

MASAR Association

Call for Tenders

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Date: Jan. 7, 2020

Call for Tenders for Photographers

Masar is a Lebanese non- governmental organization that was founded in 2005 with the aim to contribute to national development processes and the advancement of society. Masar's mission is to promote citizens' participation towards a civic, inclusive, secular, democratic, and non- sectarian society through empowerment and advocacy, and by mobilization, training, evidence generation, enabling access to information, and lobbying for policy change. Masar works in Development with a focus on youth, and operates at the community and policy levels in parallel through 3 programs: the Community Youth Development (CYD) program, the National Youth Policy (NYP) Program, and the "Human Rights for Palestinians in Lebanon" Program.

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 January 10, 2020 at 2:00 PM Lebanon time by email to cyd@masarlb.org. 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 Ms. Sarah Masri no later than January 10, 2020.

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 select a professional photographer for capturing the various activities of “Youth Citizens of Today” project during the period of January – September, 2020.

“Youth Citizens of Today” is a partnership project between Masar Association and UNICEF, it is implemented with youth- led initiatives/ local organizations in 20 areas across Lebanon during the period of October 2019 – September, 2020. It aims at:

- a) Empowering young people with various skills, concepts, and tools, enabling them to identify their needs and priorities;
- b) Plan and implement developmental projects;
- c) Network with their peers and relevant stakeholders;
- d) Build a structured dialogue with local authorities and other decision makers over youth issues and influence the latter’s strategies to become more youth focused;
- e) Enhance youth active engagement in the civic life.

The Contractor shall perform the following tasks:

- Taking high quality photos, as per Masar’s guidelines, of the various project activities (training workshops, youth- led initiatives’ coordination meetings, youth advocacy projects, and structured dialogue between youth and decision makers) on a basis of **20 working days during January – September, 2020;**
- Sending to Masar a sorted photo album of 30 – 50 compressed photos within 3 days after each activity;
- Uploading all activities photos – in high resolution – to a hard drive to be provided by Masar Association at the end of the assignment.

Masar’s Photography Guidelines include:

PEOPLE

- Photos should be of high resolution;
- Photos should feature people in action (talking, expressing, working, acting...);
- Close up photos for people in action;
- Photos should reveal the state of people (happy, sad, thinking, desperate...);

CONTEXT/ PLACE

- Photos should give an idea of the status of the place we are photographing (poverty, crowded, living conditions, daylight, humidity, electric wires, garbage...);
- Photos should depict messages/ graffiti on the walls;
- Photos should depict the economic situation (shops selling good...);
- Photos should depict order/ lack of order in the area, a sign of the Municipalities work;
- Photos should depict cultural/ artistic monuments;

VISIBILITY

- Logos should be visible (logo of organizations, name of project, and roll up banners...);
- People and objects should be fully captured in the photos (no half face or person, half logo or object);
- People wearing T- shirts/ gilets bearing logo of the organization or title of the project should be captured clearly.



B. CLARIFICATION OF SOLICITATION

A prospective applicant requiring any clarification on the Call for Tender may notify Ms. Sarah Masri by sending an email to cyd@masarlb.org by January 10, 2020 at the latest.

C. PREPARATION AND SUBMISSION OF EXPRESSION OF INTEREST

A quote/ tender shall consist of two parts: the technical proposal and the financial proposal.

The technical proposal shall clearly outline the equipment to be used, profile/ qualifications of the photographer and the team involved, and any other related information.

The financial proposal shall indicate the unit prices and total price of the services. 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 30 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 the Executive Director, the relevant Program or Project Coordinator, and 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 70% and above.

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 is on its blacklist, or 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). The bidders waive all rights to appeal against the decision made by MASAR Association.

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 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 five 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. 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

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]