

REQUEST FOR PROPOSAL

TO:

<Name and address>

Date of issue:	14.02.2024
Closing date:	21.02.2024
Procurement ref:	LEB-2024-0002 Country Assessment and Analysis Report for Trafficking in Person in Lebanon
For further information, please contact the Contracting Authority:	Norwegian Church Aid Achrafieh, Zahrat al Ihsan Street, facing Namat Beirut, Building Smaha#3, first floor. Contact: NCA Procurement Department Tel: +961 76 615 941 Email: ncalebanonprocurement@nca.no
Please note that the Proposals may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above RFP Number and the name of the submitting company.	

NCA Lebanon INVITES YOU TO SUBMIT A PROPOSAL FOR < TRAFFICKING IN PERSON IN LEBANON >

Dear Sir/Madam,

The Service is required for < Trafficking in Person in Lebanon >

Please find enclosed the following documents which constitute the Request for Proposal:

A – Instructions

Annex 1: Terms of Reference

Annex 2: Proposal Submission Form (to be completed by the Candidate)

Annex 3: General Terms and Conditions for Service Contracts (to be signed and stamped by the Candidate)

Annex 4: Code of Conduct for Contractors (to be signed and stamped by the Candidate)

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations to the text.

We would be grateful if you would inform us by email of your intention to submit or not a proposal.

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

A.1. Scope of services

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

A.3. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

A.5. Documents comprising the Request for Proposal

The Candidate shall complete and submit the following documents with his proposal:

- a. Annex 1: Terms of Reference

- b. Annex 2: Proposal Submission Form duly completed and signed by the Candidate (mandatory)
- c. Annex 3: General Terms and Conditions for Service Contracts signed and stamped by the Candidate (mandatory)
- d. Annex 4: Code of Conduct for Contractors signed and stamped by the Candidate (mandatory)
- e. Bank letter from the bank, confirming the bank account & bank holder details (mandatory)
- f. A copy of the owner passport/ID and of the lead consultant passport/ID (mandatory)
- g. CV. highlighting the Candidate's experience in the specific field of the Services and his/her specific experience in the country/governorates where the Services are to be performed. This requires the CV of the key experts, and the CV of the Consultancy Company indicating previous projects. (mandatory)
- h. Detailed implementation plan (Max 30 calendar days) (mandatory)
- i. Provided Three samples of relevant needs assessment reports of previous assignments. (mandatory)
- j. Providing 3 references. (mandatory)
- k. Proposed Methodology (mandatory)

Any Proposal that does not include the above requirements, may be leaded in an automatic disqualification from the procurement process.

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English or Arabic.

A.6. Financial proposal

The Financial Proposal shall be presented as an amount in <USD> in the Proposal Submission Form in Annex 2. The remuneration of the Candidate under the Contract shall be determined as follows: The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied himself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

VAT and/or any sales tax applicable to the purchase of services shall be indicated separately in the proposal.

A.7. Candidate's proposed personnel

In the Organisation and Methodology Form, the Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the Services. The key experts are those whose involvement is considered instrumental

in the achievement of the contract objectives. The CV of each key expert shall be provided highlighting his/her experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed. The Candidate whose proposal is accepted shall provide if so requested by the Contracting Authority, copies of diplomas and employers' certificates or references proving the key experts' education, professional experience, and language proficiency.

In the Proposal Submission Form, Annex 2, the Candidate shall provide detailed information about key experts' actual availability for the performance of the Contract.

If, before the signing of the Contract, a key expert proposed in the proposal is no longer available the Candidate shall inform the Contracting Authority immediately and the proposal will in such case be considered invalid.

A.8. Subcontractors

If the Consultant intends to use subcontractors, the Consultant shall state in the Organisation and Methodology Form, their names, qualifications, roles, and duties in the performance of the Contract and the Consultant shall specify the parts of the Services which will be executed by the subcontractors, which may not exceed 30% of the Contract. Provisions of the article "Candidate's proposed personnel" concerning the Candidate's personnel and the article concerning eligibility and qualification requirements shall apply to the subcontractors or the subcontractor's personnel.

A.9. Validity

Proposals shall remain valid and open for acceptance for <20> days after the closing date.

A.10. Clarifications in the RFP & Submission of proposals and closing date

Clarifications:

Bidders may submit questions in writing at the latest by 17.02.2024, specifying the procurement no. (LEB-2024-002), and the procurement title. Information regarding the interpretation of this Request For Proposal (RFP) must be requested in writing to the Contracting Authority's e-mail: ncalebannonprocurement@nca.no

Bidders are not allowed to approach the Contracting Authority for verbal clarification. Any clarification of the procurement documents given by the Contracting Authority will be submitted to all Bidders.

Any prospective Bidder seeking to arrange individual meetings during the solicitation period with either the Contracting Authority and/or any other organization with which the Contracting Authority is associated or linked may be excluded from the procurement procedure.

Submission Instructions

Proposals must be received at the address mentioned on the front page in a sealed envelope not later than the closing date and time specified on the front page.

Proposals shall be submitted in a sealed envelope bearing the following information:

Norwegian Church Aid

Address: Norwegian Church Aid

Achrafieh, Zahrat al Ihsan Street, facing Namat Beirut, Building Smaha#3, first floor.

Attention: Procurement Department

Procurement no.: LEB-2024-002

Offers shall be submitted in a sealed envelope containing **three** envelopes:

1. **Legal Envelope:** Contains all the legal documents.
2. **Technical Envelope:** Contains all the technical documents.
3. **Financial Envelop:** Contains only the financial proposal.

All envelopes must be tightly closed with the company's stamp on the envelope closing area.

A.11. Evaluation of Proposals

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilized in evaluating the Proposals, a technical evaluation, and a financial evaluation.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights of <65>% for the Technical Proposal; and <35>% for the offered price. Each proposal's overall score shall therefore be: $St \times <65>\% + Sf \times <35>\%$.

Technical evaluation

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation of the submitted documentation
Past experience: 1. Relevant 5 years' experience 10% (2 points for each year of relevant experience)
Technical and academic background: 1. Technical Interview 15 % 2. Provided 3 relevant references 15 % (5 points for each training)
Proposed methodology & ToR: 1. Proposed Methodology 25 % (geographic coverage, type of primary data collection (how many tools), secondary data, access to key informants, triangulation of data/ data analysis)

Total Technical evaluation of the submitted documentation and interview	65 points
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Interviews

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

The potential interviews will take place within 1 week after the opening, an email will be shared two days before the date. It is expected that the Candidates to be available during that period with the key experts on the board.

Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 35 \times Fm/F$, in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.12. Award criteria

The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

A.13. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within <2> days of receipt of the Contract, signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Candidate will become the Contractor and the Contract will enter into force.

If the successful Candidate fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

A.14. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

A.15. Data Protection and Privacy

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

CANDIDATE OR COMPANY INFORMATION	
Company (legal name)	
City	
Country	
Phone no.	
Email	

Website	
Director (name)	

Please include any information for any subcontractor or counterpart.

SUBCONTRACTORS			
Work intended to be subcontracted.	Name and details of subcontractors.	Value of subcontracts as a percentage of the total cost of the contract	Subcontractors' experience in similar work

Please fill below the information for the proposed personnel (key experts). Increase the number of lines as necessary.

PROPOSED PERSONNEL			
Name	Expertise	Role in this assignment	Submitted CV?

A reference check will be conducted for the shortlisted bidders. Please fill the below table:

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone/fax and email

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate's assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of <20> days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. <LEB-2024-002 > for < Country Assessment and Analysis Report for Trafficking in Person in Lebanon > dated <14.02.2024>, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts
- Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1 within the time frame described in our Organisation and Methodology Form.
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 4.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Service Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

The Candidate

Name of the company

Address

Telephone no.

Email

Name of contact person

Signature and stamp:

Signed by: