

## REQUEST FOR PROPOSAL

(Refreshments)

(RFP-GIZ-001-2022)

Under

**Improve employability and ability to increase income generation for youth and women in T5 - Phase II**

Funded By

**GIZ**

<b>RFP Release Date:</b>	18-08-2022
<b>Proposal Submission Deadline:</b>	29-08-2022

### I. INTRODUCTION

#### A. COMPANY BACKGROUND

René Moawad Foundation (RMF) is a Lebanese non-profit, non-political, non-sectarian organization, established on November 22, 1991, two years after President René Moawad's assassination, who was elected President of the Lebanese Republic on November 5, 1989 and killed 17 days later. President René Moawad believed in a strong and democratic state and fought for a progressive and modern Lebanon, a peaceful Lebanon, which embraces the values of democracy, human rights, moderation and pluralism.

#### B. PROGRAM BACKGROUND

The entitled project "Improve employability and ability to increase income generation for youth and women in T5" aims at enhancing the living conditions of the Lebanese youth and women residing in T5 through skills building,

internship and employment opportunities. The project duration is 210 days; starts on September 2022 and ends on April 14<sup>st</sup> 2023.

## II. PURPOSE

This RFP purpose is to collect best proposals to procure and deliver the needed refreshments following the detailed table below, to be distributed on the participants while conducting the training sessions in specific technical and educational trainings and life skills sessions.

### A. SCOPE OF WORK

Procurement of refreshments to be distributed on daily basis, on the participants and the attendees of the training sessions at the following targeted centers:

- Rene Moawad Foundation – Mejdlaya, Zgharta District
- The Chekka Development Council, CDC – Chekka, Batroun District

### B. DELIVERABLES

The below items, have to be delivered partially to the above-mentioned locations prior to the start of each of the planned five/30 days sessions (at ITRM and CDC) within a maximum of 2 days after being notified, and as per Quantity and time schedule that will be shared by the Rene Moawad Foundation at a later stage.

#	Items' description	Quantity
1	Sandwich (Labne-Jebne-Falafel-Potato)	7,500
2	Mineral Water 500ml	7,500
3	Fresh Fruit/Healthy Desert	7,500

## III. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

### A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluation in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

#### 1. TECHNICAL SPECIFICATION

- a. Offeror profile
- b. The expiry date of the items.
- c. List of previous similar projects with their relevant certificate of completion / good performance issued by the client, client name and contact information highlighting the scale and the timeframe of the projects.
- d. The legal registration of the company
- e. The Ministry of Finance registration number of the company

### B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical and cost proposals shall be separately bound and identified as such (or sent via email). Each volume shall be clearly identified with the RFP number and the Offeror's name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP to:

<b>Rene Moawad Foundation</b> <b>Achrafieh, Alfred Naccache Street, Al Mohameen Bldg 6<sup>th</sup> floor</b>	
<b>Attention:</b>	Mr. Roy Makary
<b>Email:</b>	<a href="mailto:rmakary@rmf.org.lb">rmakary@rmf.org.lb</a>

2. All inquiries and requests for information regarding this RFP must be submitted by email to [rmakary@rmf.org.lb](mailto:rmakary@rmf.org.lb) no later than August 29<sup>th</sup>, 2022. Reference the RFP number in all questions/inquiries.

#### IV. CRITERIA FOR EVALUATION

Rene Moawad Foundation will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

**60% Technical Evaluation**

**40% Financial Evaluation**

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged the most advantageous to Rene Moawad Foundation.

#### V. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at Rene Moawad Foundation as indicated in Section III (B) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section IV above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified. A formal contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will begin work on the project.

#### VI. TERMS AND CONDITIONS

##### A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to Rene Moawad Foundation or its employees/agents, or if it is in the best interest of Rene Moawad Foundation.

##### B. MODIFICATION OF RFP REQUIREMENTS

Rene Moawad Foundation retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

#### C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

#### D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. The Rene Moawad Foundation reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

The Rene Moawad Foundation may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. The Rene Moawad Foundation may reserve the right to waive any minor discrepancies in a proposal.

The Rene Moawad Foundation reserves the right to issue an award based on the initial evaluation of proposals without discussion. Rene Moawad Foundation also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

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#### E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for **30 days** from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.