



## Request for Proposal

RFP#:

**2310**

Project:

**Nusaned LHF – Shelter Rehabilitation and Adaptation  
for residential units for PwSN 25409**



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# 1 Introduction

## 1.1 Background

Nusaned is a Lebanese humanitarian, community-based and volunteer organization that remains at equal distance from all religions and doesn't engage in any political activity. The organization began its journey in December 2019 just two months after the October uprising with a vision to empower the marginalized communities throughout Lebanon to live sustainably. We support communities based on a non-biased, egalitarian and value-based needs assessment process with the ultimate goal of these communities becoming self-sustaining. Our belief is that the power to create change comes from working collaboratively. We have a large network of international and local NGOs as well as like-minded organizations that we continuously partner with. Nusaned has created 3 main programs in line with its pledge: Roofs That Shield, Crops That Yield and Goods In Need to address the basic human rights of shelter, food security and vital necessities. Nusaned Annual Report 2020, 2021, and 2022 is available on the website [www.nusaned.org](http://www.nusaned.org)

**Our vision** is to empower the marginalized Lebanese communities throughout Lebanon to live sustainably. **Our mission** is to support under-served Lebanese communities to become self-sustaining by offering access to food security, building shelter, and providing ongoing opportunities for productive economies. We do this through innovative and effective partnerships with communities as well as locally engaged international organizations and donors.



## 1.2 Overview

Nusaned's Shelter Rehabilitation and Adaptation project is targeting a total of 50 households in four villages in Akkar (Mhamara, Bebnine, Berkayel, and Halbat), to be executed over a period of five months. The units will be awarded to 2 contractors who are **willing to support local professionals, suppliers and subcontractors**.

### **1.2.1 The evaluation shall be based on the following:**

Contractors must submit the following documents and meet the below requirements in order to be considered in the selection process:

- 1- Company portfolio.
- 2- Official registration, Ministry of Finance numbers, VAT registration.
- 3- Must be located in Akkar district, where the project is implemented.
- 4- Minimum 2 years of experience working with NGOs/INGOs.
- 5- Minimum 3 years of experience working in rehabilitation and adaptation.
- 5- Must share at least two recommendation letters from previous or current NGOs/INGOs.
- 7- Submit quotation/qualification and specification of materials and tools as per appendix C and D, including VAT, and at fair competitive prices.

### **1.2.2 Contractors will be immediately disqualified if:**

- 1- The name or any logo or sign is written on the sealed envelope.
- 2- The contractor exceeds the RFP scheduled deadlines.
- 3- If they are not registered in the VAT.



Attached:

- Appendix A: Bidder Information
- Appendix B: List of Projects
- Appendix C: General Bill of Quantities
- Appendix D: Sample BOQ per Unit
- Appendix E: Documents Checklist
- Appendix F: NDA (**to be sent with the Intent to Respond email**)

## 2 Required Documents

Each contractor must submit all proposal documents in English and in two separate envelopes as follows:

- ❖ One (1) separate envelope (labeled **FINANCIAL**) showing the **bidder reference number\*** and the **bid reference**, and containing a **hard copy of the offer** with prices as well as Appendix C and D.  
Note: All pages must be initialed and the final page must be signed and dated
- ❖ One (1) separate envelope (labeled **TECHNICAL**) showing the **bidder reference\*** and the **bid reference**, and containing a **hard copy of the offer** without prices as well as any technical brochures and catalogs, etc.  
This envelope should include Signed copies of all the **appendixes A, B, and E** in addition to **Letters of Recommendation** (at least 2) from previous or current clients, donors, or stakeholders, or other.  
Moreover, **a signed copy of this RFP should be included.**  
Note: All pages must be initialed and the final page must be signed and date
- ❖ CD/USB containing a soft copy in pdf and excel (were applicable) formats of all the above documents.



\* **Bidders reference** number will be sent by Nusaned's procurement officer once an Intent to respond to this bid is received.

## 3 Requirements Process

### 3.1 Participation to Request for Proposal

Contractors willing to submit their offers should confirm by sending an **Intent to Respond** + **signed NDA (appendix F)** by email and within 5 days of receiving the Request for Proposal.

To: **Mohamad Hafneh**

Position: **Senior procurement officer**

Email: **[mohamad.hafneh@nusaned.org](mailto:mohamad.hafneh@nusaned.org)**

### 3.2 Inquiries

Inquiries related to specific parts of this Request for Proposal should be addressed to the senior Procurement Officer Mohamad Hafneh ([mohamad.hafneh@nusaned.org](mailto:mohamad.hafneh@nusaned.org)). Deadline for sending inquiries is **within 7 days** of receiving the Request for Proposal (refer to 3.4 RFP schedule dates below). Replies to inquiries will be shared with all contractors who showed interest in participating in this bid.

### 3.3 Apology

In case you do not want to participate in this bid after receiving the bid reference number and submitting the required documents, you are kindly requested to respond by sending a written apology to [mohamad.hafneh@nusaned.org](mailto:mohamad.hafneh@nusaned.org) before **24-10-2023** indicating the reason and the bid reference number.



### 3.4 RFP Schedule

Milestone	Date
RFP Issuing	11/10/2023
Deadline of Intent to Respond	15/10/2023
Deadline for Inquiries (Clarifications)	17/10/2023
Deadline for receiving offers	24/10/2023
Envelopes opening and evaluation	25/10/2023
Announcement of Results	30/10/2023
Execution period shall be for <b>5 months</b> including holidays and weekends, starting November 2023.	



### 3.5 PRICING

Please use Appendix C or D (Bill of Quantity and Price Forms) for submitting your financial offers. **Prices are to be quoted including VAT, and only in USD.**

### 3.6 Insurance

The awarded Contractor(s) shall be required to submit an Insurance Policy (at the award level) against any workers' compensation and All risk insurance/ Third Party Liability incurred as a result of their services/products during any implementation and/or integration with our current systems.

### 3.7 Performance Guarantee

The awarded Contractor(s) might be required to submit a Performance bond/bank letter of guarantee (at the award level) equal to 10% of the award value. As such, Contractors are required to consider the cost of providing that letter of guarantee.

### 3.8 PSEA training

The selected contractors and their staff will receive Protection from Sexual Exploitation and Abuse (PSEA) training to ensure Protection mainstreaming across this activity.

### 3.9 Payment

Payments will be released through Bank Telegraphic Transfers or money transfers in USD.

Terms of Payment will be the following:

- 25% of the total amount of the allocated units will be paid upon signature of the contract.





- 50% upon completion of work (and signing of Work Completion Certificates by beneficiaries, contractors, and Shelter Project Manager)
- 25% one month after completion.
- Direct bank and transfer fees related to the payment will be on Nusaned's account. However, any additional bank fees related to the contractor's account and based on his/her bank regulations shall be on the contractor's full responsibility.

## 4.0 Submission Date and Time

Offers must be submitted on or before: **24-10-2023**

In the event that Nusaned offices are officially closed on the date the proposals are due, the deadline for submission shall be automatically extended until the next business day.

## 4.1 Submission Address

Offers must be submitted to the following address:

**Att. Houssam Itani, Facility Operator, 03/342465**

**Ground Floor, Klimos Building,**

**Armenia Street, Mar Mikeal,**

**Beirut Lebanon GPS Location**

Offers submitted by hand shall be enclosed in a sealed envelope clearly marked:

**RFP Bid #: 2310**

**Contractor Reference #: - - - -**



**Project: Nusaned LHF – Shelter Rehabilitation and Adaptation for residential units for PwSN 25409**

**Any other information indicated on the outside of the envelope (including the name of the contractor or company, ...) will be considered a breach of confidentiality leading to the disqualification of the bidder.**

## **4.2 Confidentiality**

All information included in this Request for Proposal is confidential and only for the recipient's knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party, including the Bid Reference Number (BRN) that will be shared by the senior procurement officer by email after the Deadline for Inquiries (Clarifications) scheduled date. Nusaned may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

## **4. Insufficient Data**

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

## **4.4 Request for Proposal Award & Execution**

Upon the selection of the successful bidders, the official contract form will be provided by Nusaned. However, Nusaned will not incur any liability to any bidders as a result of using its rights hereunder or any other right provided for by law.

Nusaned reserves the right to cancel the Request for Proposal in any case of breaching the mentioned application requirements in the overview section 1.2. In any disqualification case, Nusaned shall notify each contractor by email specifying the reason for the rejection.



## 4.5 Validity

Proposals submitted shall be valid for **6 months** from the date of submission.

## 4.6 Proposal Ownership

All materials submitted in response to this Request for Proposal shall become the property of Nusaned. Selection or rejection of a proposal does not affect such a right.

## 4.7 Costs

Nusaned will not be liable for any costs incurred by Contractors prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Contractors in responding to this Request for Proposal are entirely the responsibility of the Contractor, and shall not be reimbursed in any manner by Nusaned.

## 4.8 Liquidated Damages on late Deliveries

If the Contractor fails to supply the specified goods/services within the lead time stipulated by its proposal, or within a period specified by an order or a contract, Nusaned shall, without prejudice to other remedies under the purchase order or contract, deduct from the purchase order or contract price, as liquidated damages, a sum equivalent to \$500/day shall be paid for every day exceeding the limit set until actual delivery, to a maximum deduction of 10% of the contract value.



## 4.9 Disclosure

Contractor represents and certifies that:

- The offer has not been knowingly disclosed directly or indirectly to any competitor or Nusaned staff or other Contractor before the opening of proposals by Nusaned.
- The financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Contractors.
- No attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this Request for Proposal for the purpose of restricting competition.

## 5.0 Governing Laws

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this Request for Proposal. Any dispute arising out of this Request for Proposal shall be exclusively settled by the courts of Beirut, Lebanon.

Houssam Hneineh  
Project Manager