

Request for Proposal



DRC LEBANON

Paragon Bldg., 3rd floor
Sassine Square, Achrafieh, Beirut
Landline: +961-(0)1-339052

January 2024

To (Supplier name): All Bidders

Request for Proposal: RFP/BEY/24/01 Entrepreneurship Training of Trainers

Dear Sir/Madam:

The Danish Refugee Council (DRC) Founded in 1956, DRC is a leading international NGO and one of the few with a specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included into hosting societies; and works with civil society and responsible authorities to promote protection of rights and peaceful coexistence.

In Lebanon DRC has been delivering humanitarian programming in response to various humanitarian crises since 2004, working with Palestinian, Iraqi, and Syrian refugees, in addition to internally displaced Lebanese affected by armed conflicts, migrant domestic workers, vulnerable host Lebanese populations, in addition to those affected by the Beirut Port Explosion in 2020. DRC Lebanon's focus is to improve the living conditions of displacement-affected populations and contribute to the achievement of durable solutions.

To that end, DRC implements a multi-sectorial humanitarian response and is present across the country, particularly in vulnerable areas that are home to the highest concentrations of Syrian refugees. These areas include North Lebanon, Akkar Governorate, Central, West and North Beqaa, in conjunction with local partners. DRC's response includes protection services such as psychosocial support and legal counselling, and economic recovery programming including skills training and career counselling and advocating for the improvement of a protective environment with the Lebanese government and civil society.

For further information about DRC, please refer to our website: <https://drc.ngo/>

Consultancy:

DRC is implementing a graduation approach project involving 120 families in Akkar and Bekaa, As part of the project, almost 60 families will pursue the entrepreneurship track and, following their training, require follow-up support to initiate and then sustain their businesses.

DRC intends to organize an Entrepreneurship Training of Trainer for the Economic Recovery staff, that aims to the Following:

1. To equip staff with the necessary tools and knowledge to be able to foster the entrepreneurial mindset of participants, generate ideas for projects that address social and environmental challenges, and develop any other capacities that will empower the team to graduate entrepreneurs ready to launch their own projects.
2. To empower trainers with the required skills, knowledge and tools to effectively mentor entrepreneurs who launched their start-ups, provide ongoing mentorship, and stimulate business development.

For more thorough and detailed information, please refer to the Annex C Terms of Reference attached for the consultancy.

1. Tender Details

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	9 th of January 2024
2	Address for Queries	By email to: LBN-Procurement-RFP@drc.ngo
3	Closing date for clarifications / questions	19 th of January 2024 at 3:00 pm
4	Closing date and time for receipt of Tenders	22 nd of January 2024 at 2:00 pm
5	Address for the submission of proposals	Hard copy to DRC Beirut office OR By email to: LBN-Procurement-RFP@drc.ngo
6	Tender Opening Date and time	24 th of January 2024

Required Minimum validity period: 30 Days

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

- This RFP is launched for the purpose of establishing a framework agreement of services.
- DRC may choose to cancel the agreement if deemed necessary.
- No advance payment will be paid to the awarded consultant.
- The consultant is expected to mobilize its own resources to deliver the agreed services.

2. Selection and Award Criteria

The selection and award criteria are unique to all tenders. The evaluation process consists of three stages:

- 1) Administrative, 2) Technical and 3) Financial.**

Each stage requires information and documents from the bidder that will determine whether the bidder will progress to next stage or not. Some examples of the documentation requirements are indicated below.

However, the exact criteria for the different stages of evaluation will depend on the nature/type of tender.

The criteria for awarding contracts resulting from this Tender is based on the ‘best value for money’ principle. For the purpose of this Tender DRC defines ‘best value for money’ as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, availability, and reputation past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured.

For all bids deemed technically compliant as per the specification stipulated in **Annex C - Terms of Reference**, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

The technical criteria for this RFP and their weighting in the technical evaluation are:

All bidders will be scored on a scale from 1 - 10 for each of the below criteria. All bidders must obtain a score of at least five for the total technical scoring, in order to proceed to the financial evaluation. Shortlisted bidders will be invited to phone interviews (if needed). The financial offer will then be weighed against the technical proposal (cost/ quality). Candidates will be evaluated based on the following criteria and weights:

Technical criteria #	Technical criteria	Points to be awarded	TOTAL weighting to be awarded
1	Bidder qualifications		40%
1.1	General experience of the consultant.	7	10%
1.2	Similar projects related to TOT in Entrepreneurship and mentorship with international and local organizations.	10	20%
1.3	Relevant degree, certifications, and or equivalent work experience of consultant/team.	7	10%
2	Proposed services (documented by the technical proposal)		40%
2.1	Content of the proposal suitable for the requirements	7	20%
2.2	Methodology of the research and meeting DRC timeline	10	20%
3	Interview		20%
3.1	Demonstrated technical capability to complete the consultancy services	10	20%

Please note that bids shall respond to all criteria, or their bid may be disqualified.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed in the attached TOR shall be submitted with your bid

#	Annex #	Document	Instructions
	A	Invitation Letter including Tender and Contract Award Acknowledgement Certificate	Sign, stamp and submit / Mandatory
1	A.1	Bid Form (Technical)	Complete ALL sections in full, sign, stamp and submit
2	A.2	Bid Form (Financial)	Complete ALL sections in full, sign, stamp and submit
3	B	Supplier Code of conduct	Complete ALL sections in full, sign, stamp and submit / Mandatory
4	C	Terms of reference	Sign, stamp and submit / Mandatory
5	D	Supplier Profile and Registration Form	Complete ALL sections in full, sign, stamp and submit / Mandatory
6	E	General Conditions of Contract	Sign, stamp and submit / Mandatory
7	Supplier to provide	Trainer background and CV, portfolio, at least 3 references .	Submit / Mandatory

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

The firm is required to submit a Financial Proposal / work plan in separate email “Annex A.2 Financial Proposal”.

- The Financial Proposal must provide a detailed cost breakdown in USD.
- Bidders must submit an overall firm-fixed price bid in USD.
- Invoicing and payment will be performed by bank transfer in USD.
- All costs will be fixed.

Note: Failure to submit a detailed breakdown may lead to rejection of your proposal.

3. Tender Process

The following processes will be applied to this Tender:

- Tender Period
- Tender closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

4. Submission of Bids

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

Beyond the DRC RFP cover letter, the following documents shall be contained with the bid:

- Annex A.1: **Technical Bid Form**
- Annex A.2: **Financial Bid Form**
- Annex B: **Code of Conduct**
- Annex C: **ToR, signed and stamped**
- Annex D: **Supplier registration form signed and stamped**
- Annex E: **General Conditions of Contract, signed and stamped**

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

A. Hard Copy:

Hard copy Bids shall be separated into ‘Financial Bid’ and ‘Technical Bid’:

- The Financial Bid shall only contain the financial bid form, Annex A.2

- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation, but excluding any pricing information

Each part shall be placed in a **sealed** envelope, marked as follows:

RFP No: RFP/BEY/24/01

TECHNICAL BID

Bidder Name:

RFP No: RFP/BEY/24/01

FINANCIAL BID

Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed and delivered to:

RFP No: RFP/BEY/24/01

Paragon Building, 3rd floor
Sassine square, Achrafieh, Beirut
Landline: +961-(0) 1 339052

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

LBN-Procurement-RFP@drc.ngo

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
 - The financial bid shall only contain the financial bid form, Annex A.2
 - The technical bid shall contain all other documents required by the tender, but excluding all pricing information
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways: Hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

5. Completion of Bid Form

Prices Quoted

Any discount offered must be included in the Bid price.

Currency

The currency of the Bid must be in **USD**. No other currencies are acceptable.

Language

The Bid Form, and all correspondence and documents related to this RFP must be in **English**.

Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations must be initialled by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. A completed duplicate of the Bid Form should be retained by the Bidder for record purposes. All documentation must be written in English. All Bids must be signed by a duly authorized representative of the Bidder.

Split Awards

DRC reserves the right to split an award among Bidders in any combination and/or make a partial award for the elements covered in this RFP.

6. Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFP from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

7. Acceptance

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

8. Award of Contracts

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

9. Confidentiality

This RFP or any part hereof, and all copies hereof must be returned to DRC upon request. It is understood that this RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

10. Collusive Bidding and Anti-Competitive Conduct

Bidders and their employees, officers, advisers, agent or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

11. Improper Assistance

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentially to DRC, or
- Contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration!

Without limiting the operation of the above clause, a Bidder must not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

12. Corrupt Practices

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of

documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via www.drc.dk/where-we-work, or via DRC's Code of Conduct Reporting Mechanism: www.drc.dk/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism. Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.dk.

13. Conflict of Interest

A Bidder must not, and must ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder must notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

14. Withdrawal/Modification of Bids

Requests to withdraw a Bid after the Bid closure time shall not be honoured.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid *prior* to the RFP closure. Any such modification shall be submitted by email as update version, marked with the original Bid number. **No modification shall be allowed after the RFP closure.**

15. Late Bids

All Bids received after the RFP closure will be *rejected*.

16. Opening of the RFP

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender

17. General Conditions of Contract

All Bidders must acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, as applicable, are acceptable.

18. Cancellation of the RFP

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFP may be cancelled in the following situations:

CT CONSULTANCY 02 – RFP INVITATION LETTER

Date: 09/01/2024 • Valid from: 09/01/2024

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will DRC be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

19. Queries about this RFP

For queries on this RFP, please contact the Supply Chain Department on the following email address,

LBN-Procurement-RFP@drc.ngo

Only questions received via email will be answered.

All questions regarding this RFP must be submitted in writing to the above email address. On the subject line, please indicate the RFP number.

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited by formal emails, or for open tenders published at: www.daleel-madani.org

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely
Supply Chain Department
DRC Lebanon 2024

Tender and Contract Award Acknowledge Certificate

This attachment shall be signed and submitted with the Bid

1. In compliance with the RFP Instructions and General Conditions of Contract, we the undersigned, offer to furnish some or all the items quoted for, at the prices entered in the attached DRC Bid Form No: **RFP/24/01** delivered to the destination specified therein.
2. We accept the terms and conditions set forth in the RFP Letter and the following requirements have been noted and will be complied with where applicable:
 - a. We confirm that for any offer made where the delivery destination is not as requested in the RFP, that DRC reserves the right to disregard the offer.
 - b. That conditional Bids cannot be accepted.
 - c. That the currency of the Bid should be in **USD**
 - d. DRC reserves the right, at its own discretion:
 - i. To award a contract for a lesser or greater quantity than the total quantity Bid for.
 - ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.
 - e. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract and acknowledgement copy. In case of urgency successful Bidders(s) may also be notified by email.
 - f. We confirm that the validity of this offer is for **30** calendar days from the date of the RFP closure.
 - g. We agree to the terms and conditions set forth in the DRC General Conditions of Contract (**Annex E**)
 - h. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

- i. We agree to abide by the DRC Supplier Code of Conduct as attached as **Annex B.**

3. We note that DRC is not bound to proceed with this RFP and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

We agree to the above terms and conditions.

Submitted by:

Company Name

Place

Date

Title/Position

Print Name

Signature

A duly authorized company representative

Company Stamp