



INSTRUCTIONS

APPLICATION PROCESS

Submit the bidding file by email at callfortender@solidarites-liban.org by the 24th September 2018 at midnight or before the 25th of September at 09:00am as a printed file at the following address:

SOLIDARITES INTERNATIONAL
Sodeco, Ras El Nabaa, Abdul Mawla Chaar Street,
(Next to Carlos Mondalak), Chaar Building, 1st floor. Beirut, Lebanon

BIDING FILE REQUIREMENTS

MANDATORY DOCUMENTS

If the following are not available in the bidding file, the bid will automatically be rejected:

- Narrative explanation of method used of maximum 4 pages in English
- Tentative work plan of a minimum of 30 man/day
- Financial offer including taxes in USD\$
- Resume of the consultant or consulting team leader

COMPLEMENTARY DOCUMENTS

The following are not mandatory but will be used to conduct the technical evaluation offer. If the documents are missing or incomplete, the technical criteria related will be awarded 0 points in the evaluation grid.

- List of former consultancy jobs over the past 5 years
- Copy of maximum two most pertinent consultancy report regarding the mentioned topics of the consultancy

SELECTION PROCESS

Minimal requirement check

All bidding files will be opened to assess the presence of the mandatory documents as mentioned here above. All bidding files missing such document will be rejected.

Technical evaluation

All bidding file who will have successfully passed the minimal requirements check will be evaluated using a pre-established evaluation grid based on the mandatory and complementary documents. The evaluation will result on a technical grade for each bid.

Pre-selection

All bids will then receive a grade based on price, technical evaluation and proposed time implementation. The best bids according to this grade will be invited to participate to an interview with the technical team.

Final selection

The technical team will select the best bidder based on the result of the interview.

INFORMATION

Submission:

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