

**Call for Proposal – BHA External Evaluator**

**LEB-BEI-OPS-PROC-2024-0123**

"RI - Lebanon office" intends to sign a contract with a selected firm to provide “external evaluation service”, as per the Scope of Work and Requirements.

Please note the below:

* The deadline for submission of bids is Wednesday May 15, 2024, COB.
* You are kindly requested to submit the quotation in **USD currency**.
* All your questions should be sent via email to wael.chalak@ri.org while copying joy.francis@ri.org and will be answered within 24 hours.
* Proposals/Bids are to be submitted by email.

**A valid bid should contain the documents below (double click on each logo to open the document):**

1. RFQ form below should be filled signed and stamped:



1. Terms and conditions should be signed and stamped:



1. Signed Copy of the Below Scope of Work:



1. Company Profile, administrative and technical documents as per requested in the scope of work.
2. A copy of your legal documents MOF registration, VAT registration (if applicable), Commercial Circular, Articles of Association, etc…).
* Note: If you’re not registered in the MOF, please mention it in the RFQ form. And if selected 7.5% fees will be deducted.
* Payment Method: Bank Check with fees 7/1000 to be deducted from the supplier by the bank. Or bank transfer if you have Bank of Beirut Amount.

**Note:** Any bid missing one of the first four essential requests/documents will not be considered valid.