Mr. Chehab,

Please find enclosed 3 copies of the Invoice N°2 (Second Progress Report), which we have sent to the UNDP Representative.

Yours sincerely,

MVV InnoTec GmbH

A handwritten signature in black ink, appearing to read "Christoph Hofmann".

Christoph Hofmann

SPASI Project
LIFETCY98/RL/102

SPASI
CERTIFIED COPY

MVV InnoTec GmbH · Kurfürstendamm 199 · D-10719 Berlin

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut
LEBANON

6 October 2000

Re: "Setting the National Standards for Environmental Quality"
for the SPASI project, Beirut-Lebanon

Invoice N° 2 (Second Progress Report) Liquid Waste

Dear Sirs,

In accordance with our contract and point IV of the Terms of Reference for the above mentioned project we are invoicing you for the sum of

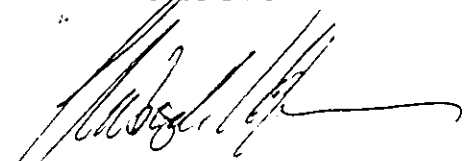
US\$ 4,290

which comprises fifteen percent of the total budget.

We would be very grateful if you could pay this amount into our bank account at the Deutsche Bank Berlin, sort code 100 700 00, bank account n° 136 0007.

Yours sincerely,

MVV InnoTec GmbH



Christoph Hofmann

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

MVV InnoTec GmbH Kurfürstendamm 199 D-10719 Berlin

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut
LEBANON

6 October 2000

Re: "Setting the National Standards for Environmental Quality"
for the SPASI project, Beirut-Lebanon

Invoice N° 2 (Second Progress Report) Air Emissions

Dear Sirs,

In accordance with our contract and point IV of the Terms of Reference for the above mentioned project we are invoicing you for the sum of

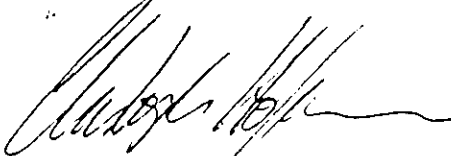
US\$ 3,165

which comprises fifteen percent of the total budget.

We would be very grateful if you could pay this amount into our bank account at the Deutsche Bank Berlin, sort code 100 700 00, bank account n° 136 0007.

Yours sincerely,

MVV InnoTec GmbH

A handwritten signature in black ink, appearing to read 'Christoph Hofmann', is written over the printed name.

Christoph Hofmann

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

MVV InnoTec GmbH Kurfurstendamm 199 D-10719 Berlin

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut
LEBANON

6 October 2000

Re: "Setting the National Standards for Environmental Quality"
for the SPASI project, Beirut-Lebanon

Invoice N° 2 (Second Progress Report) Solid Waste

Dear Sirs,

In accordance with our contract and point IV of the Terms of Reference for the above mentioned project we are invoicing you for the sum of

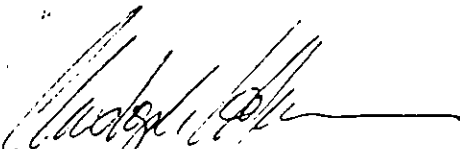
US\$ 3,577.50

which comprises fifteen percent of the total budget.

We would be very grateful if you could pay this amount into our bank account at the Deutsche Bank Berlin, sort code 100 700 00, bank account n° 136 0007.

Yours sincerely,

MVV InnoTec GmbH



Christoph Hofmann

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

BL3.2: Reviewing the National Environmental Auditing Manual

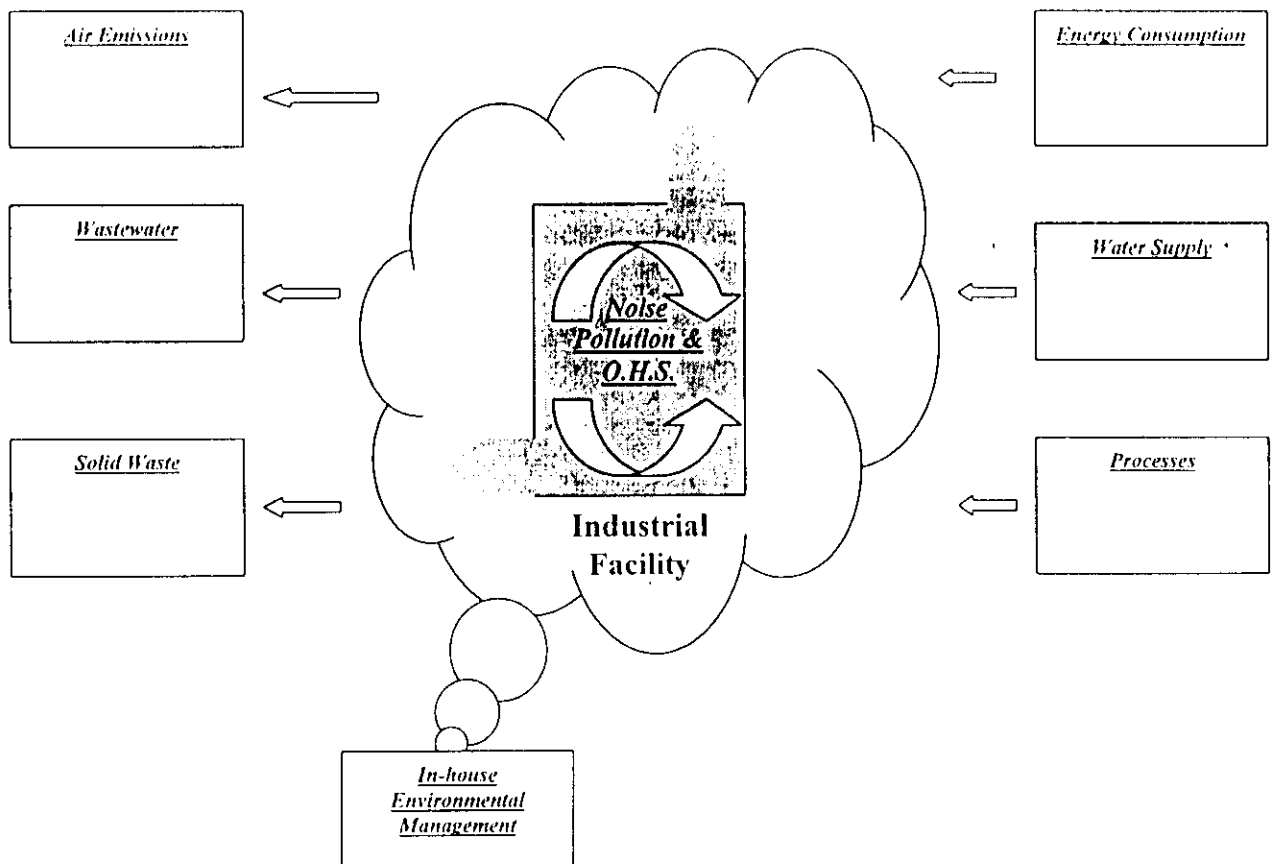
Terms of Reference

Testing the National Environmental Auditing Manual in 2 Industrial Facilities

I. PROJECT CONTEXT

The “Strengthening the Permitting & Auditing System for Industries (SPASI)” project was selected by the European Commission for financing through Life 3rd Countries Programme. Managed by the United Nations Development Programme (UNDP), SPASI is hosted by the Ministry of Environment (MoE)- the main beneficiary of the project.

One of the objectives of the SPASI project is to develop a national manual for environmental auditing. Accordingly, SPASI’s team developed a manual that covers the following areas illustrated in the diagram below.



II. TERMS OF REFERENCE

The team of consultants shall consider (but not restrictive to) the following activities when proposing the methodology:

1. Conduct an in-house review of the manual;
2. Identify obvious gaps (if any);
3. Propose suitable solutions to fulfill the identified gaps;
4. Consult with SPASI team the identified gaps and the proposed solutions;
5. Correct the manual accordingly;
6. Test the manual in two facilities (earlier selected by SPASI's team);
7. Identify practical gaps;
8. Propose suitable solutions to fulfill the identified gaps;
9. Consult with SPASI team the identified gaps and the proposed solutions;
10. Correct the manual accordingly.

III. CHARACTERISTICS OF THE BIDS

III.A Technical Bid

The technical bid must include the following:

- The human resources assigned directly to the preparation, development and execution of this project
- Curriculum Vitae of each member of the technical team. These curricula should make special reference to knowledge of related issues to the project
- The function and time envisaged for each member of the technical team designated to carry out this project
- Methodology
- Work schedule

III.B Financial Bid

The financial offer should be clearly presented indicating and differentiating the overall budget.

In addition, the financial offer must detail the budget for the following sections:

- Personnel
- Transportation
- Other cost (faxes, e-mails, phones, etc.)

III.C Presentation of the Bids

The bid must be presented in a maximum term of 5 working days from the date of reception or collection of these specifications.

The bid must be presented to SPASI Project (Ministry of Environment P.O.Box: 70-1091, Antelias Lebanon).

III.D Evaluation of the Bids

The following scheme will be used to evaluate submitted offers:

- | | |
|---|-----|
| ▪ Related experience of the company | 15% |
| ▪ CVs of personnel | 25% |
| ▪ Understanding of TOR and contribution to enhance it | 15% |
| ▪ Proposed methodology | 40% |
| ▪ Proposed budget | 5% |

The SPASI team reserves the right at any time to request from the expert bidding for any further information if considered necessary for an improved evaluation of the bid.

IV. FORM OF PAYMENT

The payment will be made inline with the following scheme:

- 100% after approving the final report and submitting the requested deliverables

V. LANGUAGE OF THE STUDY

The study should be written in English.

VI. DELIVERABLES

- Progress report detailing the gaps identified after the in-house review and the proposed solutions;
- Final report of the manual entailing all the proposed changes suggested after testing it in the selected facilities.

The awarded party should arrange to submit 3 copies of each report in addition to soft copies.

VII. TERMS OF EXECUTION OF THE PROJECT

The term of execution of the Project is until end of August 2000. The awarded party is obliged to comply with the terms of execution established in these specifications. At the same time, the period can be extended by mutual agreement between the parties if deemed necessary.

If delays occur without mutual agreement for extension, the SPASI team reserves its right to charge the awarded party a penalty equivalent to one manday of the highest paid salary of proposed team for every working day delayed.

VIII. FINALISATION OF THE PROJECT

The contract will be considered finished when the awarded party has delivered the final study and the SPASI team has given its approval.

SPASI Project Manager reserves the right to undertake the necessary actions (annul the contract, leaving SPASI team as the proprietor of the work developed up to that moment and reserving the rights of any pertinent action) if the awarded party prepares, develops, and carries out the study without attaining minimum standards of quality.

IX. RESPONSIBILITY & CONFIDENTIALITY

All information supplied by SPASI team or by the Ministry of Environment and that derived from the work carried out, which is not of public nature, shall be considered confidential and the property of SPASI, UNDP and MoE, and no use of it may be made by the awarded party, nor any employee or subcontractor, without the prior approval of SPASI and MoE. In the case that third parties without a working contract have access to the information and/or documentation, the awarded party shall report this fact to SPASI team, and make the third parties accept the responsibility and confidentiality clause.

SPASI and MoE are the owner of the study, and all total or partial use of it, mention of its results in publications, articles, interviews, conferences, etc., in any language, and without limitation of time or territory, will require their pertinent authorization.

**Results of the Bids Submitted by the Previously Short-listed Companies on the Project
Entitled: "Testing the National Environmental Auditing Manual in 2 Industrial Facilities"**

Company Name	Date of Submitting the Proposal	Criteria of Selection				Proposed Budget (Max 5)
		Related experience of the company (Max 15)	CVs of personnel (Max 25)	Understanding of TOR and contribution to enhance it (Max 15)	Proposed methodology (Max 40)	
MVV InnoTec GmbH	17 - 7 - 2000	15	20	15	35	\$6000
ARD	27 - 7 - 2000	10	15	15	35	\$5900
H2I	26 - 7 - 2000	15	20	15	30	\$5950

Company Name	Advantages	Disadvantages	Total Marks (Out of 100)	Ranking (Out of 7)
ARD	<ul style="list-style-type: none"> ▪ Very well organized bid ▪ Propose 4 weeks of work 	<ul style="list-style-type: none"> ▪ Suggested junior experts 	80	3
H2I	<ul style="list-style-type: none"> ▪ Very well organized bid ▪ Excellent profile of suggested senior expert 	<ul style="list-style-type: none"> ▪ Proposing only one expert over 6 days 	85	2

ie: Expert

SPASI Project
LIFETCY98/RL/102

CONTRACT FOR PROFESSIONAL CONSULTING SERVICES
BETWEEN UNDP/LEBANON AND MVV
INNOTEC/GERMANY

FOR

TESTING THE NATIONAL ENVIRONMENTAL AUDITING
MANUAL IN TWO INDUSTRIAL FACILITIES

Date: 11 August 2000

Dear Sirs,

Ref.: LEB/99/004: Strengthening the Permitting and Auditing System for Industries (SPASI).

The United Nations Development Programme (hereinafter referred to as "UNDP") on behalf of the Ministry of Environment, wishes to engage your company (MVV InnoTec GmbH), duly incorporated under the laws of [Germany] (hereinafter referred to as "Consultant") in order to perform the activities as described in the project proposal already submitted by the consultant on the 17th day of July 2000 and the attached terms of reference (TOR), leading to the testing of the national environmental auditing manual in 2 industrial facilities (hereinafter referred as the "Services"), in accordance with the following contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services, rev.01, 22 February 1993, attached here to as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under Section 4 of this letter, entitled "Special Conditions".
- 1.2 MWV and UNDP also agree to bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
- this letter;
 - the Proposal previously submitted by MVV (on the 17th day of July 2000);
 - the TOR.
- 1.3 All the above shall form the contract between MWV and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this contract.

2. **Obligations of the consultant:**

- 2.1 MVV shall perform and complete the activities described in the technical proposal already submitted on the 17th day of July 2000 which will be considered a part of this contract.
- 2.2 MVV shall provide the services of the key personnel (*to be provided by MVV*):

Name	Duty	Period of Service	Allowance
Renate Lemke	CA-CAO	15.08 - 31.08.00	400\$

The MVV consultants required to spend 10 days in Lebanon for this contract in addition to all necessary working days for backstopping in Germany to fulfill the required services.

- 2.3 Any changes in the above key personnel shall require written approval of the Resident Representative of UNDP in Lebanon
- 2.4 MVV shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.
- 2.5 MVV shall submit to UNDP the deliverables specified hereunder according to the following schedule:
- Progress report detailing the gaps identified after the in-house review and the proposed solutions;
 - Final report of the manual entailing all the proposed changes suggested after testing it in the selected facilities. (exactly 10 working days after contract signature)
- 2.6 All reports shall be written in English language, and shall describe in detail the services rendered under the contract during the period of time covered in such report. All reports shall be transmitted by MVV by [MAIL, COURRIER AND/OR FAX] to the address specified in 9.1 below.
- 2.7 MVV represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this contract, as well as the quality of the deliverables and reports foreseen under this contract in accordance with the highest industry and professional standards.

3. Price and Payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this contract, UNDP shall pay MWV a fixed contract price of United States dollars Six Thousand only (US \$ 6,000).
- 3.2 The price of this contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by MWV in the performance of the contract.
- 3.3 Payments effected by UNDP to MWV shall be deemed neither the consultant of its obligations under this contract nor as acceptance by UNDP of the MWV performance of the Services.
- 3.4 UNDP shall effect payments to MWV after acceptance by UNDP of the invoices submitted by MWV to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:
- 100% after approving the final report and submitting the requested deliverables

4. Special conditions

- 4.1 No special conditions shall apply

5. Submission of invoices

- 5.1 An original invoice shall be submitted by mail by MWV for each payment under the contract to the following address:

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut, Lebanon

- 5.2 A copy of the invoice shall also be submitted by mail by MWV for each payment under the contract to the following address:

Edgard Chehab
SPASI Project Manager
Ministry of Environment
Antelias, Lebanon

- 5.3 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their receipt and acceptance by UNDP.

6.2 All payment shall be made by UNDP to the following Bank account of MVV:

[Please Provide Relevant Bank Information]

Deutsche Bank Berlin, Sort Code. 100 70000, Account No.

7. Entry into force, time limits

7.1 The contract shall enter into force upon its signature by both parties.

7.2 MVV shall commence the performance of the Services not later than 15 August 2000 and shall complete the services within 10 working days of such commencement.

7.3 All time limits contained in this contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of MVV and Resident Representative, UNDP Beirut, Lebanon.

9. Notifications

9.1 For the purpose of notifications under the contract, the addresses of UNDP, SPASI and MVV are as follows:

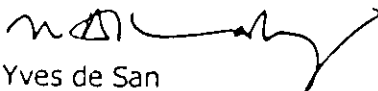
For the UNDP:
Yves De San
Resident Representative
UN House. Riad Al-Solh
Beirut, Lebanon
Tel: 961 1 981311 ext: 1733
Fax: 961 1 981521 or 522

For SPASI
Edgard Chehab
Project Manager
Ministry of Environment
Antelias, Lebanon
Tel: 961 4 522222
Fax: 961 4 418911
e-mail: echehab@moe.gov.lb

For MVV
Christoph Hofmann
MVV InnoTec GmbH
Kurfurstendamm 199. D-10719 Berlin
Tel: +49 - 30 - 882 34 32
Fax: +49 - 30 - 855 44 33
e-mail: innotec@euweb.de

If The above terms and conditions meet with your agreement as they are typed in this letter and in the annexes, please initial every page of them and sign and seal the last page and return to our offices one original of this contract, duly signed and dated

Sincerely yours,


Yves de San
Resident Representative
UNDP Beirut, Lebanon

For:


Christoph Hofmann
MVV InnoTec GmbH

Agreed and Accepted:

Signature: _____
Name: Christoph Hofmann
Title: _____
Date: 22/08/00



Ref. SPASI/Jus/008

Mr. Yves de San
Resident Representative
United Nations Development Programme (UNDP)
UN House
Beirut

Antelias, 24.8.2000

Dear Sir,

Subject: The Final Report for Testing the National Environmental Auditing Manual in 2 Industrial Facilities

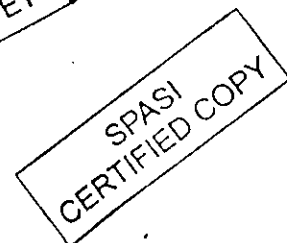
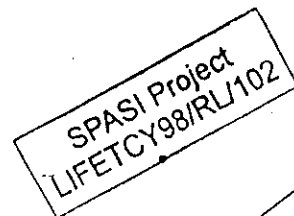
Enclosed please find copy of the Final report for the project "*Testing the National Environmental Auditing Manual in 2 Industrial Facilities*" prepared and submitted by MVV InnoTec.

According to the signed contracts, we are requested at this stage to pay the total cost of the project. In light of that we prepared the necessary requests for direct payment.

Appreciating your continuous support, we remain,

Sincerely yours,

Edgard CHEHAB
Project Manager



MVV InnoTec GmbH Kurfurstendamm 199 D 10719 Berlin

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut
LEBANON

31 August 2000

Re: "Testing the National Environmental Auditing Manual in 2 Industrial Facilities"
for the SPASI project, Beirut-Lebanon

Invoice N° 1 (Final Report)

Dear Sir or Madam,

In accordance with point 3 of our contract for the above mentioned project we are invoicing you for the sum of

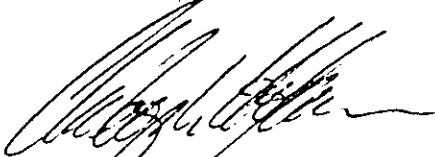
US\$ 6,000

which comprises one hundred percent of the total budget.

We would be very grateful if you could pay this amount into our bank account at the Deutsche Bank Berlin, sort code 100 700 00, bank account n° 136 0007.

Yours sincerely,

MVV InnoTec GmbH



Christoph Hofmann

SPASI Project
LIFETCY98/RL/102

SPASI
CERTIFIED COPY



Ref: SPASI/RDP/008

Date: September 5, 2000

Project No.: LEB/99/004

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of **U.S. \$6,000= (US Dollars six thousands only)**. This payment is being requested to cover *the full cost for consultancy services as specified in the contract entitled: "Testing the National Environmental Auditing Manual in 2 Industrial Facilities"*. The component / budget line number that should be charged is **LEB/99/004 - 026-01 - Dvt training manuals on CAP & Econ. Ins.**

32-01

Pertinent Supplier information is as follows:

Name: **MVV InnoTec** Bank: **Deutsche Bank Berlin, sort code 100 700 00**

Address: **Kurfuerstendamm 28, D-10719 Berlin.** Tel: **+49-30-34070**

Invoice #: **1** (Inception Report) Air Emissions Account #: **1360007** Swift code: **DEUTDEBB**

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by Approved by

Edgard Chehab Mr. Yves De San
Project Manager UNDP Resident Representative

Reviewed by

Mr Hassan Hoteit
Focal Point

Certified by

H.E. Arthur Nazarian
Minister of Environment

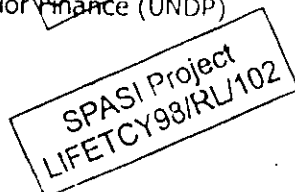
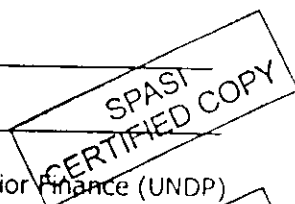
Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: **Laurette Said, Senior Finance (UNDP)**



**BL3.3: Pre-feasibility for the Relocation of the Tanning Facilities
(auto financed by the Ministry of Environment)**

٤

تاريخ ٢٦/٩/٢٠٠٠

محضر جلسة لجنة التلزم
المتعلقة بفتح مغلفات بيان الاسعار لمشروع
"دراسة لتقييم امكانية انشاء مدينة صناعية للمداغ في لبنان"

في الساعة العاشرة من يوم الثلاثاء الواقع في ٢٦/٩/٢٠٠٠ اجتمعت اللجنة المؤلفة بموجب قرار رقم ١/٣٥ تاريخ ١٩/٧/٩٩ وذلك لفض عروض الاسعار المتعلقة بدراسة "امكانية انشاء مدينة صناعية للمداغ في لبنان" بحضور العارضين الثلاث.

: وبناء على المحضر رقم (١) تاريخ ١٣/٧/٢٠٠٠ قبلت ثلاثة عروض وهي المقدمة من الشركات الآتية:

- ١- شركة Ecodit Liban
- ٢- شركة Envirotech
- ٣- شركة Issa Consulting

كما تسلمت اللجنة تقرير اللجنة الفنية المؤلفة بموجب القرار ١/٥٨ (مستند رقم ١)، الذي احتوى علامات التقييم للشركات الثلاث بناء على عرضهم الفني، وقد تلي التقرير على الحضور (مستند رقم ٢) كما اطلعت اللجنة على كتب التبليغ للشركات الثلاث لحضور الجلسة المسجل لدى ديوان الوزارة رقم ١٦٥٦/ب (مستند رقم ٣).

وتم فض العروض الفنية حيث تبين الآتي:

- عرض الاسعار لشركة Envirotech / ٣٣,٥٤٧,٥٠٠ ل.ل. %٢٠ فقط ثلاثة وثلاثين مليون وخمسمائة وسبعة واربعون الف وخمسمائة ل.ل.

- عرض الاسعار لشركة Ecodit / ٣٣,٨٩٩,٠٠٠ ل.ل. %١٥ فقط ثلاثة وثلاثين مليون وثمانماية وتسعة وتسعون الف ل.ل.

- عرض الاسعار لشركة Issa / ٣٣,٠٠٠,٠٠٠ ل.ل. %٢٥ فقط ثلاثة وثلاثين مليون ل.ل.





يكون مجموع العلامات على الشكل التالي:

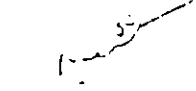
Envirotech - 1	:	69,3 + 20 = 89,3 %
Ecodit - 2	:	56 + 15 = 71 %
Issa - 3	:	44,3 + 25 = 69,3 %

بناء على ما تقدم وعودة الى المادة (8) من دفتر الشروط يسند الالتزام مؤقتا الى شركة Envirotech كونها نالت افضل نسبة مئوية.

هذا، وتعاد الكفالات المؤقتة الى شركتي Ecodit و Issa-Consulting محضر سجل وقيم علنا.

عضو

 م. حسن حطيط

عضو

 هند جبران


رئيس اللجنة

 م. سناء السيروان

وافق ديوان المحافظة بقراره رقم 12/11
 تاريخ 11/11/2007


تاريخ: 11/11/2007
 رقم المعاملة: 11607/ب/2007

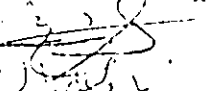
حان راثرة الريزان

بعد ابدوع على حضر جلسة استدراج الترخيص
 في 11/11/2007 والمؤخر الثاني تاريخ 11/11/2007
 موافقت على الاستدراج. يرجى إحالة المعاملة الى
 مراقب عقد النشقات لاجراء اللازم حسب الأصول
 المنضحة.

رئيس ديوان المحافظة

 م. سناء السيروان

وزير البيئة


 م. سناء السيروان

عدد 165 تاريخ 11/11/2007
 تاشيرات حدة البيئة

 م. سناء السيروان
 على موافقتات في 11/11/2007
 الكافي بـ

Annex BL 4: Related to the Budget Line 4

This annex holds the four purchasing issued so far for equipment.

- BL4.1: Sarah's computer financed 100% by MoE**
- BL4.2: Zip filer & Color Printer**
- BL4.3: Edgard's Computer & Printer**
- BL4.4: Rental fees for 1 PC over 4 months for SPASI volunteers**

BL4.1: Sarah's computer financed 100% by MoE

MTL

DATE : 06/06/2000
SERIAL : 000244

MTL COMPUTERS Co.

SALES INVOICE

SPASI
CERTIFIED COPY
by HOK
[Signature]

CUSTOMER : MESSRS MINISTRY OF ENVIROMENT

ACCOUNT NO: 00369

COMMENTS :

ITEM	DESCRIPTION	QTY	UNIT PRICE	DIS	TOTAL
PIII 600EB	INTEL PIII 600EB, 256K 133 CASE ATX MAINBOARD PIII 220 INTEL S/N: EMC000801262 CPU INTEL PIII 600EB S/N: 2018A287-0962 ADAPTER, PECA + FAN PENTIUM MEM 128MB SOUND CARD 32 BIT ASSOUND S/N: LK003016200 FDD SONY S/N: 53734731 HDD 10.2 WD S/N: WMA0M2107727 CD ROM 40 X TEAC S/N: 1906088 SPEAKER ACTIVE 80 W SCREEN 15" STX S/N: 204700 KEYBOARD TURBO-MEDIA MICROSOFT MOUSE MOUSE PAD + DUST COVER VGA 8MB S3 TRIO S/N: A-20-C01-05998	1	*****	0	*****
NETSMCTE100	Network SMC PCI, ETHERNET 100MBPS	1	*****	0	60000.

GROSS TOTAL: 1750000.00

(CHARGES): 0.00

ADDITIONAL DISCOUNT: 0.00

NET TOTAL (LL): 1750000.00

NET AMOUNT L.P.: 1750000.00

DUE ON: 06/06/2000

PREVIOUS BALANCE: -1746631.90

UP TO DATE BALANCE: 11000.00

Pay One million seven hundred fifty thousand LEBANESE LOUNES only

DELIVERED BY
SALES DEPARTMENT

CUSTOMER SIGNATURE

[Signature]
MTL
Computers Co.

[Signature]

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

BL4.2: Zip filer & Color Printer



Ref: SPASI/RDP/0012

Date: October 23, 2000

Project No.: LEB/99/004

Request for Direct Payment

SPASI Project
LIFETCY98/RL/102

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of U.S. \$659= (US Dollars six hundred & fifty nine only). This payment is being requested to cover *the cost of a color printer, zip drive and 4 zip disks as specified in the offer/order*. The component / budget line number that should be charged is LEB/99/004 - 045-01 - Local Procurement of Equipment.

Pertinent Supplier information is as follows:

Name: **MTL Computer Co.**

Bank:

Tel: **03- 295725**

Address:

Invoice #:

Account #:

SPASI
CERTIFIED COPY

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteit
Focal Point

H.E. Arthur Nazarian
Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)





Ref: SPASI/04/0012

Mr. Yves de San
Resident Representative
United Nations Development Programme (UNDP)
UN House
Beirut

Antelias, 17.10 2000

Dear Sir,

Subject: Justification for Tender Awarding

In the process of purchasing a color printer (HP Deskjet 1120 - A4 & A3) and Zip drive for the SPASI project, a tender form, comprising the requested specifications was addressed to three suppliers.

After a thorough review of the submitted bids (see enclosed original bids), the following ranking was concluded:

1. MTL Computer Co.
2. COMPUWORLD sarl
3. DigiSys sarl

The methodology for the ranking was based on the price, which showed a difference in the total value of the order.

Accordingly, we will wait for your kind approval before issuing the relevant contract.

Appreciating your continuous support, we remain,

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Edgard CHEHAB', is written over a circular stamp.

Edgard CHEHAB
Project Manager



COMPUTERS CO.

KAMAR CENTER, BOUISHRIEH

TEL: (03) 371-603 (03) 295-725

FAX: 01 887-741

E-MAIL: mtf@mtl.com.lb

QUOTATION

DATE: Oct 10, 2000

MESSRS SPASI

MINISTRY OF ENIRONMENT

ATTN: MR EDGARD CHEHAB

DEAR SIR UPON YOUR REQUEST WE ARE PLEASED TO MAKE YOU AN OFFER FOR THE FOLLOWING:

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
HP 1120 DESK JET A3 COLOR PRINTER	1	\$454.00	\$454.00
OMEGA EXTERNAL ZIP DRIVE 250MB 3.5 DISK	1	\$205.00	\$205.00

FOR ANY FURTHER INFORMATION PLEASE DO NOT HESITATE TO CONTACT US.

SINCERELY



RAYMOND RIZKALLAH
MARKETING MANAGER

OFFER FP002802/00/1
DATE Wednesday, 11 October, 2000
ATTENTION MESSRS.SPASI
ATT. MINISTRY OF ENVIRONMENT

Dear Sir,

Upon your request, we have developed this basic conception, hoping for it to adequately suit your needs and aspirations

<i>Technical specifications</i>	<i>Qty</i>	<i>Unit Price-USD</i>	<i>Total USD</i>
1. HP DESKJET 1120 PRINTER <input type="checkbox"/> Deskjet Color Printer <input type="checkbox"/> A3,A4 Paper Size	1	480	480
2. IOMEGA Zip Drive	1	180	180
3. IOMEGA 250 MB Cartridge	1	23	23

PAYMENT : 50% upon confirmation, 50% upon delivery

DELIVERY : Within seven days of your order confirmation.

VALIDITY : Fifteen days as of the above date.

Hoping for our offer to meet with your approval, we remain at your service for any additional details.

Sincerely
DigiSys s.a.r.l

COMPUWORLD s.a.r.l.

Assembly Order

Customer's Name: Messrs SPASI
Ministry of Environment

Date: 11/01/2000

	Description	Serial Number
CPU	-	
M/B	-	
FAN	-	
RAM	-	
HDD	-	
VGA	-	
CASE	-	
FDD	-	
SCREEN	-	
KB	-	
MOUSE	-	
CD ROM	-	
SOUND	-	
SPEAKERS	-	
FAX	-	
UPS	-	
PRINTER	Hp 1120c	# 470
Network Card	-	
TABLE	-	
OTHER	Seagate 250 MB external hard disk (7.4 disk) #220	
OTHER	-	

Customer's address, map & phone---Delivery date

CompuWorld
S.A.R.L.
[Signature]

Assembled By: _____

Subject: Purchase of a color printer and Zip drive

Date: Tue, 24 Oct 2000 13:50:54 +0200

From: Sara Yehya <sara.yehya@undp.org.lb>

Organization: UNDP

To: Edgard Chehab <echhab@moe.gov.lb>

CC: registry@undp.org.lb, Dima Al-Khatib <dima.al-khatib@undp.org.lb>

LEB/99/004

MESSAGE FROM DIMA AL-KHATIB

Dear Edgard,

In reference to your letter dated 17 October 2000 (Ref. SPASI/jus./0012), concerning the above mentioned subject, we hereby approve of your recommendation for selecting 'MTL Computer Co.' offer being the most cost effective one. Please proceed with the necessary following steps.

Regards.

MTL

DATE : 25/10/2000

SERIAL : 009375

MTL COMPUTERS Co.

SALES INVOICE

CUSTOMER : MESSRS SPASI

ACCOUNT NO: 00375

COMMENTS :

ITEM	DESCRIPTION	QTY	UNIT PRICE	DIS	TOTAL
PRINTERS HP	HP 8000 N: 800 21130	1	454.00		
BRD EXT BOARD	ZIP DRIVE Iomega External 250MB + 4 IOMEGA ZIP DISKS	1	205.00		

GROSS TOTAL:

(CHARGES):

ADDITIONAL DISCOUNT:

NET TOTAL (USD):

NET AMOUNT I.P.:

DUE ON:

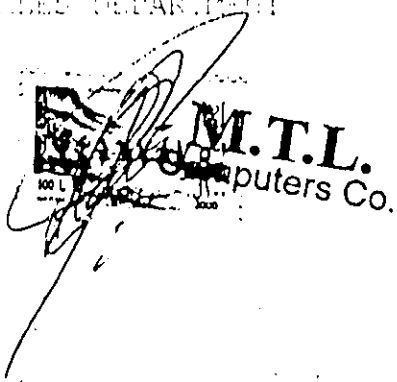
PREVIOUS BALANCE:

UP TO DATE BALANCE:

DELIVERED BY

SALES DEPARTMENT

CUSTOMER SIGNATURE



M.T.L.
Computers Co.

BL4.3: Edgard's Computer & Printer



Ref: SPASI/RDP/002

Date: March 1, 2000

Project No.: LEB/99/004

Request For Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of U.S. \$2,014.00= (US Dollars two thousand and fourteen only). This payment is being requested to cover *the cost for a computer and a printer as specified in the offer/order*. The component budget line number that should be charged is LEB/99/004 - 045-01 - Equipment.

Pertinent Supplier information is as follows:

Name: Computer Information System (CIS)

Bank:

Address: Tel: 04-405413

Address:

Invoice #:

Account #:



Certification

The undersigned authorised government official hereby certifies that the payment being requested has not previously been made.

- ✓ Made in accordance with the project document.
- ✓ Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- ✓ Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteit
Focal Point

Minister of Environment

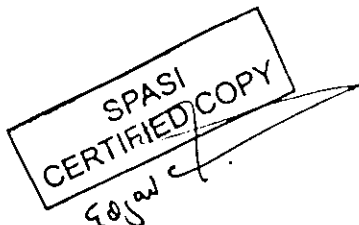
Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)



INVOICE

NAME : UNDP/SPASI (FOR ACCOUNT U N D.P.)	CUST # : 0349
ADDRESS : ANELIAS, MINISTRY OF ENVIRONMENT	INV. # : P000050
PHONE :	DATE : 3/6/2000
CONTACT :	

AMOUNTS IN: U.S. DOLLARS / LEBANESE POUND

#	PRODUCT(S)	OPT.	DESCRIPTION	QTY
1			HP BRIO BA 600 P550E, PIII550EMHZ, 128MB	1
2			SDRAM, 10.0GB UATA33, MATROX MGA G200	1
3			AGP 8MB VIDEO, AUDIO INTEGRATED	1
4			CACHE 1256K, 3.5" FDD, 48X CD-ROM,	1
5			10/100 NIC, ENGI/AR KEYBOARD, W/MOUSE	1
6			ENG. EXT 56K FAX-MODEM, SPEAKERS	1
7			HP 15" MONITOR	1

REFERENCE # 128/00/1

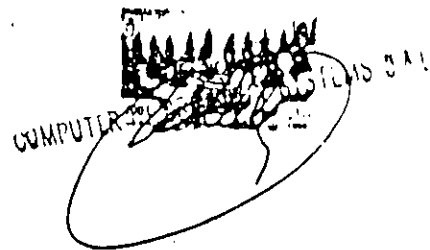
TOTAL NET PRICE: 1515 USD

OR **TOTAL NET PRICE: 2287650 LBP**

ONE THOUSAND FIVE HUNDRED FIFTEEN U.S. DOLLARS

OR TWO MILLION TWO HUNDRED EIGHTY SEVEN THOUSAND SIX HUNDRED FIFTY LEBANESE POUNDS

@ N



الرجاء طلب إيصال فوراً عند دفع أي مبلغ لأمر الشركة.

C.I.S. sal

Capital: LL 190 000 000 - R.C.B.: 69378
 Jal El Dib, Old Tripoli Road, C.I.S. Bldg, P.O. Box 11 - 6274
 Tel. 405413 / 406224 / 407801 Fax 961 - 1 - 403363 / 601906

INVOICE

NAME : UNDP/SPASI (FOR ACCOUNT UNDP)	CUST # : 0349
ADDRESS : ANELIAS, MINISTRY OF ENVIRONMENT	INV. # : P000051
PHONE :	DATE : 3/6/2000
CONTACT :	

AMOUNTS IN: U.S. DOLLARS / LEBANESE POUND

#	PRODUCT	OPT.	DESCRIPTION	QTY.
1	C4224A		HP LASERJET 1100 PRINTER 8PPM 600DPI	1
2			2MB MEMORY, UPGRADEABLE TO	1
3			18MB, 256 LEVELS OF GRAY	1
4			HP ULTRAPRECISE TONER CARTRIDGE	1
5			FOR IMPROVED GRAY SCALE IMAGES	1

REFERENCE # 129/00

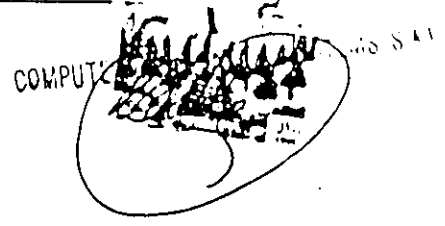
TOTAL NET PRICE: 499 USD

OR **TOTAL NET PRICE: 753490 LBP**

FOUR HUNDRED NINETY NINE U.S. DOLLARS

OR SEVEN HUNDRED FIFTY THREE THOUSAND FOUR HUNDRED NINETY LEBANESE POUNDS

@ N



الرجاء طلب إيصال فوراً عند دفع أي مبلغ لأمر الشركة.

C.I.S. sal

Capital: L.L. 190 000 000 - R.C.B.: 69378
 Jal El Dib, Old Tripoli Road, C.I.S. Bldg., P.O. Box 11 - 6274
 Tel. 405413 / 406224 / 407801 Fax. 961 - 1 - 403363 / 601906

BL4.4: Rental fees for 1 PC over 4 months for SPASI volunteers



UNDP OFFICE IN BEIRUT		
FILE: <i>FIN</i>		
01 SEP 2000		
NO ACTION	Init.	Date
INFO	<i>RR DRP</i>	
ACTION	<i>EX TR</i>	

Ref: SPASI/RDP/004

Date: August 14, 2000

Project No.: LEB/99/004

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of U.S. \$200= (US Dollars two hundred only). This payment is being requested to cover *the cost for renting a PC for a period of 4 months as specified in the offer/order*. The component / budget line number that should be charged is LEB/99/004 - 053-01

DK

Pertinent Supplier information is as follows:

Name: Personal Computer Linkers

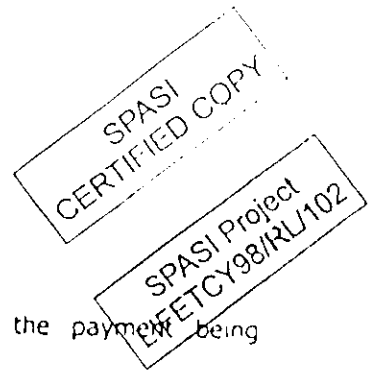
Bank:

Address: Tel: 03- 641345

Address:

Invoice #:

Account #:



Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab

Mr. Yves De San

Mr Hassan Hoteit

H.E. Arthur Nazarian

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteit
Focal Point

H.E. Arthur Nazarian
Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)

Laurette Said



SPECIFICATIONS:

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Board PENTIUM 200/233 MHZ +CPU Ports : 2 Serial , 1 Parallel Memory : 32 MB Hard Disk : 4 GB VGA : 2MB. Including IDE Controller Floppy Drive : 3.5" (1.44MB) Screen : (L.R.N.I. 28) 15" P&P CDROM Keyboard : 101 Arabic/English 95 MINI TOWER CASE Including : Mouse	1	50 \$	50 \$
DURATION PER 2 MONTH	4	50	200 \$

Annex BL 5: Related to the Budget Line 5

1. UNDP provide each project a petty cash with a total of \$500;
2. The project is allowed to spend for consumables up to \$100 per receipt;
3. Once consumed the Project Manager is requested to submit all receipts with total budget equal or less than \$500 to be reimbursable;

BL5.1: First expenditures out of petty cash

BL5.2: Second expenditures out of petty cash

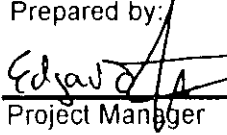
BL5.3: Third expenditures out of petty cash

BL5.4: Stationary bought at the beginning of the project

BL5.1: First expenditures out of petty cash



Sum of Invoices
Number BL 5.1

Date: 15/6/2000					
<u>SPASI</u>					
LIFETCY98/RL/102 - LEB/99/004					
EXPENDITURES OUT OF PETTY CASH / ARL - CHARGED TO BUDGET LINE 053-01					
DATE	P/C No.	DESCRIPTION	CREDIT L.L.	DEBIT L.L.	BALANCE L.L.
15-Mar-00	0001/00	Self-inking Stamps	750,500	63000	687,500.00
3-Apr-00	0002/00	Self-inking Stamps		42000	645,500.00
6-Apr-00	0003/00	Stationery		22000	623,500.00
8-Apr-00	0004/00	Reports Covers		15000	608,500.00
10-Apr-00	0005/00	ARAMEX to Brussels		22500	586,000.00
4-May-00	0006/00	Folders		66000	520,000.00
10-May-00	0007/00	Electrical Equipment		13000	507,000.00
11-May-00	0008/00	Transparencies/Safe		53000	454,000.00
12-May-00	0009/00	Slides		73500	380,500.00
16-May-00	0010/00	Office Supplies		6200	374,300.00
31-May-00	0011/00	Film Panasonic		54000	320,300.00
3-Jun-00	0012/00	Posters		135000	185,300.00
7-Jun-00	0013/00	Office Supplies		6000	179,300.00
7-Jun-00	0014/00	PC Keyboard		30000	149,300.00
15-Jun-00	0015/00	Printer Toner		112500	36,800.00
Total Debits and Credits			750,500.00	713,700.00	
Closing Balance				36,800.00	
Amount to be REIMBURSED:				713,700.00	
Approved by:			Prepared by:		
Ministry of Environment			 Project Manager		
			<div style="border: 1px solid black; padding: 5px; display: inline-block;"> SPASI Project LIFETCY98/RL/102 </div>		



#1

① SPASI Project
LIFETCY98/RL/102



CITY STATIONERY CO.
Specialists of Engineering & Art Materials

● Hamra - Jeanne d'Arc Street, Phone: 01/354352, 341564
● Zalka - Cite Moussa, Phone: 01/898104, 898105
P.O. Box - 11-7581, Beirut, Lebanon, Tlx: 43233 LE (CITYST)

CASH SALE

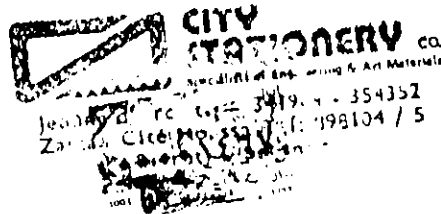
Name: SPASI PROJECT - Ministry of Environment

② SPASI
CERTIFIED COPY

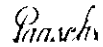
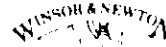
Quantity	Description	U Price	Total
1	Treadlet Caster + Rubber large		16.00
2	- - - - -		26.00
			42.00
Forty Two US Dollars			15/3/2000

SPASI Project
 Rcvd on: _____
 Our ref.: _____
 PM _____
 TA _____
 PA _____
 SP _____

③



SPASI
CERTIFIED COPY
15/3/2000



SPASI Project
LIFETCY98/RL/102 #1

2



CITY STATIONERY CO
Specialists of Engineering & Art Materials

- Hamra - Jeanne d'Arc Street, Phone: 01-354352, 341044
- Zalka - Cité Moussa, Phone: 01-898104, 898105
- P.O. Box - 11-7581, Beirut, Lebanon, Tlx: 43233 LE

CASH SALE

Name: *SPASI Project (Ministry of Environment) 5/4/2*

Quantity	Description	U. Price	Total
1	<i>Trodal 4924 + Stamp</i>	<i>LL. 42000.</i>	

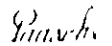
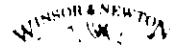
*Forty Two thousand
Leb. Pds. only*



**SPASI
CERTIFIED COPY**



Jeanne d'Arc St. Phone: 354352
Zalka - Cité Moussa Phone: 898104 / 8
Beirut - Lebanon



**SPASI Project
LIFETCY98/CL/102**

#2

#5

STATIONERY ZAFKA CHIS

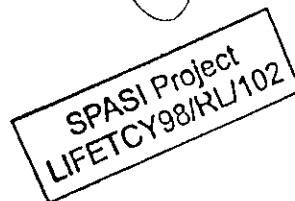
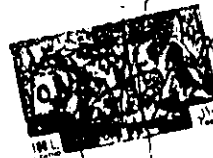
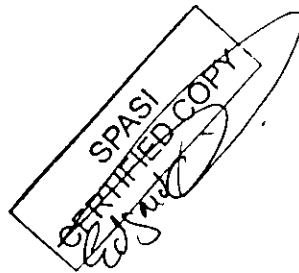
Emil Abou Jaoude Str Zafka Tel 01/876213

to:
Spasi Project
Ministry of Environment

Invoice Nr. 118

Date: 06. 04. 2000

<u>Description</u>	<u>Quantity</u>	<u>Unit Preis</u>	<u>Preis</u>
Staple 24/6	5	1000	LL. 5000
Tray	2	5000	L.L 10000
Highlight Marker	2	1000	L.L. 2000
Plastic chemise perforated	50	100	L.L. 5000
		Total	L.L. 22000



#3

44

STATIONERY
ZALKA AHS

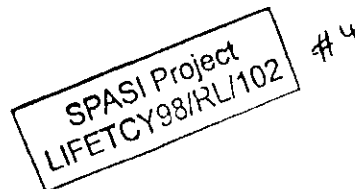
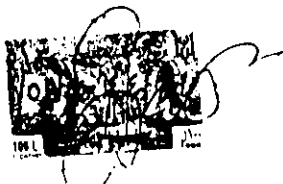
Emil Abou Jaoude Str. Zalka Tel 01/976213

to:
Spasi Project
Ministry of Environment

Invoice Nr 119

Date: 08 04 2000

<u>Description</u>	<u>Quantity</u>	<u>Unit Preis</u>	<u>Preis</u>
Binding	5	3000	LL. 15000
	Total		<hr/> L.L. 15000



ARAMEX

SHIPPER'S COPY
FORWARDER
AIRWAYBILL


836500243

ACCOUNT NUMBER	SHIPPER'S REFERENCE	ORIGIN	DESTINATION	PIECES	ADJ/APX	WEIGHT
4300						
FROM: SHIPPER			TO: RECEIVER			
NAME/DEPARTMENT Edgard Chehob			ATTN: NAME/DEPARTMENT Mr. Jan Julius Krawczak			
ADDRESS SPASI			ADDRESS - ARAMEX CANNOT DELIVER TO A P.O. BOX DG XI			
Ministry of Environment			Rue de la Loi/Wetstraat 200			
CITY Antwerpen			CITY 15 - 1049 Brussels			
STATE/PROVINCE	COUNTRY	ZIP/POST CODE	STATE/PROVINCE	COUNTRY	ZIP/POST CODE	
Antwerpen	Belgium	Polys 70-1001	Brussels			
PHONE	TELEFAX		PHONE	TELEFAX		
04 222 222	04 218911		32 222 222	299 41 2 3		
DESCRIPTION OF GOODS (NO CASH ALLOWED)			INSURANCE COVERAGE IS AVAILABLE UPON SHIPPER'S WRITTEN REQUEST AND PAYMENT THEREFORE			
Document			DECLARED VALUE FOR CUSTOMS			
			YES <input type="checkbox"/> NO <input type="checkbox"/>			
<small>I agree that Aramex's standard Conditions of Carriage apply to this shipment and limit Aramex's liability - Warsaw Convention may also apply (see reverse). I understand that Aramex does not transport cash or dangerous goods (see reverse)</small>			RECEIVER'S SIGNATURE X			
SHIPPER'S SIGNATURE X			PRINT NAME			
RECEIVED BY ARAMEX			RECEIVED IN GOOD ORDER AND CONDITION			
AM	DATE	TIME	AM	DATE	TIME	PM
PM	10/1/100		PM	1/1		

DIMENSIONS
VOLUME WEIGHT
METHOD OF PAYMENT
<input type="checkbox"/> PREPAID
<input type="checkbox"/> SHIPPER'S ACCOUNT
<input type="checkbox"/> CONSIGNEE (COLLECT)
<input type="checkbox"/> CASH
CHARGES
WT
APX
OTHER
TOTAL

SPASI
CERTIFIED COPY
Edgard

SPASI Project
LIFETCY9311L/102

5

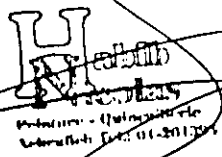
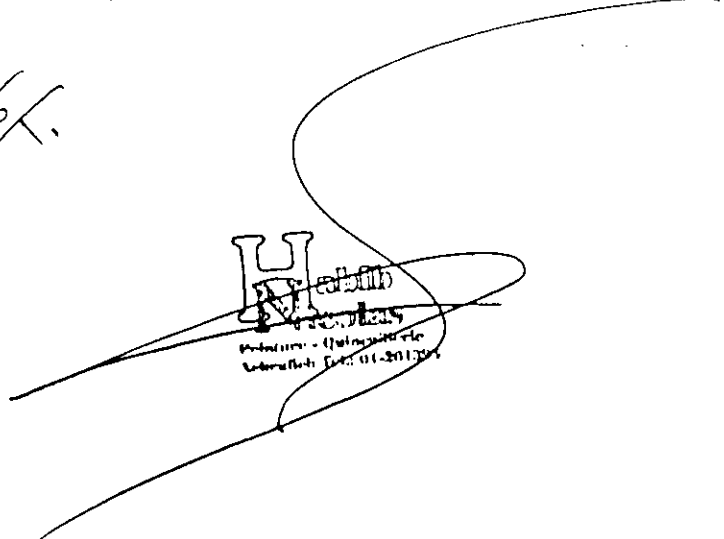
السيد شكري الطايح المحترم .

والرابع كعباء ٢ اسد ہے

والرابع الطايح ١٧٦ ہے

میںہ شدت ہے

1/5/



Handwritten signature or scribble.

SPASI
CERTIFIED COPY

SPASI Project
LIFECYCLE/102

7

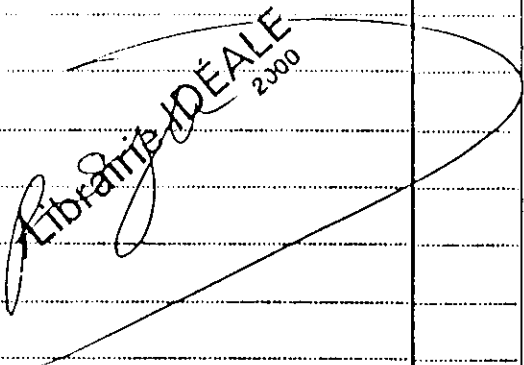
Librairie IDEALE

Antélias - Tél. { 412335
413566

Facture N° 2233

بيروت في 11-5-2000 Beirut

المطلوب من Dr.

سعر PRICE	كمية QTY.	نوع البضاعة DESCRIPTION	ليرات لبنانية L.L.
		Cash Box	23.000
		photo copy - film	30.000
			53.000
			

SPASI Project
LIFETCY98/RL/102

SPASI
CERTIFIED COPY #8

Handwritten signature and date: 11/5/00

DIGITAL PHOTOGRAPHY 031723715

RECEIPT ايصال

No 35

73,500 L

DIGITAL PHOTOGRAPHY 031723715

Received from SPASI وصلنا من

the sum of Seventy three thousand مبلغ

and five hundred Lebanese Pounds.

for 46 slides + 3 prints وذلك

cash / cheque نقد / شك Cash

DIGITAL PHOTOGRAPHY 031723715

Date 12-05-2006 التاريخ

SPASI CERTIFIED COPY

SPASI Project: LIFETCY93/R/L/102

#9

#10

BHV
Blvd. Adnan El Hakim
P.O. BOX 166901

00000034 0013 2665 16/05/2000 17:41

Désignation	P.U.	Total
RL REGLE PLATE	800	
1,00 x 3270220049944		800
RL REGLE PLATE	800	
1,00 x 3270220049944		800
POST-IT 7.6X5.1	1200	
1,00 x 990013532		1200
RL TAILLE-CRAYO	1500	
1,00 x 3270220092780		1500
CROCHET X JCM	1900	
1,00 x 990010436		1900
----- SOUS-TOTAL -----		6200

LIVRE LIBANAISE	20000
TOTAL	6200
RENDU	13800

Nbre. de Produits: 5

** MERCI DE VOTRE VISITE **

Handwritten signature

SPASI
CERTIFIED COPY

#10

SPASI Project
LIFETCY98/RL/102



INVOICE

45748

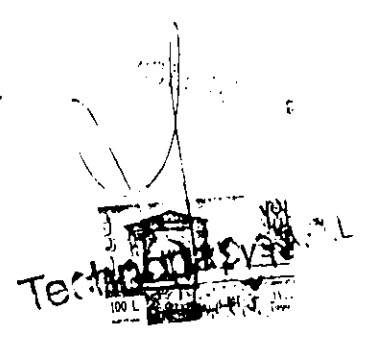
SPASI PROJECT
BEIRUT

[Handwritten signature]

Date: 31/05/2000
Code: 1114
Currency: LBP

الوصف Description	الوحدة Unit	الكمية Qty	السعر الأفرادي Unit Price	السعر الإجمالي Total Price
TLB PANASONIC KXF 1810 (100m)	2	2	27000,000	54000,000

[Handwritten signature]
SPASI
CERTIFIED COPY



Total
المجموع 54,000,000

SEULEMENT CINQUANTE QUATRE MILLE LIVRE LIBANAISE

Net Total
الحسابي للأربع 54,000,000

SPASI Project
LIFETCY98/RL/102



Commercial
Business s.a.r.l.

12

INVOICE
039/2000
June 3, 2000

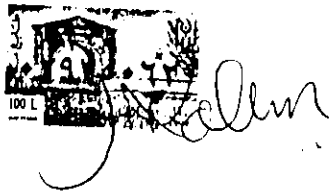
Messrs.
UNDP / SPASI
Beirut

Please note the cost of the "posters" requested:

Qty.	Description	Price in USD
2	Printing, lamination + mounting on foam board Size: 100 x 70 cm	90,-
	Total	90,-

ONLY NINETY U.S. DOLLARS.

Commercial Business s.a.r.l.
Joseph Kallas



SPASI
CERTIFIED COPY

"Environment Day 2/6/2000"

P.O. Box: 60161,
Jal El Dib
Phone:
961 3 250120

SPASI Project
LIFETCY98/RL/102

#12

13

SPASI Project
LIFETCY98/RL/102

SPASI

SPASI
LIFETCY98/RL/102

SPASI

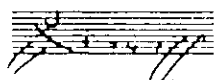
SPASI
LIFETCY98/RL/102

Edguito
**SPASI
CERTIFIED COPY**

**SPASI Project
LIFETCY98/RL/102**

#13

REÇU N° 2280 ايمال

Date 5.12.17 تاريخ 5.12.17 لال 
 Reçu de SPASI وصلتي من
 La Somme de مبلغ وقدره مبلغ وقدره

En règlement de وذلك وذلك محمد كيورد

Espèces شك رقم شك رقم 364613 No. 364613
 P.O.Box: 8225 - Belval

Banque بنك بنك Gemayzeh - Rue Couraud
 Tél. : 449979 - 564511 / 12

Signature LEUMA BELCONET

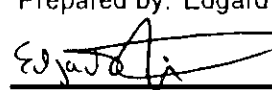
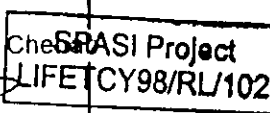
 SPASI CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

BL5.2: Second expenditures out of petty cash



Sum of Invoices
Number BL 5.2

SPASI					Date: 08/09/2000
LIFETCY98/RL/102 - LEB/99/004					
EXPENDITURES OUT OF PETTY CASH / ARL - CHARGED TO BUDGET LINE 053-01					
DATE	P/C No.	DESCRIPTION	CREDIT L.L.	DEBIT L.L.	BALANCE L.L.
16-Jun-00	0016/00	Extension Wire	750,500	3500	747,000.00
19-Jun-00	0017/00	Internet Expenses		57000	690,000.00
17-Jul-00	0018/00	Express Mail		37500	652,500.00
19-Jul-00	0019/00	Computer Expenses		36000	616,500.00
21-Jul-00	0020/00	Office Equipment		75400	541,100.00
2-Aug-00	0021/00	Bindings		10000	531,100.00
2-Aug-00	0022/00	Bindings		25000	506,100.00
3-Aug-00	0023/00	Internet Recharge		19500	486,600.00
3-Aug-00	0024/00	Express Mail		46500	440,100.00
4-Aug-00	0025/00	Photocopies		8000	432,100.00
10-Aug-00	0026/00	Printer Cartridge		115000	317,100.00
11-Aug-00	0027/00	Stamp		14000	303,100.00
16-Aug-00	0028/00	Stasionery		19000	284,100.00
18-Aug-00	0029/00	Slides		19500	264,600.00
18-Aug-00	0030/00	Photocopies		37500	227,100.00
23-Aug-00	0031/00	Mail Delivery		21000	206,100.00
24-Aug-00	0032/00	Transparencies		57000	149,100.00
6-Sep-00	0033/00	Photocopies		75000	74,100.00
Total Debits and Credits			750,500.00	676,400.00	
Closing Balance				74,100.00	
Amount to be REIMBURSED:				676,400.00	
Approved by:			Prepared by: Edgard Che		
Ministry of Environment			 Project Manager		
					



3F

International SARL



انترناشونال

3F

Bur : D : 11, Avenue Gétaco, Bloc C, 3eme etage, tel : (01) 898334 - Mag : Tel : (01) 410356, 403302

TOOLS & HARDWARE

مفرد و متریک
آنها در کیه

۱۶/۱۶

میشمال نقولا حبیب
حرفه ای - درون نشاء
ادوات ککوریانیه - معسج مغالین
الانصریة - تلفون : ۰۱ ۸۹۸۳۳۴



FIXE BOLT

HSINHO



SPASI
CERTIFIED COPY
W. S. J. C.

#16

SPASI Project
LIFETCY98/RL/102



460, Corniche Al Nahr
Tel.: 01 - 582 000 / 582 193
P.O Box: 11-316
Beirut, Lebanon

Receipt


N° 1197E

From : *Mr. Edgar*

The sum of : *25 + 12,99 \$*

Check N° : _____ Drawn on : _____

Description	Amount in

Cashier <i>[Signature]</i>	Stamp & Signature 	
	Date <i>11/18/2000</i>	
Unit	Acc.	Maint.

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

SEE INSTRUCTIONS
ON BACK

1 SHIPPER'S UPS ACCOUNT NO.		SHIPPER'S V.A.T. NO.	
NAME OF SENDER Edgard Chehab		TELEPHONE NO. (Very Important) 961 4522222	
COMPANY NAME AND ADDRESS Ministry of Environment Arbelios, Lebanon			
POSTAL CODE (Very Important) 70-1091		COUNTRY P.O. Box	
2 RECEIVER'S UPS ACCOUNT NO.		RECEIVER'S V.A.T. IDENTIFICATION NO. For Customs Purposes	
CONTACT PERSON Mr. Christoph Hofmann		TELEPHONE NO. (Very Important) 49 30 8823432	
COMPANY NAME AND ADDRESS MUV Innotec GmbH Kurfürstendamm 193, D-10719 Berlin Germany			
POSTAL CODE (Very Important)		COUNTRY	

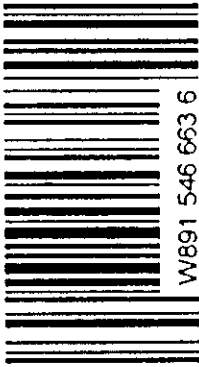
3 PAYMENT OF CHARGES

Shipper's Option Only

Bill Receiver

Bill Shipper

* Receiver option not available to all destinations



W891 546 663 6
WAYBILL TRACKING NUMBER



WAYBILL
(Non-Negotiable)

SPECIAL INSTRUCTIONS

SERVICE LEVEL

Express

UPS USE 1

4 DATE OF SHIPMENT SHIPPER'S SIGNATURE

DATE: **17/07/00** SIGNATURE: *[Signature]*

The shipper agrees to the UPS Terms and Conditions which are summarised on the reverse of this Waybill and available in full at UPS Service Centres. Unless a greater value UPS Insurance is declared on the Waybill, the Maximum Convention of the Paris Convention may apply and limit UPS liability. Shipper declares UPS to act as forwarding agent for export control and customs purposes.

5 SHIPMENT INFORMATION

NO. OF PACKAGES IN SHIPMENT: **1**

TOTAL GROSS WEIGHT: **0.5** kg

DECLARED VALUE FOR INSURANCE: UPS \$1000

REFERENCE NO. (CUSTOMER)

REFERENCE NO. (SHIPPER)

DESCRIPTION OF GOODS: **DOCUMENTS**

SHIPPER'S MUST PRINT NAME AND ADDRESS

UPS USE

RECEIVED FROM UPS BY: **S.K.** DATE: **17/07/00** TIME: **12:00**

AMOUNT PAID: **\$25**

OTHER INFORMATION: Certified Other

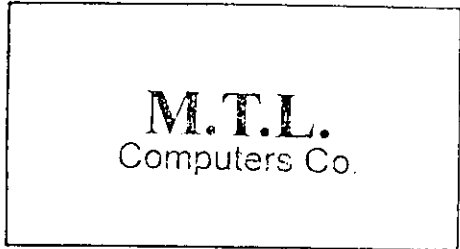
SHIPPER'S COPY

SPASI CERTIFIED COPY

2323

**SPASI Project
LIFETCY98/RL102**

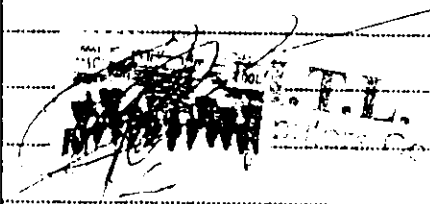
* 24637



Facture فاتورة

Date July 19/2000 التاريخ

Doit Messrs SPASL المطلوب من

DESCRIPTION التفاصيل	عدد Quant.	السعر الأفرادي PRIX UNIT.	المجموع PRIX TOTAL.
Microsoft Office 2000	1	\$8.00	\$8.00
Microsoft Office 2000	4	\$4.00	\$16.00
			
Twenty four USD only		المجموع فقط	\$24.00

Thirty six thousand LBP only

LBP 36000

SPASL
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SPASL Project
LIFETCY98/RL/102
#19

بون

مكتبة فيركو

كورنيش المزرعة - بناية وقف الروم
تلفون: ٢٠٢٢٥٩ - ٨١٧٢٢٢ / ٢٤

الاسم

العدد	النوع	المجموع
1	خبرنا نايلون	4500
3	3000 ALBA نايلون	9000
1	Whitboard لوحة	51,000
1	Notes	7800
1	ETHU	8100
		75,400

مكتبة فيركو
١١١١١
١١١١١
بمكتبة

تحت إشراف وبتوجيه الفيلد
X

SPASI
CERTIFIED COPY
٤/١٥/٢٠٢٤

SPASI Project
LIFETCY98/RL/102

20

DEBBAS Stationers
 New Lebanon Stationers
 Nicolas Debbas & Co S.A.L.
 Tel: 01/426 652 - 398 878 - 398 899 - 398 898 (01) 328628 - 328828
 Copy Center Achrafieh - Beirut Cash Sales Slip
 Tel: 01/201 663

Date 2 8 00 № 5394 B

Qty.		LL.	PL.
		10.000	
	TOTAL	10.000	

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WJG

SPASI Project
LIFETCY98/RL/102

21

[Handwritten scribbles]

RECU إيصال NO

La Photocopieuse
 Rue de Damas - Tel. : 246538
 03 727947

Recue de SPASI وصلتي من

La somme de 1000000 مبلغ وقدره

a Titre de وذلك

Date 2-8-2000 التاريخ

Signature *[Handwritten Signature]* التوقيع

SPASI
CERTIFIED COPY
[Handwritten Signature]
 SPASI Project
LIFETCY98/RL/102
 # 22

ORDER FORM

Name :
 Address :
 Phone :
 Delivery Time :
 Signature :
 Order No. :
 Date :
 Time :
 U. Price :
 Quantity :
 Total :



From the store to your door
03- 600 555

Supplier

Description

U. Price

Quantity

Total

SODECO SQUARE, BLOCK D 1st FLOOR - E-mail: customercare@khadamat.com.lb

SPASI Project
LIFECY98/RL/102

SPASI CERTIFIED COPY

Ejor

22

25

Delivery Charge :
 P.H.D. :
 NET TOTAL

II 2007

ARAMEX

SHIPPER'S COPY
FORWARDER
AIRWAYBILL



481338756

ACCOUNT NUMBER	SHIPPER'S REFERENCE	ORIGIN	DESTINATION	PIECES	ADX/APX	WEIGHT
413000						
FROM: SHIPPER						
NAME/DEPARTMENT Beqad (behal)						
ADDRESS Ministry of Petroleum						
CITY Hawdha - Lebanon						
STATE/PROVINCE Beqad						
COUNTRY Lebanon						
ZIP/POST CODE P.O. Box 20101						
PHONE 014 523 223						
TELE/FAX 014 415 911						
DESCRIPTION OF GOODS (NO CASH ALLOWED) oil						
TO: RECEIVER						
ATTN: NAME/DEPARTMENT You - Beqad						
ADDRESS - ARAMEX CANNOT DELIVER TO A P.O. BOX Beqad - Lebanon						
CITY Beqad						
STATE/PROVINCE Beqad						
COUNTRY Lebanon						
ZIP/POST CODE						
PHONE						
TELE/FAX						
METHODOF PAYMENT						
<input type="checkbox"/> PREPAID <input type="checkbox"/> SHIPPER'S ACCOUNT <input type="checkbox"/> CONSIGNEE (COLLECT) <input type="checkbox"/> CASH						
CHARGES						
WT						
APX						
OTHER						
TOTAL						
31 kg						

I hereby agree that Aramex's standard Conditions of Carriage apply to this shipment and that Aramex's liability under the Warsaw Convention may also apply (see reverse).
I understand that Aramex does not transport cash or dangerous goods (see reverse).

SHIPPER'S SIGNATURE: *[Signature]* DATE: 12/14/88

RECEIVED BY ARAMEX: *[Signature]* DATE: 12/14/88

RECEIVED IN GOOD ORDER AND CONDITION DATE: 1/1/89 TIME: AM/PM

الجمهورية اللبنانية
مكتب وزير الدولة لشؤون التنمية الإدارية
مركز مشاريع ودراسات القطاع العام

SPASI COPY
CERTIFIED COPY
481338756

SPASI Project
LIFETCY98/RU/102

21

RECEIPT ايفال

La Photocopieuse
Rue de Damas - Tel.: 216538

N° 15

3000 L.L.

Received from *SPAS* *Photocopieuse* وصلنا من

the sum of *3000* *millie liure* مبلغ

Libanaise *Libanaise*

for *8000* *liures* وذلك

cash / cheque نقداً / شيك

Date *4-8-2000* التاريخ

الامضاء
P...

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مكتمل

SPASI Project
LIFETCY98/RL/102
25

MTL

DATE :
SERIAL :

MTL COMPUTERS Co.

26

SALES INVOICE

CUSTOMER: MESSRS SPASI

ACCOUNT NO: 00375

COMMENTS :

ITEM	DESCRIPTION	QTY	UNIT	PRICE	*DIS	TOTAL
------	-------------	-----	------	-------	------	-------

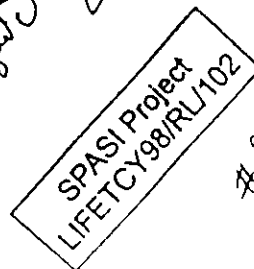
GROSS TOTAL:
(CHARGES):
ADDITIONAL DISCOUNT:
NET TOTAL (LL):
NET AMOUNT L.P.:
DUE ON:
PREVIOUS BALANCE:
UP TO DATE BALANCE:

PREPARED BY

CUSTOMER SIGNATURE



David
cash
Plaza



26

RECU ايصال NO

La Photocopieuse
Rue de Damas - Tel. : ~~213333~~
01-611688

#11400022#

Recue de ... الادارة العامة لوزارة الصحة ... وصلني من

La somme de ... اربعه عشر الف تيزو لثلاثة لاس ... مبلغ وقدره

a Titre de ... ORIGINAL ROSAT ضاعة قنة ... وذلك

Date 11/8/2000 ... التاريخ

Signature ... التوقيع

SPASI
CERTIFIED COPY
سجل

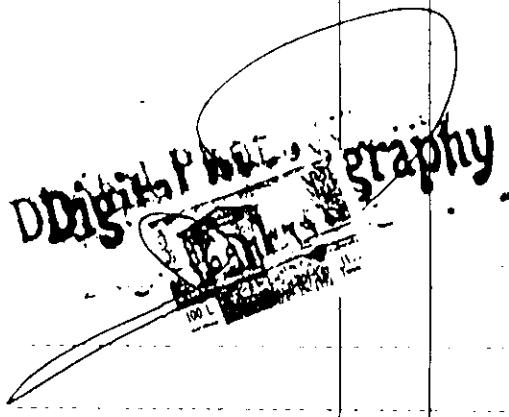
SPASI Project
LIFETCY98/RLJ102
27



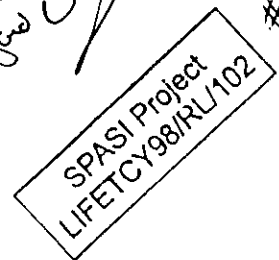
For your best image No 0534 C

Messrs Dp (Miss Sara) Date 18/8/2000

Item	Description	Qty	U Price \$	T Price \$
SLD	Slides from power point	13	1	13
Total		13	\$	13 \$



D Msayteh, El Samer Bldg., 1st floor, Tel-Fax 01-314828
Tel 03-723715, P.O Box: 11-3392, Beirut - Lebanon



RECU ايصال NO

37500L

La Photocopie
Rue de Damas - Tel: 71577
01 21 21 21

Recue de SPACI

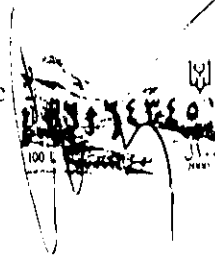
La somme de Trente sept mille cinq cent L

a Titre de ROPC au casuel

وصلني من
سليم وقدره
ودلك
التاريخ

Date 18/8/2000

Signature



التوقيع

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

30

ORDER FORM

Name :	Order No. :	Signature :
Address :	Date :	Delivery Time :
Phone :	Time :	
	Phone :	

khadamat
From the store to your door
03-600 555
Supplier

Description	U. Price	Quantity	Total
	0.000		0.000
	0.000		0.000
	0.000		0.000

Delivery Charges : FREE
NET TOTAL
L 0.000

SODECO SQUARE, BLOCK D 1st FLOOR - E-mail: customercare@khadamat.com.lb

SPASI Project
LIFETCY98/RJ/102

CERTIFIED COPY
ASST. MGR.

31

New Lebanon Stationers
 Nicolas Debbas & Co. S.A.
 Tel: 01 426 652 398 878 Fax: 01 398 812
Copy Center Stationers
 Tel: 01 201 661 335 599
 328628 - 328828 Cash Sales Slip
 Achrafieh - Beirut
 Date 6.3.05 No 3130 A

Qty		Id	P.L
100	AE398496020	SQ	-
	40 choker Safety		
	25 019099		
	SPAS 2		
	TOTAL	SQ	

SPASI
 CERTIFIED COPY
 EdJ and O

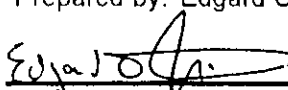
SPASI Project
 LIFETCY98/RL/102

33

BL5.3: Third expenditures out of petty cash



Sum of Invoices
Number BL 5.3

Date: 30/11/2000					
SPASI					
LIFETCY98/RL/102 - LEB/99/004					
EXPENDITURES OUT OF PETTY CASH / ARL - CHARGED TO BUDGET LINE 053-01					
DATE	P/C No.	DESCRIPTION	CREDIT L.L.	DEBIT L.L.	BALANCE L.L.
11-Sep-00	0034/00	Internet Recharge	750,500	19500	731,000.00
16-Sep-00	0035/00	Lebanon Opportunities		20000	711,000.00
10-Oct-00	0036/00	Internet Recharge		19500	691,500.00
13-Oct-00	0037/00	Ink for Printer		115000	576,500.00
1-Nov-00	0038/00	Stationery		73000	503,500.00
13-Nov-00	0039/00	Stationery		5000	498,500.00
14-Nov-00	0040/00	Internet Recharge		19500	479,000.00
15-Nov-00	0041/00	Stationery		143000	336,000.00
20-Nov-00	0042/00	Name Tags		115000	221,000.00
22-Nov-00	0043/00	Video 8mm		8500	212,500.00
26-Nov-00	0044/00	Video tape		5000	207,500.00
29-Nov-00	0045/00	Films & Pictures		55500	152,000.00
30-Nov-00	0046/00	Stationery		51000	101,000.00
Total Debits and Credits			750,500.00	649,500.00	
Closing Balance				101,000.00	
Amount to be REIMBURSED:				649,500.00	
Approved by:			Prepared by: Edgard Chehab		
Ministry of Environment			 SPASI Project LIFETCY98/RL/102 Project Manager		



Name: CHEKRI SAYEGH
 Postal code: 000
 Phone: 03-619991 04-522222
 Floor: 5 , Unit designator: ministry of environment (=WAZARET EL BIA)
 Building: wazaret el bia No.:
 Block:
 Street: inner road that leads you to antelias from joyful road . No.:
 Description: inner road that leads you to antelias.
 Sector: antelias No.:
 City/Village: antelias
 Caza: Metn

Date : 9/8/00	Expected date : 9/11/00 BEFORE 1PM
order ID : 005184	

Dear Customer,

We thank you for choosing IncoNet and hope that you will be intirely satisfied with your Internet experience launched through the following **serial number**:

005184A-1XO5XP19VVKVHT	Price : \$12.99
-------------------------------	------------------------

For activation, kindly follow the bellow instructions.
 For any further information, our Customer Support remains at your service 24 hours per day, 7 days per week, so do not hesitate to call us at 01-255 733; or to send an email to support@inco.com.lb

Assuring you of our best services,

IncoNet S.A.L.
 Your Friendly InterNet Provider

SPASI
 CERTIFIED COPY
Edward

SPASI Project
 LIFETCY98/RL/102

34

<p>ACTIVATE A NEW ACCOUNT</p> <ol style="list-style-type: none"> 1- Configure your DNS server primary: 193.188.135.3 secondary: 193.188.135.4 2- Connect to IncoNet using: username : friendly password : inconet 3- Disable you proxy server 4- Go to http://points.inco.com.lb & follow the online instructions

<p>REFILL AN ACTIVE ACCOUNT</p> <p>Connect to IncoNet, Go to http://points.inco.com.lb & follow the online instructions</p>
--

<p>ACCESS NUMBERS</p> <p>Beirut : (01) 564180 - 986777 - 700522 700533 - 700540 - 700036 - 339669 Jounieh : (09) 639000 Saïda : (07) 734010 - Tripoli : (06) 443300</p>

LIBRAIRIE *Embassy*

Imm. Khayat
Rue Sioufi, Achrafieh
Beyrouth, Liban
961 1 320 119
961 3 313 753

INVOICE No:
DATE: *16.9.2000*

To: _____

LL

Quantity	Description	Unit Price	Total
<i>4</i>	<i>Revue "Lebanon Opportunities"</i>	<i>5000</i>	<i>20000</i>

SPASI
CERTIFIED COPY
[Signature]

Sub-Total	<i>LL 20000</i>
Shipping & Handling	
Total Due	<i>20000</i>

Make all checks payable to: Librairie *Embassy*

SPASI Project
LIFETCY98/RL/102 #35

THANK YOU



Name: CHEKRI SAYEGH
Postal code: 0 0000
Phone: 03-619991 04-522222
Floor: 5 , Unit designator: ministry of environment (=WAZARET EL BIA)_
Building: wazaret el bia No.: 0
Block: 0
Street: inner road that leads you to antelias from joyful road . No.: 0
Description: inner road that leads you to antelias.
Sector: antelias No.: 0
City/Village: antelias
Caza: Metn

Date : 10/10/00	Expected date : 11/10/00 12:30pm
order ID : 005250	

Dear Customer,

We thank you for choosing IncoNet and hope that you will be intirely satisfied with your Internet experience launched through the following **serial number**.

005250A-IEMEIQCC8XCV5A	Price : \$12.99
------------------------	-----------------

For activation, kindly follow the bellow instructions.
For any further information, our Customer Support remains at your service 24 hours per day, 7 days per week, so do not hesitate to call us at 01-255 733; or to send an email to support@inco.com.lb

Assuring you of our best services,

IncoNet S.A.L.
Your Friendly InterNet Provider

SPASI
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[Signature]

SPASI Project
LIFETCY98/RL/102 #36

ACTIVATE A NEW ACCOUNT
1- Configure your DNS server primary: 193.188.135.3 secondary: 193.188.135.4
2- Connect to IncoNet using: username : friendly password : inconet
3- Disable you proxy server
4- Go to http://points.inco.com.lb & follow the online instructions

REFILL AN ACTIVE ACCOUNT
Connect to IncoNet, Go to http://points.inco.com.lb & follow the online instructions

ACCESS NUMBERS
Beirut : (01) 564180 - 986777 - 700522 700533 - 700540 - 700036 - 339669 Jounieh : (09) 639000 Saida : (07) 734010 - Tripoli (06) 443300

MTL

DATE : 13/11/98
SERIAL : 00375

MTL COMPUTERS Co.

SALES INVOICE

37

CUSTOMER : MESSRS SPASI

ACCOUNT NO: 00375

COMMENTS :

ITEM	DESCRIPTION	QTY	UNIT	PRICE	DIS	TOTAL
------	-------------	-----	------	-------	-----	-------

GROSS TOTAL:

(CHARGES):

ADDITIONAL DISCOUNT:

NET TOTAL (LL):

NET AMOUNT L.P.:

DUE ON:

PREVIOUS BALANCE:

UP TO DATE BALANCE:

DELIVERED BY

CUSTOMER SIGNATURE



SPASI
CERTIFIED COPY
[Signature]

SPASI Project
LIFETCY98/RL/102

37

DEBBAS
Stationers S.A.L.

دبباس
فرطاسية وأدوات مكتبية

Achrafieh, Alfred Naccache Ave. Azoury Bldg. Tel: (01) 328 628, 328 828, 203 103 Fax: (01) 335 598, 398 812 P.O. Box 166 606 Beirut, Lebanon

INVOICE

Date 1-11-00 تاريخ

Dr. SPASJ المعلوم من

الكمية Quantity	Description	المواصفات	سعر Price	٢ L.L.	٥ L.L.
3	Boxfile Extreme		6000	18000	
1	Desk Jet Printer		36000	36000	
2	copy		250	500	
1	Touche		5500	5500	
2	Stable boss		1250	2500	
2	Box Disquette		5250	10500	
				73000	

DEBBAS
Stationers S.A.L.
PAID

SPASI
CERTIFIED COPY
[Signature]

SPASI Project
LIFETCY98/RL/102 # 38



Arthur MacCarthy Ave. - Atcoory Bldg.
 No. 01 328 628 - 328 828 - 203 103
 Fax 01 315 598 - 426 652

Cash
 Sales
 Slip

Date: N 3619 B

Qty	Unit	Price
		5000
TOTAL		5000

SPASI
 CERTIFIED COPY
[Signature]

SPASI Project
 LIFETCY98/RL102 #39

INCONET

Your Friendly Internet Provider

Name: CHEKRI SAYEGH
Postal code: 000
Phone: 03-619099
Floor: 5 , Unit designator: ministry of environment (
=WAZARET EL BIA)
Building: wazaret el bia No.:
Block:
Street: inner road that leads you to antelias from joyful road
. No.:
Description: inner road that leads you to antelias.
Sector: antelias No.:
City/Village: antelias
Caza: Metn

Date : 11/13/00 Expected date : 11/14/00 11:00 a m
order ID : 005339

Dear Customer,

We thank you for choosing IncoNet and hope that you will be intirely satisfied with your Internet experience launched through the following **serial number**:

005339A-WTJ0SLW5QQGR9D

Price : \$12.99

For activation, kindly follow the bellow instructions.

For any further information, our Customer Support remains at your service 24 hours per day, 7 days per week, so do not hesitate to call us at 01-255 733, or to send an email to support@inco.com.lb.

Assuring you of our best services,

IncoNet S.A.L.
Your Friendly InterNet Provider

SPASI Project
LIFETCY98/RL/102

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#40

ACTIVATE A NEW ACCOUNT

- 1- Configure your DNS server
primary: 193.188.135.3
secondary: 193.188.135.4
- 2- Connect to IncoNet using:
username : friendly
password : inconet
- 3- Disable you proxy server
- 4- Go to <http://points.inco.com.lb>
& follow the online instructions

REFILL AN ACTIVE ACCOUNT

Connect to IncoNet,
Go to <http://points.inco.com.lb>
& follow the online instructions

ACCESS NUMBERS

Beirut : (01) 564180 - 986777 - 700522
700533 - 700540 - 700036 - 339669
Jounieh : (09) 639000
Saida : (07) 734010 - Tripoli : (06) 443300

41

STATIONERY ZAIKA MILLS

Emil Abou Jaoude Str. Zaika Tel. 01/876213

to:
Spasi Project
Ministry of Environment

Invoice Nr. 141

Date: 15. 11. 2000

<u>Description</u>	<u>Quantity</u>	<u>Unit Preis</u>	<u>Preis</u>
Disquettes (box)	9	5000	LL. 45000
Sep. sheets	1	1500	L.L 1500
Stick tack	1	2500	L.L 2500
Folders 3-flap	80	500	L.L.40000
OHP pens	10	1400	L.L.14000
Labels - 100 sheet (box)	1	20000	L.L.20000
Bic blue (box)	2	10000	L.L.20000
Total			L.L. 143000

One hundred and forty three thousand lebanese pounds only.

100 L
11..
2000

SPASI
CERTIFIED COPY
41

SPASI Project
LIFETCY98/RL/102



Commercial
Business s.a.r.l.

42

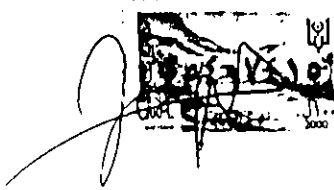
٢٠ تشرين الثاني ٢٠٠٠

الى جانب وزارة البيئة / مشروع الدليل الوطني للتدقيق البيئي

فاتورة رقم ٢٠٠٠/٩٠

الكمية:	١ -	علبة واحدة X ١٠٠ قطعة
المواصفات:		كارت لاصق للاسماء (name tags)
السعر:		٤٥٠٠٠ ل.ل.
الكمية:	٢ -	٢ بوسطر
بوسطر:		قياس: ٤٢ X ٢٩.٧٧ متر مع سيلوفان، وفوم بورد ٥ مم
السعر:		٧٠٠٠٠ ل.ل.
المجموع:		١١٥٠٠٠ ل.ل.
		فقط مئة وخمسة وخمسة عشرة الف ليرة لبنانية لا غير.

جوزيف كلاس
المدير العام



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CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

42

P.O.Box. 60161,
Jal El Dib
Phone:
961 4 240126

43

BHV
Eld. Adnan El Hakim
P.O. BOX 166901

00000033 0021 3261 22/11/2000 14:47

Designation	P.U.	Total
MAXELL PS-606X	8500	
1.00 x 49025804E7887		8500
SCUS-TOTAL		8500

LIVRE LIBANAISE 8500
TOTAL 8500

Nbre. de Produits: 1

** MERCI DE VOTRE VISITE **

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

43

#44

BHV
Blvd. Adnan El Hakim
P.O. BOX 166901

00000031 0001 3831 26/11/2000 17:30

Designation	P.U.	Total
LG SHG E-240 VH	5000	
1,00 x 8801031519170		5000
----- SOUS-TOTAL -----		5000

LIVRE LIBANAISE 5000
TOTAL 5000

Nbre. de Produits: 1

SPASI
CERTIFIED COPY
[Signature]

SPASI Project
LIFETCY98/RL/102

#44

Studio Adonis

Achrafieh - Sioufi
Tel.: 01/323731

ستديو أدونيس

أشرفية - سيوفي
تلفون: 01/323731

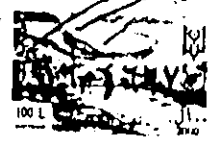
copy

Date : 29/11/50

N: 1261

Name : Baygh

Qty.		Price	Price Total
2	2000		4000
2	6000		12000
			5500
Total Fifty Fives ADONIS Achrafieh - Sioufi Tel.: 323731			



SPASI
CERTIFIED COPY
[Signature]

SPASI Project
LIFETCY98/RL/102 # 45

ZALKA HILLS STATIONERY

Tel. 01-876213

Republic of Lebanon
Office of the Minister of State for Administrative Reform
Center for Public Sector Projects and Studies
(C.P.S.P.S.)

Invoice No. 201

30 November 2000

<u>Quantity</u>	<u>Description</u>	<u>Unit Price L.L.</u>	<u>Total L.L.</u>
5 pkts	A4 photocopy paper	6,000	30,000
7 pcs	Bene Folder large	3,000	21,000
		TOTAL	51,000

(Say Fifty-One Thousand Lebanese Pounds Only)



SPASI Project
LIFETCY98/RL/102

#46

SPASI
CERTIFIED COPY

BL5.4: Stationary bought at the beginning of the project

Ref:

Date: February 28, 2000

Project No.: LEB/99/004

Request For Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of U.S. \$458.98= (US Dollars four hundred fifty-eight and 98/100 only). This payment is being requested to cover *the cost for stationery as specified in the offer/order*. The component / budget line number that should be charged is LEB/99/004 - 051 - 01 Miscellaneous.

Pertinent Supplier information is as follows:

Name: *OFFICE EXPRESS*

Bank:

Address: Tel: 03-633028

Address:

Invoice #: No. 13609

Account #:

Certification

The undersigned authorised government official hereby certifies that the payment being requested has not previously been

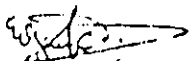
- < Made in accordance with the project document.
- < Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- < Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by



Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr. Hassan Hoteit
Focal Point

Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)

SPASI
CERTIFIED COPY
alqadhi

I N V O I C E

Bir Hasan, Beirut, Lebanon - P.O.Box 11-5050 - Tel: (01) 853401/2 - Fax: (01) 853404
 Home Page www.office-express.com.lb - E-mail address: sales@office-express.com.lb

Bill To:

Client Name: INDUSTRIAL PERMITTING SYS
 Client Code: 3113802
 Address: ANTELIAS

Number: 13609
 Date: 29/02/2000
 Currency: USD
 Page: 2

Payment Terms	Value Date	Sales Representative
30 DAYS	30/03/2000	VERDUN OFFICE

Take advantage of our "Super Saver" deals

Item Code	Item Description	Quantity	Unit Price	Total
OA2566	SELLOTAPE ADHSV TAPE 25X66M BX/6	1.0BX	2.25	2.25
ITEM	BLUE TACKS	1.0PC	2.25	2.25
OAMR	HELIT MAGAZINE RACK	5.0EA	4.00	20.00
ITEM	UNIBALL EYE 157 GREEN	6.0PC	1.50	9.00
ITEM	UNIBALL EYE BLUE	12.0PC	1.50	18.00
ITEM	UNIBALL EYE 157 BLACK	6.0PC	1.50	9.00
ITEM	UNIBALL EYE 157 RED	6.0PC	1.50	9.00
WI12235	EFA "AMERICAN" PENCIL	1.0DZ	1.00	1.00
WI360S	SHNEIDER WHITE BOARD MARKER SET O	1.0ST	3.00	3.00
WIZL62	PENEL CORRECTION PEN METAL TIP	2.0EA	1.75	3.50
CS3MF	3M IBM FORMATTED 3.5" DISKETTES	5.0BX	3.20	16.00
CS90612	FELLOWS STORAGE BOX FOR 50X3.5"	3.0EA	5.20	15.60
OABB90150	BULLETIN BOARD 90X150CM.	2.0EA	49.50	99.00
PTXHD455	PENTEX METAL STAPLER 24/6 BLACK	3.0PC	2.70	8.10
OACHS	PAPER CLIPS HOLDER STANDARD SIZE	3.0BX	0.25	0.75
...X540	PENTEX PUNCHER BLACK, 30 SHEETS	3.0PC	2.95	8.85
OAPC425	PAPER CUTTER LARGE SIZE	3.0EA	3.00	9.00
OAS212	STANDARD SCISSORS 20CM.	2.0BX	2.00	4.00
FO24202	PAGNA EXCELLENT SIGNATURE BOOK 20	2.0EA	18.00	36.00
PS135	NOTE PAD 50SHEETS 22X28CM. RULED	10.0EA	0.75	7.50
Total:				458.00

Remarks:

Only: FOUR HUNDRED FIFTY-EIGHT AND 98/100 USD

Accounting: _____ Store Keeper: _____

Receiver's Name and Signature: _____

	Total:	458
TOTAL NET:		458
Eqvt L.L:		693.00
Old Balance:		0.
Current Balance:		458.

We certify to have received the goods above mentioned in good condition and in conformity with our order.

Thank you for your order

SPASI
CERTIFIED COPY
Adnan D.

I N V O I C E

Bir Hasan, Beirut, Lebanon - P.O.Box 11-5050 - Tel: (01) 853401/2 - Fax: (01) 853404
 Home Page: www.office-express.com.lb - E-mail address: sales@office-express.com.lb

Bill To:

Client Name: INDUSTRIAL PERMITTING SYS
 Client Code: 3113802
 Address: ANTELIAS

Number: 13609
 Date: 29/02/2000
 Currency: USD
 Page: 1

Payment Terms	Value Date	Sales Representative
30 DAYS	30/03/2000	VERDUN OFFICE

Take advantage of our "Super Saver" deals

Item Code	Item Description	Quantity	Unit Price	Total
PSPCA4	PHOTOCOPY PAPER A4	10.00RM	2.65	
PS1753	ADDRESS BOOK ENGLISH PLASTIC COVE	1.0EA	2.70	
PS657	3M POST-IT NOTES SIZE 76X102MM.	6.0EA	1.10	
PSME229	OFFEX MANILA ENVELOPES 229X324MM.	4.0PK	1.40	
PS4267	HERMA SUPERPRINT LABELS 991X338MM	1.0BX	19.00	19
PS4393	HERMA SUPERPRINT LAB.105X42	1.0EA	19.00	19
FO752 1/3	SMEAD MANILA FILE FOLDER 1/3 A4	2.0BX	10.00	20
FOAX597	ALPHA BOX FILE 28X34X8	12.0	1.25	15
FO618/10	SEPARATORS 10 DIV. CARDBOARD A4	5.0EA	0.55	3
FO1055	A-Z CARDBOARD SEPARATORS LONG	2.0EA	1.30	3
FONC160	BUSINESS CARD HOLDER FOR 160 CARD	2.0EA	1.50	3
FO2919	DURABLE FOLDER W/FIXING BAR	25.0EA	0.70	17
OAPC33	METAL PAPER CLIPS 33MM BX/100	4.0BX	0.12	0
OAPC50	METAL PAPER CLIPS 50MM BX/100	4.0BX	0.30	0
OAPC77	METAL PAPER CLIPS 77MM BX/100	2.0BX	0.80	0
OADC25	BINDER CLIPS 25MM BX/12	4.0BX	0.75	3
OADC32	BINDER CLIPS 32MM BX/12	4.0BX	1.00	4
OADC41	BINDER CLIPS 41MM BX/12	2.0BX	2.00	4
OATTC	THUMB TACKS ASSORTED COLORS BX/10	1.0BX	0.40	0
OA1966	SELLOTAPE ADHSV TAPE 19X66M BX/8	1.0BX	12.25	10

Remarks:

[Empty box for remarks]

Only:

Accounting: _____ Store Keeper: _____

Receiver's Name and Signature: _____

Total:	
TOTAL NET:	
Old Balance:	--Cont in
Current Balance:	

We certify to have received the goods above mentioned in good condition and in conformity with our order.

SPASI CERTIFIED COPY
[Signature]

Thank you for your order.

Annex BL 6: Related to the Budget Line 6

Invoice no	Name of the supplier	Type of service /purchase (description)	Reason for the service /the purchase
BL6.1	Commercial Business	Printing	Producing Business cards, letterheads, etc.
BL6.2	Mohsina Hammoud	Translation	Translating the audit manual to Arabic
BL6.3	Commercial Business	Producing manuals	Producing 25 copies of draft manual
BL6.4	Boitapub	Printing	Disseminating auditing manual
BL6.5	Rotana Hotel	Launching Event & Workshop	Launching the audit manual
BL6.6	Rotana Hotel	Launching Event & Workshop	Launching the audit manual
BL6.7	Color Vision	Printing	Producing Posters & flyers
BL6.8	MVV	Moderator for the Workshop	Assisting in the Workshop
BL6.9	Commercial Business	Printing	Banner for workshop, manual flyers and a poster

BL6.1: Cost of 800 business cards and 2500 letterheads



Ref: SPASI/RDP-003

Date: April 1, 2000

Project No.: LEB/99/004

Request For Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of U.S. \$1,100.00= (US Dollars one thousand and one hundred only). This payment is being requested to cover *the cost for 800 business cards and 2500 letterheads as specified in the offer on file*. The component / budget line number that should be charged is LEB/99/004 - 052-01 - Reports, Publications Translation.

Pertinent Supplier information is as follows:

Name: Commercial Business s a r l

Bank:

Address: Tel: 03- 250126

Address:

Invoice #.

Account #.

Certification

The undersigned authorised government official hereby certifies that the payment being requested has not previously been made

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteri
Focal Point

Minister of Environment

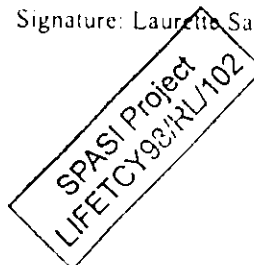
Payment Confirmation

Amount paid _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)





Commercial
Business s.a.r.l.

INVOICE

019/2000

March 29, 2000

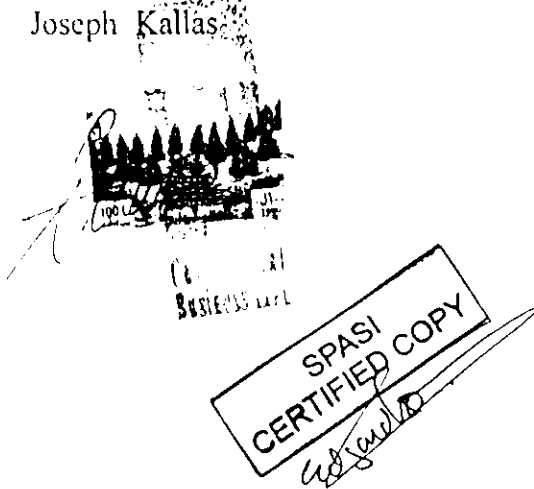
Messrs.
SPASI - UNDP
BEIRUT

Please note the cost of the "SPASI" logo, letterheads and business cards.

Qty.	Description	Price in USD
	Logo	350,-
2500	Letterheads	480,-
4 x 200	Business cards	270,-
	Total	1100,-

ONLY ONE THOUSAND ONE HUNDRED US DOLLARS.

Commercial Business sarl
Joseph Kallas



PO Box 60161.
Jal El Dib
Phone:
961 3 250126



BL6.2: Cost for translation services as specified in the special service agreement # 05/00 dated 11 September 2000



Ref. SPASI/RDP/0011

Date: October 23, 2000

Project No.: LEB/99/004

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of **U.S. \$1,522= (US Dollars one thousand five hundred twenty two only)**. This payment is being requested to cover *the total cost for translation services as specified in the special service agreement # 05/00 dated 11 September 2000 and its amendment*. The component / budget line number that should be charged is **LEB/99/004 - 052-01 - Reports, Publications, Translation**.

Pertinent Supplier information is as follows:

Name: **Mohsina Hammoud**

Bank:

Address: **Beirut Haret Hreik Abiad Street**

Tel: **03 - 644870**

Invoice #:

Account #:

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteit
Focal Point

H.E. Arthur Nazarian
Minister of Environment

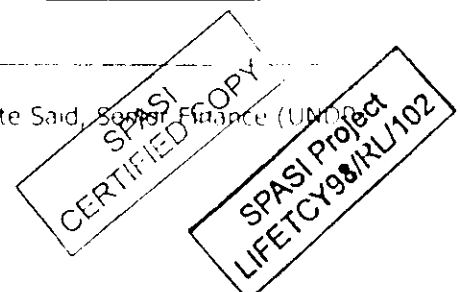
Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Sector Finance (UNDP)





Ref: SPASI/Jus/009

Mr. Yves de San
Resident Representative
United Nations Development Programme (UNDP)
UN House
Beirut

Antelias, 7.9.2000

Dear Sir,

Subject: Justification for Tender Awarding

In the process of translating to Arabic the **National Environmental Auditing Manual** for the SPASI project, a tender form, comprising the requested specifications (27 full pages and 14 partially full pages) was addressed to three free lance translators.

After a thorough review of the submitted bids (see enclosed original bids), the following ranking was concluded:

1. Mohsina Hamoud
2. Katia Kallasy Nader
3. Clara Riyachi

The methodology for the ranking was based on the price, which showed a difference in the total value of the order and the fact that Ms. Hamoud had already translated the Good Housekeeping Guide to UNDP Capacity 21 Programme where she delivered an excellence output.

Accordingly, we will wait for your kind approval before issuing the relevant contract.

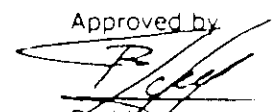
Appreciating your continuous support, we remain,

Sincerely yours,


Edgard CHEHAB
Project Manager




Bassan HOTEIT
National Focal Point

Approved by

Ben Hanjjan
Director General

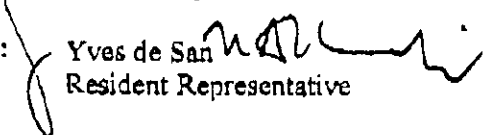


FAX Message

Fax No. 04- 418 911

To : Mr. Edgard Chehab
Project Manager
SPASI Project

File: LEB/99/004

From : Yves de San 
Resident Representative

Ref.: 272/DK/sy

Date : 14 September 2000

No. of Pages: 1 of 1

subject : Translation of the National Environmental Auditing Manual

With reference to your letter dated 7 September 2000 concerning the above-mentioned subject, we hereby approve of your recommendation to select the offer of Ms Mohsina Hamoud having undertaken a previous good translation with UNDP/Capacity 21 project as well as having provided the most cost effective offer.

Kindly proceed with the subcontracting of Ms. Hamoud to undertake this task.

Best regards.



SPECIAL SERVICE AGREEMENT NO 05/00

**UNITED NATIONS ENVIRONMENTAL PROGRAMME- Strengthening the
Permitting and Auditing System for Industries (SPASI) PROJECT**

BEIRUT-LEBANON

MEMORANDUM OF AGREEMENT MADE THIS 11th day of September 2000, between the United Nations Development Programme – SPASI (hereinafter referred to as "UNDP-SPASI") and Ms. Mohsina Hammoud (hereafter referred to as "the subscriber") whose address is:

**Beirut Haret Hreik Abiad Str.
Fawaz Building
Tel: 03-644870**

WHEREAS UNDP-SPASI desires to engage the services of the subscriber on the terms and conditions hereinafter set forth and

WHEREAS the subscriber is ready and willing to accept this engagement of service with **UNDP-SPASI** on the said terms and conditions.

NOW THEREFORE, the parties hereto agree as follows:

1. STATUS OF THE SUBSCRIBER

The subscriber shall be considered as having the legal status of an independent contractor. The staff member shall not be considered in any respect as being a staff member of **UNDP-SPASI**.

2. NATURE OF SERVICES

The subscriber shall perform the services described hereunder:

Duties	Work Schedule
<ul style="list-style-type: none"> Translate and edit the <i>National Environmental Auditing Manual</i> into Arabic Provide a soft as well as a hard copy of the final version 	From 11/9/ 2000 Till 6/10/ 2000

SPASI Project
LIFETCY98/RL/102

3. DURATION OF AGREEMENT

This agreement shall commence on the 11th of September 2000 and shall expire on the satisfactory completion of the services described above but no later than the 6th of October 2000 subject to the provision of the article below.

SPASI
CERTIFIED COPY



(Handwritten signatures)



4. CONSIDERATION

As full consideration for the services performed by the subscriber under the terms of this agreement, and subject to the provision of Article 9 below, SPASI will pay the subscriber a total amount of US. \$ 1216 (One Thousand Two Hundred and Sixteen US Dollars) upon the completion of translating and editing the *National Environmental Auditing Manual* into Arabic and certification that the services have been satisfactorily performed.

No statement of earnings will be issued by **UNDP-SPASI** to the subscriber. The subscriber is responsible for any taxes levied on the monies received under these agreements.

5. COMPENSATION FOR SERVICE INCURRED INJURY

In the event of injury, illness or death attributable to the performance of service on behalf of **UNDP-SPASI** under the terms of this agreement, no compensation shall be payable to the subscriber or his legal representative.

6. RIGHTS AND OBLIGATIONS OF THE SUBSCRIBER

- (A) The rights and obligations of the subscriber are strictly limited to the terms and conditions of the agreement. Accordingly, the subscriber shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement.
- (B) The subscriber shall be solely liable for claims by third parties arising from the subscriber's own negligent acts or omissions in the course of performing this agreement and under no circumstances shall **UNDP-SPASI** be held liable for such claims by third parties.
- (C) The title rights, copyrights, and all other rights of whatsoever nature in any material produced under the supervisions of this agreement shall be vested exclusively in **UNDP-SPASI**.

7. UNPUBLISHED INFORMATION

The subscriber shall not communicate to any person or other entity any unpublished information made known to him by **UNDP-SPASI** in the course of performing his obligations under the terms of his agreements except upon authorization by **UNDP-SPASI**.

8. ARBITRATION

A single arbitrator agreed to by both parties if attempts at settlement by negotiations will have failed shall submit any dispute arising out of or in connection with this agreement to arbitration in New York. If the parties are unable to agree on a single arbitrator within thirty days of the request for arbitration, then each party shall proceed

SPASI
CERTIFIED COPY

2

SPASI Project
LIFETCY98/RL/102





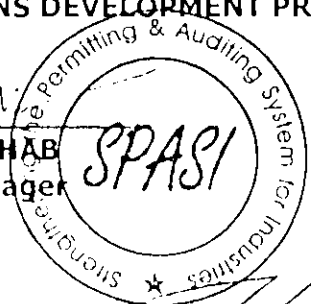
to appointment, one arbitrator and the two arbitrators thus appointed shall agree on a third. Failing such agreement, either party may request the appointment of the third arbitrator by the president of the UN Administrative Tribunal. The arbitrator(s) shall rule on the cost, which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

9. SPECIAL CONDITION

IN WITNESS WHERE OF, the parties hereto have executed this agreement.

UNITED NATIONS DEVELOPMENT PROGRAMME

BY Edgard CHEHAB
Project Manager



Mohsina Hammoud
Translator

Approved by: [Signature]
Ministry of the Environment

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102





Ref: SPASI/05/00/amendment

Antelias, 20.10.2000

Subject: Amending the Special Service Agreement no 05/00 (11 September 2000)

In the process of translating to Arabic the National Environmental Auditing Manual, which was prepared by SPASI team members and reviewed by MVV InnoTech, SPASI signed a special service agreement contract with Ms. Mohsina Hammoud to undertake the job (please refer to the attached contract and offer). During the execution of the work, SPASI added to the load of Ms. Hammoud a total of 17 full pages for additional translation. This last task was not accounted for when pricing the services of Ms. Hammoud.

Accordingly, the undersigned agreed to amend of the above-mentioned contract to cover a total sum of only three hundred and six dollars (\$306) covering the following:

17pages x 18\$/page = \$306.

Sincerely yours



Edgard CHEHAB
Project Manager
SPASI

Mohsina Hammoud
Translator

Hassan Hoteit
National Focal Point
Ministry of Environment

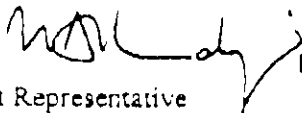


FAX Message

Fax No. 04- 418 910

To : Mr. Edgard Chehab
Project Manager
SPASI Project

File: LEB/99/004

From : Nada Al-Nashif 
Deputy Resident Representative

Ref.: 315/DK/sy

Date : 23 October 2000

No. of Pages: 1 of 1

Subject : Amendment for SSA no 05/00

In reference to your letter dated 16 October 2000 concerning the above-mentioned subject, we hereby approve of your request to amend the contract of Ms. Hammoud to include 17 additional pages of translation of the National Environmental Auditing Manual.

Best regards.

BL6.3: Cost of photocopying, compiling and binding 25 manual



Ref: SPASI RDP 0010

Date: October 13, 2000

Project No.: LEB/99/004

Request For Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of U.S. \$550= (US Dollars five hundred and fifty only). This payment is being requested to cover *the cost for photocopying, compiling and binding 25 manuals*. The component budget line number that should be charged is LEB/99/004 - 052-01 - Reports, Publications, Translation.

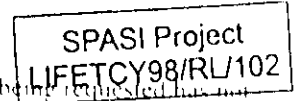
Pertinent Supplier information is as follows:

Name: Commercial Business s.a.r.l	Bank:
Address: Tel: 03- 250126	Address:
Invoice #:	Account #:



Certification

The undersigned authorised government official hereby certifies that the payment being requested has not previously been made.



- Made in accordance with the project document
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested

Prepared by	Approved by	Reviewed by	Certified by
Edgard Chehab Project Manager	Mr. Yves De San UNDP Resident Representative	Mr. Hassan Hoteit Local Point	H.E. Arthur Nazarian Minister of Environment

Payment Confirmation

Amount paid _____ Date _____

Copies of supporting documents attached were relevant

Signature: Laurette Said, Senior Finance (UNDP)





Commercial
Business s.a.r.l

INVOICE
080/2000
October 10, 2000

Messrs.
UNDP / SPASI
Beirut

Please note the cost of the "National Environmental Auditing Manual" copies requested

Qty.	Description	Price in USD
25	Black & White photocopy, A4 size	\$50,-
Total		550,-

ONLY FIVE HUNDRED FIFTY U.S. DOLLARS.

Commercial Business s.a.r.l

Joseph Kallas

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

PO Box 100
11100
Beirut
+963 25012



Subject: Suppliers to Photocopy, Compile & Bind 25 copies of the NEA Manual

Date: Tue, 17 Oct 2000 14:51:19 +0200

From: Sara Yehya <sara.yehya@undp.org.lb>

Organization: UNDP

To: Edgard Chehab <echehab@moe.gov.lb>

CC: Dima Al-Khatib <dima.al-khatib@undp.org.lb>, registry@undp.org.lb

LEB/99/004

Message From Dima
Al-Khatib

Dear Edgard,

In reference to your letter dated 13 August 2000 (Ref. SPASI/jus./0010), concerning the above-mentioned subject, we hereby approve your recommendation for selecting the 'Commercial Business s.a.r.l.' offer being the most cost effective one. Please proceed with the necessary following steps.

Regards.



Ref: SPASIJus/0010

Mr. Yves de San
Resident Representative
United Nations Development Programme (UNDP)
UN House
Beirut

Antelias, 13/10/2000

Dear Sir,

Subject: Justification for Tender Awarding

In the process of finalizing the National Environmental Auditing Manual which was prepared by SPASI team members and reviewed by MVV InnoTech and before sending it for publishing we found useful once more to conduct a final screening over it. Accordingly, we decided to ask all the Lebanese Consulting Firms to take a look at it and review it before the 1st of November 2000 when we will meet with all of them to listen to their views. Accordingly, we issued a request to three suppliers to photocopy, compile and bind 25 copies of the manual (380 pages each).

After a thorough review of the submitted bids (see enclosed original bids), the following ranking was concluded:

1. Commercial Business s.a.r.l.
2. Boitapub s.a.r.l.
3. PRINTWELL s.a.r.l.

The methodology for the ranking was based on the price, which showed a difference in the total value of the order.

Accordingly, the relevant RFDP will be issued in favor of Messrs. Commercial Business once you approved the selection.

Appreciating your continuous support, we remain,

Sincerely yours,

Edgard CHEHAIB
Project Manager





Commercial
Business s.a.r.l.

October 8, 2000

Messrs.
UNDP / SPASI
BEIRUT

Dear Sirs,
We have the pleasure to submit to you our quotation for the "National Environmental Auditing Manual" requested:

Qty	Description	Price in USD
25	B&W photocopy, with binding	550,-
Total		550,-

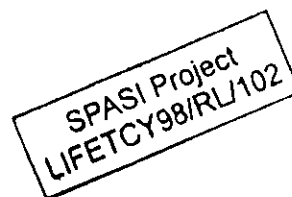
Only Five Hundred Fifty hundred US dollars

Commercial Business sarl

Joseph Kallas



Client Approval



PO Box 60161,
Jal El Dib
Phone:
961 3 250126



Messrs.
UNDP / SPASI
Attn: Mr. Edgard Chehab

October 10th, 2000

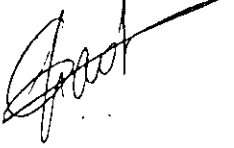
Dear Sirs,
Please find herebelow our best offer for the requested items:

Description	Price
National Environmental Auditing Manual Qty: 25 book Size: A4 Printed: 1 color Photocopy With binding	610 \$

Best regards

Client Approval

Ghada Hamouche



SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

PRINTWELL sarl

Zalka Highway, Baaklini Bldg.
Tel: 03/457511

To: UNDP

Subject: SPASI manual

Photocopy of "National Environmental Auditing Manual"

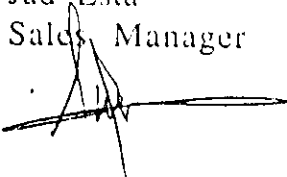
Quantity: 25 manual

Size: A4

Printing: 1 color

Cost: 625 US Dollars

Jad Esta
Sales Manager



SPASI
CERTIFIED COPY

SPASI Project
LIFECY98/RL/102

BL6.4: Cost for printing 350 copies of the National Environmental Auditing Manual in English and 350 copies in Arabic



SPASI
CERTIFIED COPY

Ref: SPASI/RDP/0015

Date: November 27, 2000

Project No.: LEB/99/004

SPASI Project
LIFETCY98/RL/102

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of **U.S. \$14500= (US Dollars fourteen thousands & five hundred only)**. This payment is being requested to cover *the total cost for printing 350 copies of the National Environmental Auditing Manual in English and 350 copies in Arabic*. The component / budget line number that should be charged is **LEB/99/004 – 052-01 – Reports, Publications, Translation**.

Pertinent Supplier information is as follows:

Name: **Boitapub**

Bank:

Address: **Ashrafieh Karem Al Zeitoun, Saad Street**

Tel: **03 - 315216**

Invoice #:

Account #:

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteit
Focal Point

H.E. Dr. Michel Moussa
Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)



SPASI
CERTIFIED COPY

CLIENT UNDP / SPASI
Contact Person Edgard Chehab
Address
Phone

SPASI Project
LIFETCY98/RL/102

INVOICE #	2000/160
Date	20/11/00
Currency	U.D.\$

JOB N°	00025H02
---------------	----------

Description	National Environemntal Auditing Manual (English & Arabicversion)
-------------	--

Project	Description	Price/unit	Amount
English	Qty: 350 copies Size: 21 x 29.7 c(inside), 22 x 29.7 cm (cover + separators) N° of pages: 250 pages Printed 1 color recto/verso on 100grs (192pages) 4 colors reco on 100 grs (26 pages) 4 colors reco on 200 grs (32 pages) Coverprinted 4 colors reco on 300 gr. with pochette for disc All binded Spirale		7250
Arabic	Qty: 350 copies Size: 21 x 29.7 c(inside), 22 x 29.7 cm (cover + separators) N° of pages: 242pages Printed 1 color recto/verso on 100grs (186pages) 4 colors reco on 100 grs (24 pages) 4 colors reco on 200 grs (32 pages) Coverprinted 4 colors reco on 300 gr. with pochette for disc All binded Spirale		7250

Only Fourteen thousand five hundred US Dollars	Total	14500
--	-------	-------

Client Signature

Best regards

Ghada Hamouche

Subject: Suppliers to do the Printing of the NEAM (English&Arabic)

Date: Wed, 15 Nov 2000 13:04:52 +0200

From: Sara Yehya <sara.yehya@undp.org.lb>

Organization: UNDP

To: Edgard Chehab <echehab@moe.gov.lb>

CC: Dima Al-Khatib <dima.al-khatib@undp.org.lb>, registry@undp.org.lb

LEB/99/004

MESSAGE FROM DIMA AL-KHATIB

Dear Edgard,

In reference to your letter dated 7 November 2000 (Ref. SPASI/jus./0015), concerning the above mentioned subject, we hereby approve your recommendation for selecting 'Boitapub s.a.r.l.' offer being the most cost effective one. Please proceed with the necessary following steps.

Regards.



Ref: SPASI/Jus/0015

Mr. Yves de San
Resident Representative
United Nations Development Programme (UNDP)
UN House
Beirut

Antelias, 7.11.2000

Dear Sir,

Subject: Justification for Tender Awarding

In the process of Printing the National Environmental Auditing Manual in English & Arabic which was prepared by SPASI team members, we issued a request to three suppliers to do the printing of 350 copies in English and 350 copies in Arabic.

After a thorough review of the submitted bids (see enclosed original bids), the following ranking was concluded:

1. Boitapub s.a.r.l.
2. Commercial Business s.a.r.l.
3. PRINTWELL s.a.r.l.

The methodology for the ranking was based on the price, which showed a difference in the total value of the order.

Accordingly, the relevant RFDP will be issued in favor of Messrs. Boitapub s.a.r.l. once you approved the selection.

Appreciating your continuous support, we remain,

Sincerely yours,

Edgard CHEHAB
Project Manager



PRINTWELL sarl

Zalka Highway, Baaklani Bldg.
Tel: 03/457511

To: UNDP
Subject: SPASI manual

Design & Printing of "National Environmental Auditing Manual"
English & Arabic version

Quantity: 350 of each
Size: A4 & 22 x 29.7 cm
Printing: 1 color & 4 colors
Paper: 100 grs, 200 grs & 300 grs.
With pochette for diskette on the inside back cover
Cost: 8100 US Dollars for each language

Jad Esté
Sales Manager

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102



Commercial
Business s.a.r.l.

November 1st, 2000

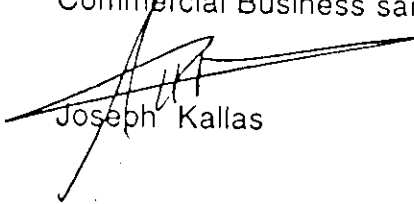
Messrs.
UNDP / SPASI
BEIRUT

Dear Sirs,

We have the pleasure to submit to you our quotation for the "National Environmental Auditing Manual" requested:

Qty	Description	Price in USD
350	English version. Size: 21 x29.7 cm / 22 x29.7 cm. 250 pages (192 B&W recto/verso - 26 colored recto (100 grs paper)) & (32 colored recto (200 grs)) Cover printed 4 colors recto on 300grs paper with pochette for diskette Spirale Design & execution	7650,-
350	Arabic version. Size: 21 x29.7 cm / 22 x29.7 cm. 242pages (186 B&W recto/verso - 24 colored recto (100 grs paper)) & (32 colored recto (200 grs)) Cover printed 4 colors recto on 300grs paper with pochette for diskette Spirale Design & execution	7650,-

Commercial Business sarl


Joseph Kallas

SPASI
CERTIFIED COPY

Client Approval

SPASI Project
CY98/RL/102
P.O. Box 001
Jubaila
Phone
961 3 250126



Messrs.
MINISTRY OF ENVIRONMENT
SPASI Project

November 4th, 2000


Dear Sirs,
Please find herebelow our best offer for the following items:

Description	Price
National Environemntal Auditing Manual (English version): Qty: 350 copies Size: 21 x 29.7 cm(inside), 22 x 29.7 cm (cover and separators) N° of pages: 250 pages. Printed: 1 color recto verso on 100 grs (192 pages), 4 colors recto on 100 grs (26 pages) 4 colors recto on 200 grs (32 pages) Cover: printed 4 colors on 300 grs with pochette for diskette on the inside back cover All binded: spirale <i>Design & Printing</i>	7250 \$
National Environemntal Auditing Manual (Arabic version): Qty: 350 copies Size: 21 x 29.7 cm(inside), 22 x 29.7 cm (cover and separators) N° of pages: 242 pages. Printed: 1 color recto verso on 100 grs (186 pages), 4 colors recto on 100 grs (24 pages) 4 colors recto on 200 grs (32 pages) Cover: printed 4 colors on 300 grs with pochette for diskette on the inside back cover All binded: spirale <i>Printing & Printing</i>	7250 \$

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SPASI Project
MTCY92/R/L/102

Best regards

Ghada Hamouche


Client Approval

BL6.5: Partial cost of the launching event and workshop "*National Environmental Auditing Manual: A Tool for Compliance*" (Financed by the project)



Ref: SPASI/RDP/0013

Date: November 27, 2000

Project No.: LEB/99/004

SPASI Project
LIFETCY98/RL/102

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of **U.S. \$3633= (US Dollars three thousands six hundred & thirty three only)**. This payment is being requested to cover *the cost for launching the National Environmental Auditing Manual which was held in Gefinor Rotana Hotel in addition to the rental cost of equipment used in the workshop held in the same hotel the second day (the rest of the workshop cost in addition to partial cost of the launching was covered by Hennis Zeidel as mentioned in our justification letter ref: SPASI/Jus./0013)*. The component / budget line number that should be charged is **LEB/99/004 – 034-01 – Conferences & Meeting**.

Pertinent Supplier information is as follows:

Name: **Gefinor Rotana Hotel**

Bank:

Address: **Beirut – Lebanon**

Tel: **01 - 371888**

Invoice #:

Account #:

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteit
Focal Point

H.E. Dr. Michel Moussa
Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____

Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)





November 28, 2000
Ref: LEF/ 155 / 00

M/S UNITED NATIONS DEVELOPMENT PROGRAME
RIAD EL SOLH SQUARE
BEIRUT - LEBANON

SPASI
CERTIFIED COPY

Attention: Mr. Edgard Chehab
SPASI PROJECT MANAGER

SPASI Project
LIFETCY98/RL/102

Dear Mr. Chehab,

We would like to take this opportunity to thank you for your patronage and for choosing the "Gefinor Rotana Hotel". We hope that our services have met with your expectations and look forward to serve you again in the very near future.

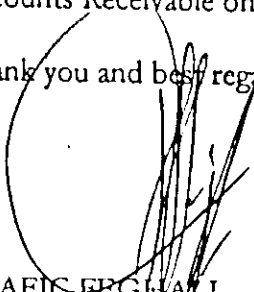
Please find attached our invoice # 1279, related to the Cocktail Reception that you held on 23/11/00 detailed as follows:

Equipment Rental (2)	US\$	460
5% Gov. Tax on Equip. Rental		23
Banquet Food & Beverage for 175 out of 200		3,150
Total		3,633

(Only Three Thousand Six Hundred Thirty Three US Dollars).

Should you need any assistance or clarification, please do not hesitate to call me or the Accounts Receivable on extension No. 4011 .

Thank you and best regards.


CHAFIC FEGHALI
Financial Controller

Republic of Lebanon
Office of the Minister of State for Administrative Reform
Center for Public Sector Projects and Studies
(C.P.S.P.S.)



UNITED NATIONS DEVELOPMENT PROGRAMME
RIAD EL SOLH SQUARE
BEIRUT

SPASI
CERTIFIED COPY

Room No. : 9619
Arrival : 24.11.00
Departure : 28.11.00
No of Pax : 0

SPASI Project
LIFETCY98/RL/102

I N V O I C E 1279

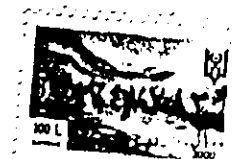
Gefinor Rotana Hotel, Beirut-Lebanon, 28.11.00/16:35/19 KAMEL/1

Description	Date	Debit	Credit
Banquet Food	23.11.	3.244.640	
->9612 MINISTRY OF ENVIRONM			
Banquet Beverage	23.11.	1.247.940	
->9612 MINISTRY OF ENVIRONM			
Banquet S.C.	23.11.	718.813	
->9612 MINISTRY OF ENVIRONM			
5% Gov.Tax F&B	23.11.	260.570	
->9612 MINISTRY OF ENVIRONM			
Banquet Equipt.rent.	24.11.	456.000	
Banquet Equipt.rent.	24.11.	243.200	
Banquet Food 200PAX-25PAX	28.11.	-405.580	
Banquet Beverage 200PAX-25PAX	28.11.	-155.992	
Banquet S.C. 200PAX-25PAX	28.11.	-89.851	
5% Gov.Tax F&B 200PAX-25PAX	28.11.	-32.571	
5% Gov. Tax (699200)	28.11.	34.960	
City ledger U.N.D.P	28.11.		5.522.129
Total		5.522.129	5.522.129
Balance			0 LL.

Balance due LBP 5522129.00

We thank you for choosing the Gefinor Rotana Hotel for your trip to Beiru
Please confirm your authorization of the charge by signing this invoice.

Signature: _____



Subject: Hotels Quotations for holding the cocktail & Workshop events- 23&24 Nov 2000

Date: Tue, 07 Nov 2000 11:20:25 +0200

From: Sara Yehya <sara.yehya@undp.org.lb>

Organization: UNDP

To: Edgard Chehab <echehab@moe.gov.lb>

CC: Dima Al-Khatib <dima.al-khatib@undp.org.lb>, registry@undp.org.lb

LEB/99/004

MESSAGE FROM DIMA AL-KHATIB

Dear Edgard,

In reference to your letter dated 2 November 2000 (Ref. SPASI/jus./0013), concerning the above mentioned subject, we hereby approve your recommendation for selecting 'GEFINOR ROTANA' offer being the most cost effective one. Please proceed with the necessary following steps.

Regards.

BL6.6: Partial cost of the launching event and workshop "*National Environmental Auditing Manual: A Tool for Compliance*" (Financed by the Ministry of Environment through Hanns Seidel Foundation)



paid by Raf

M/S HANNS SEIDEL FOUNDATION
SHMEISANI
ABDUL HAMEED BADEES STR.
AL BIRR BUILDING, 102
AMMAN-JORDAN

Room No. 1103/0807
Arrival 21/11/00
Departure 26/11/00
No. of Pax 2

INVOICE 1096

Gefinor Rotana Hotel, Beirut-Lebanon, 27.11.00/10:45/9 DANY/1

Description	Date	Debit	Credit
Room Charge	21/11/00	85	
Room Charge	22/11/00	85	
Room Charge	23/11/00	85	
Room Charge	23/11/00	85	
Cocktail Party: \$18 x 50 pax	23/11/00	900	
Room Charge	24/11/00	85	
Room Charge	24/11/00	85	
Room & Equipment Rental	24/11/00	500	
Coffee Break 1 : \$6 x 80 pax	24/11/00	480	
Coffee Break 2 : \$6 x 80 pax	24/11/00	480	
Lunch Buffet : \$25 x 80 pax	24/11/00	2000	
Room Charge	26/11/00	85	
5% Gov Tax (595)	27/11/00	30	
	27/11/00	4,985.00	

SPASI
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SPASI Project
LIFETCY98/RL/102

City Ledger HANNS SEIDEL FOUNDATION

Total

4,985.00

4,985.00

4,985.00

Balance due: \$4985

Signature:

BL6.7: Cost for printing of 3 posters (1mx1.7m) and 1000 flyers related to SPASI goal & objectives (used in the launching event of the manual)



SPASI
CERTIFIED COPY

Ref: SPASI/RDP/0016

Date: November 27, 2000

Project No.: LEB/99/004

SPASI Project
LIFETGY98/RL/102

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of **U.S. \$1060= (US Dollars one thousand & sixty only)**. This payment is being requested to cover *the total cost for printing of 3 posters & 1000 flyers specifically related to the workshop entitled "National Environmental Auditing Manual: A Tool for Compliance".* The component / budget line number that should be charged is **LEB/99/004 - 034-01 - Conferences & Meeting.**

Pertinent Supplier information is as follows:

Name: **Color Vision**

Bank:

Address: **Tripoli - Lebanon**

Tel: **03 - 439554**

Invoice #:

Account #:

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteit
Focal Point

H.E. Dr. Michel Moussa
Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____

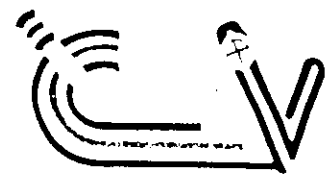
Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Finance (UNDP)



COLOR VISION

TRIPOLI - LEBANON Bakri bldg. Boulevard str.
Tel : 03 - 331027 - 291678 P.O.Box : 221



No 99

SPASI
CERTIFIED COPY

DATE: 27-11-2000 ORDER # 99

REQUESTED BY (Name) :
UNDP - SPASI

EST. NAME

ADDRESS & TEL.

EST. TELEPHONE

FILM INFORMATION

IMAGE SIZE	FILM INFO & SIZE	COLOR	PRICE
A4 (21 X 29.7 cm)	CM RM CB CS DS	1 Color	
A4 Xtra (23.5 x 32.2 cm)	A5 (148 X 210)	3 Colors	
A3 (29.7 x 42 cm)	A4 (21 X 29.7 cm)	2 colors	
A3 Xtra (32.2 x 44.5 cm)	A4 Xtra (23.5 x 32.2 cm)	<input type="checkbox"/> Color Sepp	
(35 x 50 cm)	A3 (29.7 x 42 cm)	FILM TYPE	EMULTION
Jumbo in (33 x 66 cm)	A3 Xtra (32.2 x 44.5 cm)	<input type="checkbox"/> Positive	<input type="checkbox"/> Down
(50 x 70 cm)	Jumbo in (35.5 x 68.5 cm)	<input type="checkbox"/> Negative	<input type="checkbox"/> Up
Other: ___ x ___ cm	(35 x 50 cm)		

WORKS

DESCRIPTION	PRICE
1) Brochure 114 300px + Lamination RT: 1000 (Full color)	\$1350
2) - posters 100 x 140 cm + Lamination RT: 3 (Full color)	\$1510

IMAGES, SCANS & PLACEMENTS

DESCRIPTION	SIZE	SLIDES	PRICE	Proofs	PRICE
				A4 (21 x 29.7 cm)	
				<input type="checkbox"/> A3 (29.7 x 42 cm)	
				<input type="checkbox"/> Qty. _____	

SPECIAL INSTRUCTIONS
only one thousand
ninety US dollar

CUSTOMER SIGNATURE
SPASI Project
LIFETCY98/RL/102



NET TOTALS: \$1060

Subject: Suppliers to do Printing of Posters & Flyers

Date: Thu, 16 Nov 2000 11:54:49 +0200

From: Sara Yehya <sara.yehya@undp.org.lb>

Organization: UNDP

To: Edgard Chehab <echehab@moe.gov.lb>

CC: Dima Al-Khatib <dima.al-khatib@undp.org.lb>, registry@undp.org.lb

LEB/99/004

MESSAGE FROM DIMA AL-KHATIB

Dear Edgard,

In reference to your letter dated 13 November 2000 (Ref. SPASI/jus./0016), concerning the above-mentioned subject, we hereby approve your recommendation for selecting 'Color Vision' offer being the most cost effective one. Please proceed with the necessary following steps.

Regards.



Ref: SPASI/Ju1/0015

Mr. Yves de San
Resident Representative
United Nations Development Programme (UNDP)
UN House
Beirut

Antélias, 13 11 2000

Dear Sir,

Subject: Justification for Tender Awarding

In the process of Printing 3 posters & 1000 flyers for the launching event and the workshop of the 23rd and 24th of November 2000 (National Environmental Auditing Manual) we issued a request to three suppliers

After a thorough review of the submitted bids (see enclosed original bids), the following ranking was concluded:

1. Color Vision
2. Nejmeh Printing Group
3. Graphi Office

The methodology for the ranking was based on the price, which showed a difference in the total value of the order.

Accordingly, the relevant RFDP will be issued in favor of Messrs. Color Vision once you approved the selection.

Appreciating your continuous support, we remain,

Sincerely yours,

Edgard CHEHAB
Project Manager



10/11/2000

To : SPASI (Strengthening the Permitting and Auditing
System for Industries)

ATTENTION: Mr. Edgard Chehab

FROM : COLOR VISION
Tripoli - Lebanon
Tel : +961-6-438494 -+961-3-439554

Printing posters and flyers offer

Dear sirs ,

References to your request for the printing of posters and flyers,
we are pleased to quote as follows:

POSTERS

Quantity	3 posters
Size	100x140 cm
Printing	Full color , lamination mat
Unit price	170\$
Total price	510\$

FLYERS

Quantity	1000 flyers
Size	A4
Printing	Full color , Recto - Verso
Total price	550\$

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SPASI Project
LIFETCY98/RL/102

Note : the price includes the designs and films.

Delivery : from one to two weeks.

Payment: to be agreed.

BEST REGARDS

 **COLOR VISION**
TRIPOLI - LEBANON
COLOR VISION

NEJMEH PRINTING GROUP

Tel : +961-6-431518

Fax : +961-6-444291

11/11/2000

To : SPASI
(STRENGTHENING THE PERMITTING AND
AUDITING SYSTEM FOR INDUSTRIES)

ATTENTION: Mr.Edgard Chehab

SUBJECT : PRINTING FLYERS AND POSTERS

PRINTING FLYERS

1000 flyers, of size A4, 300 grs. , for 700\$.

PRINTING POSTERS

3 posters, of 100x140 cm. , full color, with lamination mat, for 750\$

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

BEST REGARDS

الجمهورية اللبنانية
NEJMEH PRINTING GROUP

13/11/2000



To : SPASI
(STRENGTHENING THE PERMITTING AND AUDITING
SYSTEM FOR INDUSTRIES)

FROM : GRAPHI OFFICE
Beirut - Lebanon
Tel/Fax : 00961-1-439554

FOR THE ATTENTION OF MR. EDGARD CHEHAB

PRINTING FLYERS AND POSTERS

POSTERS

TOTAL PRICE	US\$ 660.00
QUANTITY	3 Posters
SIZE	100 cm X140 cm
UNIT PRICE	US\$200.00

FLYERS

QUANTITY	1000 FLYERS
SIZE	A4
COLOR	FULL COLOR
TOTAL PRICE	US\$ 650

Sincerely yours,

Edgard Chehab
Graphi Design - Printing office

SPASI
CERTIFIED COPY

SPASI Project
LIFETCY98/RL/102

BL6.8: Cost for disseminating of knowledge services as specified in the special service agreement # 06/00 dated 13 November 2000



Ref: SPASI/RDP/0014

Date: November 27, 2000

Project No.: LEB/99/004

Request for Direct Payment

Dear Sir,

In accordance with UNDP requirements, we hereby request that UNDP pays the supplier listed below the amount of **U.S. \$500= (US Dollars five hundred only)**. This payment is being requested to cover *the total cost for training services as specified in the special service agreement # 06/00 dated 13 November 2000 and its amendment*. The component / budget line number that should be charged is **LEB/99/004 – 032-01 – Training Environmental Auditing**.

Pertinent Supplier information is as follows:

Name: **MVV InnoTec** Bank: **Deutsche Bank Berlin, sort code 100 700 00**

Address: **Kurfuerstendamm 28, D-10719 Berlin.**

Tel: **+49-30-34070**

Invoice #:

Account #: **1360007**

Swift code: **DEUTDEBB**

Certification

The undersigned authorized government official hereby certifies that the payment being requested has not previously been made.

- Made in accordance with the project document.
- Made for services that have been delivered to the satisfaction of the government pursuant to the terms and conditions of the contract.
- Made on the basis of the original supporting documentation that will be on file with the government and available for inspection if requested.

Prepared by

Approved by

Reviewed by

Certified by

Edgard Chehab
Project Manager

Mr. Yves De San
UNDP Resident Representative

Mr Hassan Hoteit
Focal Point

H.E. Dr. Michel Moussa
Minister of Environment

Payment Confirmation

Amount paid: _____

Date: _____

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Copies of supporting documents attached were relevant: _____

Signature: Laurette Said, Senior Financials (UNDP)

SPASI Project
LIFETCY98/RL/102



MVV InnoTec GmbH Kurfurstendamm 199 D-10719 Berlin

Resident Representative
United Nations Development Programme
United Nations House
Riad Al-Solh
Beirut
LEBANON

30 November 2000

Re: Provide a seminar relative to the usage of the " National Environmental Auditing Manual"
for the SPASI project, Beirut-Lebanon

Invoice N° 1 (Final Report)

Dear Sir or Madame,

In accordance with point 4 of our contract for the above mentioned project we are invoicing
you for the sum of

US\$ 500

which comprises one hundred percent of the total budget.

We would be very grateful if you could pay this amount into our bank account at the Deutsche
Bank Berlin, sort code 100 700 00, bank account n° 136 0007.

Yours sincerely,

MVV InnoTec GmbH

A handwritten signature in black ink, appearing to read "Renate Lemke".

Renate Lemke





Ref: SPASI/JuA/0014

Mr. Yves de San
Resident Representative
United Nations Development Programme (UNDP)
UN House
Beirut

Antelias, 7/11/2000

Dear Sir,

Subject: Justification for Special Service Agreement Awarding

In the process of preparing for the workshop entitled " *National Auditing Manual a Tool for Compliance*" which will be held on the 24th of November 2000, SPASI team is in need for a trainer to undertake the training assignment addressed to the consultants whereas SPASI will be training the industrialists. The requested trainer should be familiar with the auditing manual developed by SPASI, experienced in the auditing techniques at the national as well as the international level.

As you are aware, MVV Innotech, the German consulting company which undertook the assignment of reviewing the manual and conducting two audits in Lebanon are more suitable to undertake this job since such work is normally a continuity of their initial assignment. Furthermore, during the dates of the event Ms. Renate Lemke of MVV will be in Lebanon for fulfilling the mandates of the other contract dealing with standards, hence if we select her we will save the cost of traveling.

Accordingly, if we select Ms. Lemke, she will be only charging for 2 days work (total cost of \$500) where she will accomplish the following tasks:

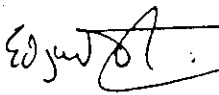
1. Preparing the necessary material for the workshop
2. Identify success case studies from Europe and provide them during the workshop
3. Train the Lebanese Consultants on how to use the manual

Please note that the Director General of MoE Dr. Berj Hatjian is in line with this idea.

Accordingly, the relevant Special Service Agreement will be issued, once you approve this request.

Appreciating your continuous support, we remain,

Sincerely yours,


Edgard CHEHAB
Project Manager





FAX Message

Fax No.: 04- 418 911

To : Mr. Edgard Chéhab
Project Manager
SPASI Project

File: LEB/99/004

From : Yves de San
Resident Representative

Ref.: 338/DK/sy

Date : 10 November 2000

No. of Pages: 1 of 1

subject : Issuance of Special Service Agreement

In reference to your letter dated 7 November 2000 concerning the above-mentioned subject and based on the included justifications, we hereby approve your recommendation to subcontract Ms. Renate Lemke to assist the project in the training workshop on the 'National Auditing Manual'.

Kindly ensure that UNDP receives a copy of the contract for review before signature.

Best regards.



SPECIAL SERVICE AGREEMENT NO 06/00

UNITED NATIONS ENVIRONMENTAL PROGRAMME- Strengthening the
Permitting and Auditing System for Industries (SPASI) PROJECT

BEIRUT-LEBANON

MEMORANDUM OF AGREEMENT MADE THIS 13th day of November 2000, between the United Nations Development Programme - SPASI (hereinafter referred to as "UNDP-SPASI") and MVV InnoTec (hereafter referred to as "the subscriber") whose address is:

MVV InnoTec GmbH
Kurfurstendamm 199
D-10719 Berlin - Germany
Tel: +49-30-882 32 51

WHEREAS UNDP-SPASI desires to engage the services of the subscriber on the terms and conditions hereinafter set forth and

WHEREAS the subscriber is ready and willing to accept this engagement of service with UNDP-SPASI on the said terms and conditions.

NOW THEREFORE, the parties hereto agree as follows:

1. STATUS OF THE SUBSCRIBER

The subscriber shall be considered as having the legal status of an independent contractor. The staff member shall not be considered in any respect as being a staff member of UNDP-SPASI.

2. NATURE OF SERVICES

The subscriber shall perform the services described hereunder:

Duties	Work Schedule
<ul style="list-style-type: none"> Provide a seminar relative to the usage of the "National Environmental Auditing Manual" 	From November 23 rd 2000 Till November 24 th 2000

3. DURATION OF AGREEMENT

This agreement shall commence on the 23rd of November 2000 and shall expire on the satisfactory completion of the services described above but no later than the 31st of November 2000 subject to the provision of the article below.

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LIFETCY98/RL/102





4. CONSIDERATION

As full consideration for the services performed by the subscriber under the terms of this agreement, and subject to the provision of Article 9 below, SPASI will pay the subscriber a total amount of US. \$500 (Five Hundred US Dollars) upon the completion of the seminar relative to the usage of the "National Environmental Auditing Manual"

No statement of earnings will be issued by UNDP-SPASI to the subscriber. The subscriber is responsible for any taxes levied on the monies received under these agreements.

5. COMPENSATION FOR SERVICE INCURRED INJURY

In the event of injury, illness or death attributable to the performance of service on behalf of UNDP-SPASI under the terms of this agreement, no compensation shall be payable to the subscriber or his legal representative.

6. RIGHTS AND OBLIGATIONS OF THE SUBSCRIBER

- (A) The rights and obligations of the subscriber are strictly limited to the terms and conditions of the agreement. Accordingly, the subscriber shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this agreement
- (B) The subscriber shall be solely liable for claims by third parties arising from the subscriber's own negligent acts or omissions in the course of performing this agreement and under no circumstances shall UNDP-SPASI be held liable for such claims by third parties.
- (C) The title rights, copyrights, and all other rights of whatsoever nature in any material produced under the supervisions of this agreement shall be vested exclusively in UNDP-SPASI.

7. UNPUBLISHED INFORMATION

The subscriber shall not communicate to any person or other entity any unpublished information made known to him by UNDP-SPASI in the course of performing his obligations under the terms of his agreements except upon authorization by UNDP-SPASI.

8. ARBITRATION

A single arbitrator agreed to by both parties if attempts at settlement by negotiations will have failed shall submit any dispute arising out of or in connection with this agreement to arbitration in New York. If the parties are unable to agree on a single arbitrator within thirty days of the request for arbitration, then each party shall proceed to appointment, one arbitrator and the two arbitrators thus appointed shall be a third. Failing such agreement, either party may request the appointment of the third arbitrator by the president of the UN Administrative Tribunal. The arbitrator(s) shall rule

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[Handwritten signatures]





on the cost, which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

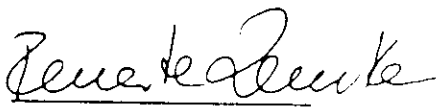
9. SPECIAL CONDITION

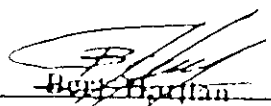
IN WITNESS WHERE OF, the parties hereto have executed this agreement

UNITED NATIONS DEVELOPMENT PROGRAMME

BY 
Edgard CHEHAB
Project Manager

Directeur Général de l'Environnement


Renate Lemke
MVV InnoTec

Approved by: 
~~Bert Harlan~~
Ministry of the Environment

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BL6.9: Cost for printing of 1 posters (1mx1.7m) and 500 flyers related to auditing manual in addition to a banner (1.5mx3m) (used in the launching event of the manual)

٢٠ تشرين الثاني ٢٠٠٠

الى جانب وزارة البيئة / مشروع الدليل الوطني للتدقيق البيئي

فاتورة رقم ٨٩ / ٢٠٠٠

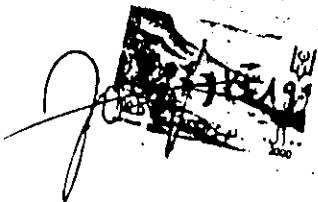
١ -	الكمية:	٥٠٠ مطبوعة
	المواصفات:	مطبوعة ترويجية (brochure) قياس: ٢١ X ١٠ سم (٨ صفحات) مطبوعة ٤ ألوان على الوجهين ورق: ٢٥٠ غرام مع سيلوفان مات طباعة وتصميم:
	السعر:	١٣٥٠٠٠٠ ل.ل.
٢ -	الكمية:	مطبوعة واحدة
	بوسطر:	قياس: ١.٤ X ١ متر مع سيلوفان مات، وفوم بورر ٥ مم طباعة وتصميم:
	السعر:	٢٧٠٠٠٠ ل.ل.
٢ -	الكمية:	مطبوعة واحدة
	ياقطة:	قياس: ١.٥ X ٣ متر طباعة وتصميم:
	السعر:	٢٧٥٠٠٠ ل.ل.

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Total 1,995,000 LP

المجموع: ١٩٩٥٠٠٠ ل.ل.

فقط مليون وتسعمائة وخمسة وتسعون الف ليرة لبنانية لا غير.

جوزيف كلاس
المدير العام



SPASI
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P.O.Box: 60161,
Jal El Dib
Phone:
961 3 250126

SPASI Project
LIFETCY93RNL/102

Annex BL 7: Related to the Budget Line 7

Please notes that in the original budget revision specifically under this budget line the rental, heating as well as communication fees were not accounted for. However as you are aware the MoE is providing us 3 offices and all access to communications as contribution. Please advise if we can for next financial report to add such costs as MoE contribution.

BL7.1: Management fees for UNDP for the year 99 and 2000

الجمهورية اللبنانية
مكتب وزير الدولة لشؤون التنمية الإدارية
مركز مشاريع ودراسات القطاع العام



Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1
 Executing Agency: NEX - National Execution

SBLN	Donor	Funding	Total	1999	2000	2001	2002
103.	Third Party cost-sharing						
103.01	EEC	Net Contrib. CO Adm. % CO Adm. Total	362,876 5.00 18,144 381,020	1,764 88 1,852	162,412 5.00 8,121 170,533	193,240 5.00 9,662 202,902	5,460 5.00 273 5,733
101.99	Line Total	Net Contrib. CO Adm. % CO Adm. Total	362,876 5.00 18,144 381,020	1,764 88 1,852	162,412 5.00 8,121 170,533	193,240 5.00 9,662 202,902	5,460 5.00 273 5,733
109.	COST SHARING TOTAL	Net Contrib. CO Adm. % CO Adm. Total	362,876 5.00 18,144 381,020	1,764 88 1,852	162,412 5.00 8,121 170,533	193,240 5.00 9,662 202,902	5,460 5.00 273 5,733
999.	NET CONTRIBUTION	Net Contrib.	0	0	0	0	0

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 SPASI

SPASI Project
 LIFE CYCLE 1/1/2002

Republic of Lebanon
 Office of the Minister of State for Administrative Reform
 Center for Public Sector Projects and Studies
 (C.P.S.P.S.)