

ABOUT PLAN INTERNATIONAL LEBANON

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children's rights from birth until they reach adulthood, and enable children to prepare for – and respond to – crises and adversity. We place a specific focus on girls and young women, who are most often left behind. We have been building powerful partnerships for children for more than 80 years, and are now active in more than 70 countries. Plan International Lebanon has a range of programmes throughout the country, focusing on adolescent girls and boys and young people. All programmes are implemented in partnership with national and local partners.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

We work well together

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and 'win-win' relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

BID SUBMISSION INVITATION

Plan international invites your submission of a tender to provide goods/services in accordance with the conditions detailed in the attached documents. Plan International intends to issue a contract for the following goods/services: **School Rehabilitation**.

Location of work: Beirut Lebanon (Clemenceau)

We include the following information for your review:

- Part 1: Tender Information
- Part 2: Conditions of Tendering
- Part 3: Terms and Conditions of Purchase (which will be signed by the successful Bidder)

Your submission must be received in the following format:

- Full completion of the "Tender Response" document, including photos/catalogue/samples where requested.
- At this stage, bidders are requested to provide photos/catalogue of goods/services/facilities.
- Copies of essential/must documents:
 - Bidder meets required specification for the products: quality and certifications.
 - Bidders shall provide bid against Bill of Quantities and Specification as mentioned. This Bill of Quantities shall be filled out completely, with all rates and amounts in USD. The Contractor's rates and prices entered in the Bill of Quantities shall be inclusive of supply, installation of material and labour cost, VAT will be priced separately. The quantities contained in the Bill of Quantities are estimated quantities to be used for comparing Bids, and Plan International does not expressly nor by implication agree that the actual amount of work to be performed will correspond therewith.
 - a. The prices quoted in the Bills of Quantities are the whole price inclusive of all contingent or necessary work needed in order to do and complete the Work as prescribed by the Contract and furthermore the whole cost of complying with the provisions of the Contract shall be included in the items as provided in the priced Bill of Quantities.
 - b. All prices quoted by the bidder shall be firm and fixed as per BOQ and not subject to during the performance of the contract.
 - Bidder must submit a work plan which include the timeline for completion of work. Time for the Completion of whole work is 60 days and should not exceed from this time period. Daily delay penalty of 0.1% of the contractual value is applied, not exceeding 15% of the total contractual value.
 - If Possible the Bidder shall submit an organization chart and along with the CV's of engineers and the supervisory staff.
 - Bidder must provide an Environmental disposal plan and site.
 - Bidder must provide Precaution methods and strategy.
 - Bidder's confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase,. The bidder should Read and sign T&C on page #... In Bidder response document.
 - The bidder has to provide 5% maintenance bond of the final invoice value at the time of signing the work completion note for defect and liability for the period of one year.
 - Bidder must submit 3 proofs of expertise in similar or rehabilitation/renovation projects; at least 3 letters of reference from government bodies or international organizations within the last 12 months. These references should be available for a reference check by Plan International.
 - Bidder's registration in Lebanon: submit copies of company registration and Tax Certificate.

- **How to apply:**

Send an email to the Lebanon.Procurement@plan-international.org with all details mentioned above mentioning in the subject **Rehabilitation of School Quotation**



If your bid does not comply with the above requirements, it may be treated as void.

Your return tender must be received by email no later than 22-Feb-2021. Failure to meet the Closing Date may result in the tender being void. Bids must remain valid for at least 60 days from the Closing Date. Name of NGO is under no obligation to award the contract or to award it to the lowest bidder.

We look forward to receiving a tender from you and thank you for your interest in our account.

Best regards,

PART 1: TENDER INFORMATION

Introduction

Plan International Lebanon, under its emergency education component, is engaged in the rehabilitation of the school "Sainte Louise - Clemenceau" following the Beirut Blast. The intended work includes: repairs of damaged doors and windows, electricity work, and renovations to the toilets and sewage system in order to be able to welcome students in a safe and appropriate learning environment.

Indicative information

The following project is for (College Saint Louis Clemanceau– for a deadline till the end of (22-Feb-2021).

These are for information purposes only and are under no circumstances a guaranteed level of purchase by Plan International under this contract.

Specification of requirement

Items that may be procured under this contract(s) include the below.

Service Specification

See attached BoQ

Awarded criteria

Financial 40% + Technical 60%

A) ESSENTIAL CRITERIA:

Bidders must meet the following criteria to pass to the next phases (Financial & Technical criteria):

- Bidder meets required specification for the products: quality and certifications
- Bidder's confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase,
- The prices quoted in the Bills of Quantities are the whole price inclusive of all contingent or necessary work needed in order to do and complete the Work as prescribed by the Contract and furthermore the whole cost of complying with the provisions of the Contract shall be included in the items as provided in the priced Bill of Quantities.
- Bidder's registration in Lebanon: submit copies of company registration and tax ID certificate.
- Proof of previous expertise in similar work.
- Financial offers should not exceed or under-price the fair market estimated costs.
- Work plan timeline should not exceed or undermatch our estimated time of implementation.
- Environmental disposal plan and site.
- Precaution methods and strategy.

B) Financial Criteria:

- Bidder's prices demonstrate an economically advantageous position for Plan International.

C) Technical Criteria:

- Bidder's capacity and ability to complete the work meeting the required specification.
- Bidder's work plan.
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- Bidder's responsiveness in emergency situations.
- Bidder's ability to provide warranties and guarantees as part of the contract.
- The Bidder organization chart and along with the CV's of engineers and the supervisory staff.

PART 2: CONDITIONS OF TENDERING

1. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to Plan International Terms and Conditions of Purchase (attached to these Conditions). Plan international reserves the right to undertake a formal review of the contract after twelve (12) months.

2. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in Plan International 's sole discretion exceptional circumstances which have caused the delay.

3. Acceptance of tenders

Plan International may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that Plan international so wishes. Plan International is under no obligation to accept the lowest or any tender.

4. Alternative offer

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve Plan International specification) these may, at Plan International discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. Plan International is under no obligation to accept Alternative Offers.

5. Prices

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

6. No reimbursement of tender expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

7. Award Procedure

Plan International Tender Review Committee will review the Bidders and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

8. Information and Record Keeping

Plan International shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its tender was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which Plan International receives the request.

9. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

10. Conflict of Interest / Non Collusion

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of Plan International which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between Plan International, and any other Name of NGO entity, and it and if there are any arrangements which have been put in place over the last twenty-four (24) months.
- That it has not communicated to anyone other than Plan International the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

11. Assignment and novation

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either Plan International or any other Name of NGO entity if so required.