



Masar Association

Call for Tenders

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Date: November 24, 2021

Call for Tenders for Conducting a Poll

Masar Association is a Lebanese NGO founded in 2005 with the aim of contributing to national and local development processes and the advancement of society. It works in development with a focus on youth, addressing both community and policy levels. Moreover, Masar works to support the rights of the Palestinian refugees in Lebanon to break stereotypes and improve their living conditions in Lebanon.

1. To enable you to submit an expression of interest to this call for tenders, please read the following attached documents carefully:
 - Instructions to Bidders Annex I
 - Financial Proposal Template Annex II
2. The expression of interest shall reach Masar association no later than December 1st, 2021 at 4:00 p.m., Lebanon time by email to the email address indicated above. Quotes/ tenders received after the indicated deadline may be automatically disqualified.
3. Any questions relating to this Call for Expression shall be addressed in writing to rania@masarlb.org no later than November 29, 2021. Replies shall be emailed to all those who expressed interest in applying.

Yours sincerely,

Kamal Shayya
Masar Association, Head of Office

ANNEX I - INSTRUCTIONS TO BIDDERS

A. PURPOSE AND SCOPE OF WORK

The objective of this assignment is to conduct a poll to assess the impact of the digital media campaign titled "Elections 2022: the Pathway& the Destiny". The title in Arabic is "إنتخابات 2022: المسار والمصير". The campaign was implemented by Masar association during September 15 – November 27, 2021 on Masar’s Facebook and Instagram pages as well as via google and youtube ads. The campaign had a national target.

The Contractor shall perform the following tasks:

- Task 1: set the research approach, methodology, and tools
- Task 2: identify the sample (not to exceed 1000 citizens) and specify coverage
- Task 3: develop the interview
- Task 4: conduct the poll
- Task 5: submit report in English

Further details on the campaign are attached to this Call for Tenders on daleel madani.

Deliverables expected are shown in the following table:

Deliverable (with any relevant specs)	Timetable
Tenders are submitted	December 1, 2021 at 4:00 p.m. Lebanon time
Procurement committee reviews tenders and select the awarded applicant	December 3, 2021
Consultancy agreement is prepared by Masar and sent to the awarded applicant	December 6, 2021
Agreement signed by the awarded applicant and returned to Masar	December 9, 2021
Conducting the poll: setting the research approach, methodology, and tools	December 15, 2021
Conducting the poll: developing the interview	December 17, 2021
Conducting the poll: interviewing a sample of around 1000 citizens	December 23, 2021
Submitting report in English	December 29, 2021

B. CLARIFICATION OF SOLICITATION

A prospective applicant requiring any clarification on the Call for Tender may send an email to rania@masarlb.org by November 29, 2021 at the latest. Masar Association shall respond to any request for clarification by posting or emailing answers to all interested bidders.

C. PREPARATION AND SUBMISSION OF EXPRESSION OF INTEREST

A quote/ tender shall consist of two parts: the technical proposal and the financial proposal, to be submitted as 2 separate documents in 1 email.

The technical proposal shall clearly outline the methodology to be adopted or the delivery and warranty details as applicable. Additionally, the proposal shall indicate the eligibility of the applicant and shall annex: (a) the company profile and/ or qualifications of team members/ CV as relevant, and (b) a sample of similar work done.

The financial proposal shall indicate the unit prices and total price of the services/ tasks to be supplied. All fees shall be quoted in US Dollars (US\$) and shall be all-inclusive.

The quote prepared and all correspondence and documents relating to this Call for Tenders shall be written in English and have a validity of 60 days after the closing date of bid submission as specified by Masar Association. A proposal valid for a shorter period may be automatically rejected as non-responsive. Masar Association may solicit the applicant's consent for an extension of the period of validity under exceptional circumstances. Additionally, Masar Association reserves the right not to grant the bid to any bidder.

D. TENDER OPENING AND EVALUATION

1. Tender Opening and Evaluation

A two-stage procedure will be utilized in opening and evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The evaluation is to be done by the Procurement Committee formed of relevant staff including the Accountant and Admin Officer.

The applicants' names and submitted documents shall be announced at the opening of quotes. Financial proposals shall be opened and reviewed after the technical evaluation has been completed and only for applicants who score at least 50% out of 70%.

2. Preliminary Examination of Tenders

Masar Association shall examine the tenders to determine whether they are complete, whether any computational errors have been made, and whether the proposals are generally in order.

Prior to the detailed evaluation, Masar Association will determine the substantial responsiveness of each tender to the Call in a preliminary examination. For purposes of these clauses, a substantially responsive tender is one that conforms to all the terms and conditions of the Call for Tenders without material deviations. Masar's determination of a tender's responsiveness is based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as not substantially responsive shall be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity.

Arithmetical errors shall be rectified on the following basis:

- (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- (b) If the Applicant does not accept the correction of errors, its proposal shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

E. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

1. Award of Contract

Masar Association shall award the contract to the applicant who obtains the highest score on both the Technical and Financial proposals combined as rated by the Procurement Committee.

2. Rejection of Bids and Annulments

Masar Association reserves the right to reject any bid if the applicant has previously failed to perform properly or complete on time in accordance with contracts or if the bidder from Masar's perspective is not in a position to perform the contract. A bid that is rejected by Masar may not be made responsive by the bidder by correction of the non-conformity.

Masar Association reserves the right to annul the solicitation process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder(s).

3. Right to Vary Requirements at Time of Award

Masar Association reserves the right at the time of award of contract to vary the quantity of services/ tasks specified in the Call for Tender without any change in unit price or other terms and conditions.

4. Agreement Signature

Masar Association shall send the successful applicant the Agreement, which constitutes the Notification of Award. The successful applicant shall sign, date, and return the agreement to Masar Association within three calendar days of receipt. After receipt of the Agreement, the successful applicant shall deliver the services in accordance with the delivery schedule outlined in the bid.

5. Compliance to the Protection From Sexual Exploitation, Abuse, and Harassment Policy

Masar Association commits to a zero-tolerance policy to Sexual Exploitation, Abuse, and Harassment (SEAH), hence all forms of SEAH are prohibited and constitute serious misconduct. Masar “personnel” (referring to employees on full or part time agreements, board members, volunteers, interns, partners, consultants, suppliers, and associated personnel), shall not engage in any sexual activity with persons (adult or child) that look to or benefit from the Association’s services, or with any person under the age of 18 years, regardless of legal age of majority, local norms, or consent. Masar Personnel have an obligation to report SEAH allegations, suspicions or concerns to the PSEAH designated focal points (whether it is an allegation against a fellow Staff or an individual working for a partner organization). All Masar personnel likewise have a duty to fully cooperate in investigations. All allegations of SEAH are to be treated with the highest degree of confidentiality to protect the identities of survivors, witnesses, and alleged perpetrators. Failure to abide by the SEAH policy in place, published on Masar’s website, is therefore a ground for initiating disciplinary proceedings, which may ultimately lead to summary dismissal or termination of agreement, and other serious measures in accordance with the legal framework.

6. Payment Provisions

Masar Association's policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the Agreement. Masar’s policy is not to grant advance payments except in unusual situations where the potential contractual party, whether a private firm, NGO or other entity, specifies in the bid that there are special circumstances warranting an advance payment.

ANNEX II: FINANCIAL PROPOSAL TEMPLATE

Applicant Name: [Specify name]

Budget Breakdown:

#	Service: (including tasks' breakdown)	Unit Price/ Fee	Quantity	Total Price/ Fee USD
1				
2				
3				
4				
5				
6				
7				
8				
Sub-Total				
			VAT	
Grand Total				

Payment Terms:

[Specify full payment amount in text and numbers and any related terms]

Offer Validity:

[Specify offer validity]

[date, sign, and stamp]