



## **Request for Proposal**

RFP#:

**2208**

Project:

**Nusaned LHF – Shelter Rehabilitation and Adaptation  
for PwSN**



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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 is available on the following link: [https://issuu.com/nusaned/docs/nusaned\\_annual\\_report\\_2020-issuu](https://issuu.com/nusaned/docs/nusaned_annual_report_2020-issuu)

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 150 households in six villages in Akkar (Aaiyat, Beit Ayoub, Beit Younes, El Qorne, Ouadi Ej Jamous, Takrit), to be executed over a period of six months. The above 150 units shall be divided in geographic clusters and awarded to at least 2 contractors based on the evaluation of the following:

- 1- List of Projects
- 2- Years of experience in adaptation and rehabilitation work
- 3- Previous experience with NGOs/INGOs
- 4- Willingness to support local professionals, suppliers and subcontractors
- 5- Letters of Recommendation or Reference (at least 2) from previous or current clients, donors, stakeholders, or other.
- 6- Submitted quotation /Qualification and Specification of Materials and Tools

Nusaned is requesting offers for the **Contract Title** as specified under Appendix C - BOQ.

Execution period shall be for 6 months including holidays and weekends, starting mid September 2022.

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

**All proposal documents should be provided in English and submitted with the following:**

- 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 dated

- 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 by email and within 3 business days of receiving the Request for Proposal.

to:

**Mohamad Hafneh**

**Procurement and Logistic Officer**

**[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 Procurement and Logistics Officer Mohamad Hafneh ([mohamad.hafneh@nusaned.org](mailto:mohamad.hafneh@nusaned.org)). Deadline for sending inquiries is within 5 business days of receiving the Request for Proposal. 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, you are kindly requested to respond by submitting a written apology to [mohamad.hafneh@nusaned.org](mailto:mohamad.hafneh@nusaned.org) before 15-08-2022 indicating the reason and the bid reference number.



### 3.4 RFP Schedule

Milestone	Date
RFP Issuing	11-08-2022
Deadline of Intent to Respond	15-08-2022 (COB)
Deadline for Inquiries (Clarifications)	17-08-2022 (COB)
Deadline for receiving offers	24-08-2022 (COB)
Envelopes opening and evaluation	25-08-2022
Announcement of Awarded contractors	30-08-2022

### 3.5 PRICING

Please use Appendix A (Bill of Quantity and Price Form) for submitting your financial offers. Prices are to be quoted excluding 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.

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

### 3.8 Payment

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

Terms of Payment will be the following:

- 50% upon signature of the contract
- 25% upon completion of work (and signing of Work Completion Certificates by beneficiaries, contractors and Shelter Project Manager)
- 25% one month after completion.

Bank and transfer fees will be on the contractor's account.





### 3.9 Submission Date and Time

Offers must be submitted on or before: **24-08-2022**

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.

### 3.10 Submission Address

Offers must be submitted to the following address:

**Mohamad Hafneh**

**Procurement and Logistic Officer**

**Ground Floor, Klimos Building,**

**Armenia Street, Mar Mikeal,**

**Beirut Lebanon GPS Location**

**03 525 352**

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

***RFP Bid #: 2208***

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

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

**Any other information indicated on the outside of the envelope will be considered a breach of confidentiality leading to the disqualification of the bidder.**



### **3.11 Confidentiality**

All information included in this Request for Proposal are 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. Nusaned may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

### **3.12 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.

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

Nusaned reserves the right to cancel the Request for Proposal without giving the reasons, at any stage prior to the execution of the contract whether before or after the selection of the successful Contractors. Nusaned reserves the right to reject any proposal without giving the reasons for such rejection. Unless otherwise stipulated, the Request for Proposal and proposal of the selected bidders will become part of any contract initiated by Nusaned. The contract form will be provided by Nusaned upon selection of the successful bidders. 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.

### **3.14 Validity**

Proposals submitted shall be valid for 10 months from the date of submission. Proposals will be treated as final and binding offers may not be amended or withdrawn without the written permission of Nusaned.



### **3.15 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.

### **3.16 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.

### **3.17 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.

### **3.18 Restrictions**

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.



### 3.19 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.

### 3.20 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.

Charbel Tawil

Project Manager