North Lebanon Local Economic Development Agency

 North LEDA

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**INVITATION TO BID 10 August 2022**

**Terms of Reference**

**Supply of Tires and Batteries for LCD Vehicles**

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| --- | --- |
| **Project Title:** | DRR Intervention in Akkar |
| **Request for Tender Reference:**  | **DRR/LCD/NL/01** |
| **Contact Person:** | Abdulhamid Lakkis |
| **Contact Email:** | abdulhamid.lakkis@north-leda.org |

**Purpose of the Contract**

The intended contract aims at providing tires and batteries for Lebanese Civil Defense vehicles in Akkar.

**Disclaimer**

This RFT does not constitute an offer by North LEDA, but an Invitation to Tender. No contractual obligation whatsoever shall arise from the process.

North LEDA reserves the right, at its sole discretion, to: (i) recall this tender in part or in its entirety; (ii) accept or decline any and all Tenders from Suppliers without any explanation and whether or not such tender(s) contains the most favorable fee or fully satisfies the express requirements; and (iii) terminate the project or the selection process without notice and/or explanation, and without incurring any liability towards the suppliers and/or any other third parties.

All expenses incurred during the tendering process and participation in the RFT, including site visits, document preparation, communications, and demonstrations, are entirely at the responsibility of the supplier and will not be chargeable to North LEDA.

**General Context, Project Description, & Scope**

Lebanon is at risk of a range of natural and manmade hazards. The primary hazards identified within the National Disaster Risk Reduction Plan are forest fires, landslides, and floods as frequent events, and seismic risks as rarer events. Lebanon is also vulnerable to tsunamis, winter storms. and slow onset droughts. These natural hazards often happen concurrently.

The country is also subject to high levels of fragility, social tension, and occasional conflict. Heavily impacted by the ongoing conflict in Syria, Lebanon is hosting more than a 1.5 million Syrian refugees, which has strained the already poor public infrastructure, capacities, resources, and services. Compounded with sporadic urbanization, rising unemployment and poverty, and other complex vulnerabilities, the situation has generated occasional tensions between different demographics and undermined social cohesion.

The economic crisis has exacerbated and highlighted the country’s vulnerability in DRR & DRM. During the 2019 wildfires, one of the most devastating in the country’s recent history, firefighting choppers could not be deployed because the government lacked the funds to perform their maintenance. The result was 3155 hectares of lost forest areas, vast property destruction, and several casualties.

With the aim of reducing target communities’ risk exposure to multiple hazards with an increased understanding of disaster risk management, the International Organization for Migration (IOM) launched a call for proposal with the objective to “*support governorates, their local stakeholders and communities across Lebanon to establish an effective disaster risk information and management system and to increase the resilience of vulnerable communities to yearly and cyclical disasters triggered by natural hazards as well as other man-made hazards*”.

Through its implementing partner, North LEDA, IOM aims to achieve its objective through 3 specific outputs:

* **Output 1.1:** Conduct a Comprehensive and inclusive community assessment including community hazard, assets and resources, direct impact and indirect impact mapping.
* **Output 1.2:** Conduct a Comprehensive mapping of relevant partners and policy architecture at the national and sub-national levels.
* **Output 1.3:** Develop DRR evidence-based solutions and accordingly prioritize and implement one intervention.

Under **Output 1.1:** “Conduct a Comprehensive and inclusive community assessment including community hazard, assets and resources, direct impact and indirect impact mapping” and **Output 1.3:** “Develop DRR evidence-based solutions and accordingly prioritize and implement one intervention”, North LEDA has identified the below issue:

The Lebanese Civil Defense are the first respondents to over 90% of disasters, while local authorities lack the resources and knowhow and fully depend on them. However, in light of the current economic crisis, LCD first respondents lack most of the basic requirements in terms of equipment, supplies, and gear, and receive very little to no funds from the central and local governments.

In order to support LCD first respondents in their efforts, IOM, through North LEDA intends to provide them with the needed equipment, supplies, and gear so they can perform their duties to the best of their capabilities while maintaining their own safety and security.

Under the Institutional Support to LCD intervention, North LEDA intends to purchase the items listed in the appended annex (Tender Details).

**Instructions for Bidding Suppliers**

The following timelines are to be followed strictly, unless expressly revised in writing by North LEDA:

|  |  |
| --- | --- |
| Tender publication date | 10/08/2022 |
| Deadline for queries  | 12/08/2022 |
| Deadline for submission of Tender samples, catalogs, and/or datasheets | 13/08/2022 |
| Final selection and contract award | 14/08/2022 |
| Deadline for delivery  | 26/08/2022 |

**Tender Submission**

All bids must be submitted in 2 separate e-mails:

1. **Email 1:** Filled out and duly signed and stamped Technical Offer titled “***(Supplier Name) - Technical Offer - DRR/LCD/NL/01***”. The Technical Offer must include all requested details, including detailed specifications and quantities, with no mention of prices.
2. **Email 2:** Filled out and signed Financial Offer titled “***(Supplier Name) - Financial Offer DRR/LCD/NL/01***”. The financial offer must contain the financial quote covering total price / fees / cost of undertaking the assignment inclusive of all expenses. The financial document should indicate a price breakdown for each activity and a total Tender for the overall project. The Financial offer shall be on a fixed price basis. No upward revision in the price would be considered. In case of discrepancy in words and figures, the price quoted in figures will be considered as final.

Emails should be sent to: abdulhamid.lakkis@north-leda.org

by **Saturday August 13th, 2022 at 14:00** at the latest.

Suppliers are responsible for submitting their response prior to the RFT closing date. Any tender received after said date will be automatically disqualified.

**Queries**

Suppliers must submit their questions, requests for clarification, and queries by maximum Friday, August 12th 2022 by email to abdulhamid.lakkis@north-leda.org. **Any communication with other departments or individuals within the context of this RFT outside this process will result in immediate disqualification of the supplier**.

**Validity**

The quoted prices and all other material terms in the received tender shall be valid and binding for a minimum of 10 working after tender submission. Tenders shall not be made contingent upon uncertain events or activity that is not within the scope of the project. Any change made to the tender by mutual agreement of the parties shall be documented in writing and signed or initialed by representatives of both parties.

**Tender Evaluation**

The Technical Offer will be evaluated based on the following parameters (60%):

* Registration of the company
* Previous experience in relevant industry
* Availability of all required items
* Quality of offered items
* Documentation submitted as per bid requirements
* Detailed descriptions of items (brand and specifications)

The Financial Offers of only suppliers shortlisted in the Technical Offer will be considered (40%).

North LEDA reserves the right to disqualify/reject any Tender which supplier:

* exposes its Financial Offer to any individual in a way that impacts, directly or indirectly, the selection process, including any individual other than the receiver of the listed email appointed by North LEDA without prior consent;
* fails to submit all the requested documents;
* refuses to provide North LEDA with all documents it deems appropriate for confirming the sound nature of any answers the supplier provided;
* endeavors to impose additional, unacceptable financial conditions;
* fails to submit a Bank Guarantee / Performance Bond, if requested by North LEDA;
* greatly exceeds average offers;
* submits contradicting information between the Technical and Financial Offers;
* submits conditional offers;
* submitted adjustable / variable prices.

Only tenders that are submitted in accordance with the specified procedure shall qualify for evaluation; North LEDA reserves the right to deem all other tenders inadmissible.

**Contract**

Information contained in this RFT and the basic terms of the Tender accepted by North LEDA will be incorporated in a definitive contract following the final selection of a supplier.

North LEDA shall not incur any obligation to suppliers except as provided in the contract and reserves the right, at its sole discretion, to:

* accept or decline any requests for amendments to its contract;
* withdraw the RFT or condition the award on additional or different terms proposed to be included in such contract

Notification of award of Tender, in whole or in part, shall not restrict North LEDA’s discretion with regard to any terms of the definitive contract, shall not preclude North LEDA from terminating the RFT or withdrawing the project prior to execution of such contract, and shall not limit North LEDA’s right to consider and act upon additional information that may come to its attention from any source.

Any supplier using a subcontractor must clearly mention it within the offer and must specify the scope of the subcontractor taking into consideration that no subcontract shall exceed 25% of the tender value.

North LEDA may request additional data, discussion or presentation in support of the RFT.