



REQUEST FOR PROPOSALS

For

Green Energy Items and Installation bid.



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TERMS OF REFERENCE (TOR)

Green Energy Items and Installation Services

(3 lots: West Beqaa, Zahle and Upper Chouf)

Issue Date: 2024 – September

International Alert is seeking an experienced contractor for green energy items and installation services to support local civil society organizations in West Beqaa, Zahle, and Upper Chouf.

PROJECT IN BRIEF:

International Alert Lebanon is implementing the “Building CSOs’ capacity to deliver social stability projects in West Beqaa, Zahle, and Upper Chouf” project in partnership with Deutsche Gesellschaft für International Zusammenarbeit (GIZ) within the framework of “Strengthening Agriculture, Local Communities and Small and Medium Enterprises (ACE)” programme with the financial support of the German Federal Ministry for economic cooperation and development (BMZ). This project is focused on empowering local civil society organizations (CSOs) to deliver impactful social stability projects, contributing to peacebuilding and community resilience in Lebanon.

OVERALL PURPOSE OF THIS TENDER

The selected company will be responsible for supplying green energy items and installation services. The work must be completed within 3 weeks from the date of contract signature.

I. Project Methodology and Work Packages

To ensure the successful completion of the project, the selected contractor will be responsible for overseeing all phases of the green energy installation services, from initial planning to final handover. This will include confirming the accuracy of the Bill of Quantities (BOQ), installation of green energy items as per the contract with International Alert’s and managing the taking over and liability process. Each phase is divided into specific work packages to ensure clarity, accountability, and compliance with the project requirements. Below is a detailed breakdown of the key work packages.

1-Work Packages Breakdown

a. Site Assessment and BOQ Confirmation

- **Objective:** Ensure the contractor reviews and confirms the Bill of Quantities (BOQ) and measurement sheet provided by IA.
- **Tasks:**
 - Conduct a preliminary site visit to assess conditions.
 - Verify the BOQ and measurement sheet for

- accuracy before purchasing and installing green energy items.
 - Submit a report to IA confirming that all items and quantities are needed and correct.
 - **Deliverables:** Confirmed BOQ and measurement sheet, site assessment report.
- b. **Material Procurement and Logistics Planning**
 - **Objective:** Procure all necessary items and equipment in line with the BOQ and ensure they are available on-site in a timely manner.
 - **Tasks:**
 - Source and procure materials based on the approved BOQ.
 - Develop a logistics plan for material delivery and storage.
 - Ensure compliance with quality standards for all green energy items.
 - **Deliverables:** List of procured materials, logistics plan.
- c. **Green energy installation services:**
 - **Objective:** Complete all services in accordance with the contract signed with International Alert.
 - **Tasks:**
 - Implement all green energy services per the BOQ and the project plan.
 - Ensure proper site preparation, installation, and assembly of materials.
 - Conduct regular progress reviews with IA to ensure compliance with standards.
 - **Deliverables:** Progress report on the green energy installation services.
- d. **Quality Control and Monitoring**
 - **Objective:** Ensure the green energy items and services meets International Alert's quality standards throughout the process.
 - **Tasks:**
 - Perform on-site inspections during installation to ensure adherence to the BOQ and project specifications.
 - Address any deviations or issues encountered during the work.
 - Submit weekly progress reports to IA, including any adjustments made.
 - **Deliverables:** Inspection reports, weekly progress

updates.

e. **Taking Over and Liability**

- **Objective:** Perform a final inspection and formally transfer the completed work to IA.
- **Tasks:**
 - Conduct a final quality inspection to confirm that all installation activities meet the project specifications.
 - Provide IA with a defect liability plan, specifying any potential issues that may arise and the contractor's responsibility to fix them.
- **Deliverables:** Final inspection report, taking over documentation, liability plan.

f. **Defect Liability Period (Post-Completion Support)**

- **Objective:** Address any defects or issues that arise after project completion.
- **Tasks:**
 - Ensure that any installation defects identified during the defect liability period are rectified promptly.
 - Provide IA with maintenance guidelines or advice for the completed project.
 - The supplier will provide a warranty for both materials and workmanship, covering any defects or issues for 12 months post-implementation.
- **Deliverables:** Rectified defects, maintenance guidelines.

II. Submission Requirements & Eligibility Criteria

Interested companies must submit the following information and documents for eligibility assessment:

1. Company Registration and Licensing:

- A copy of the firm's incorporation documents and registration with relevant business licensing authorities, including legal permits.

2. Bill of Quantities (BOQ) and Work Plan:

- A priced and stamped Bill of Quantities (BOQ).
- A detailed activity schedule or work plan.

3. Company Details:

- Full company name, address, phone number, and email.
- Place of registration, and principal place of business.

4. Company Profile:

- An overview of the company, including the number of employees (permanent, temporary, and total), mentioning their job positions and qualifications.
- 3-5 years of experience in the green energy services.

- Provide detailed documentation or project references that demonstrate this experience.
- Compliance with local and international standards for green energy is mandatory. Provide certificates, licenses, or other documentation that verify adherence to relevant standards and regulations.
- Short CVs for key technical staff intended to work on the project, including:
 - 2 persons in mechanical and electrical engineering.
 - 2 field officers.

III. Evaluation Criteria

Contractors must quote for all the items, all the quantities of an item and all the centers within a lot, of the works. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed to be not included in the quotation and the quotation shall be rejected as incomplete.

International Alert will award the contract to the contractor whose offer not only provides the most competitive price **but also meets the required quality and standards**. The offer must be substantially responsive to the Request for Proposal. The evaluation will focus on:

- Technical Expertise and Experience: 25 points
- Quality of Proposed Materials and Solutions: 25 points
- Cost-Effectiveness: 15 points
- References and Past Performance: 15 points
- Compliance with Environmental and Sustainability Standards: 20 points.

IV. Payment Terms

Payments will be made via bank transfer on an invoice basis. The payment schedule is as follows:

- **Initial Payment:** 40% of the total cost upon delivery of materials.
- **Final Payment:** 60% of the total cost upon project completion and final inspection.

The prospective contractor should submit a detailed offer that includes all fees (including VAT). Payment will be made in USD on an invoice basis.

V. Completion Date.

The work shall be completed in 3 weeks (including weekends = 21 days) from the date of signature of the contract. The contractor must state the exact completion time in its quotation supported by its proposed installation schedule.

VI. Submission Deadline:

Queries must be submitted by **September 16, 2024** to **Nour Mustafa** at **nmustafa@international-alert.org** with the subject "Green Energy items and installation services". All applications submitted after the deadline will not be considered

Annex 1:



Unit	Description	Quantity	Unit cost	Total cost
	Solar Panel Solar Module +installation	4		
	Solar panel Metal Structure + installation	4		
	Inverter (Must 3000w)	1		
	Solar Lithium Battery 24v 200ah	1		
	Wire cables (PV/DC)	1		
	Wire battery	2		
	Electric wires tube	1		
piece	Solar lighting system (Solar Panels)	10		
piece	Solar lighting system (Battaries 200 Amp)	6		
piece	Solar lighting system (inverter 5500)	1		
Lumpsum	Electrical equipments for the park (lamps, electric wires, etc..)	250		

	Electrical equipments for the park (lamps, electric wires, etc..)			
	Water evacuation (pipe extension and installation from bathroom to workshop)			
	Hot water tank 50 liters capacity that supports 4 bars pressure, hung in the bathroom. Supply cold water (1") from the bathroom for the sink and the hot water tank +installation extension to existing solar power system	50 liters capacity that supports 4 bars		
	Supply and install electrical light lamp, work includes installing chassis, box, cover, switch, tubing, wiring and power saving light bulb 36w; all Vimer brand or equivalent; liban cable or equivalent. All complete and as directed by the supervisor.	10		