

TENDER: Request for Proposal – Dignity kits

Issuance Date: 18/11/2020

Reference RFP No.: DK-001/11/2020

Deadline for Offers: November 30, 2020 3:00 PM – Beirut time

Description: LAW is looking for a service provider/ company that will prepare, pack and deliver around 3,500 dignity kits for Women and girls

Funded By: EU-MADAD trust fund by the European Union

Implemented By: Legal Action Worldwide (LAW)

Point of Contact: Shehade@legalactionworldwide.org

Instructions to Offerors:

- **INTRODUCTION AND BACKGROUND:** LAW is implementing projects through its Lebanon office. LAW invites you to participate in this competitive solicitation for pricing packing and delivery of dignity kits. The following services are for LAW's centres all over Lebanon.
- LAW works towards equality of all before the law and to deliver access to justice to those who need it most – victims and survivors of human rights violations and abuses in conflict-affected and fragile environments. While these people have the greatest need for protection and assistance, they usually have the least access to legal resources. Often such persons may not know that legal assistance exists, and they rarely know what their options are for redress. The result of this has been widespread impunity for serious human rights violations.

(Offerors are responsible for ensuring that their offers are received by LAW in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFP may lead to disqualification of an offer from consideration).

Dignity kits must include the following items:

COUNT	ITEM	SPECIFICATION	UNIT
1	Laundry washing powder	650gram/Bag	1 bag



2	Tooth brush	1 toothbrush soft (good quality)	1 toothbrush
3	Mask	Medical Mask	1 box
4	Liquid sanitizer	Bottle of 300 ML	1 bottle
5	Sanitary pads	Pack of 10 pads (good quality)	1 pack
6	shampoo	1 Litre Shampoo	1 bottle
7	Soap gel	400 ml	1 bottle
8	Cotton buds	100 pieces	1 pack
9	Nail cutter	Medical nail cutter adult size	1 piece
10	Alcohol	500 ML	1 bottle
11	Band aid	Medium size	box
12	toothpaste	100ml	1 box

➤ **Packing Conditions:**

- All hygiene items (listed above) must be placed in a back backpack (cotton or polyester)
- 2 logos must be printed on the bags

1. GENERAL REQUIREMENTS

- **Offer deadline and protocol:** Offers must be received no later than 3:00 PM local time on the 30th of November 2020 by sending a sealed proposal to LAW's office in (Gemayel, Gourard street, Zoughbi building, first floor).
- Please refer to the RFP number in any response to this RFP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of LAW.
- Companies, organizations, whether non-profit or profit, must be legally registered under the laws of the country of presence of upon award of the contract and must have physical presence at the time the subcontract is signed.

2. QUESTIONS:

- Questions regarding the technical or administrative requirements of this RFP must be submitted no later than 12:00PM local Beirut time on 23rd of November by email to Shehade@legalactionworldwide.org and Jerjes@legalactionworldwide.org
- Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that LAW believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

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- c. Only the written answers issued by LAW will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of LAW or any other entity should not be considered as an official response to any questions regarding this RFP.
3. **Proposals**: Proposals in response to this RFP must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in US dollars. Offerors are requested to provide sealed proposals on official letterhead or format
4. **Taxes and VAT**: Projects are not exempt from cooperating country taxes, duties, and VAT.
5. **Eligibility**: By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the (the EU or other donors that LAW works with). LAW will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the donor.
6. **Evaluation and Award**: A bid committee of a minimum of three people with technical and financial background will be evaluating all the RFPs'. The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following criteria. The relative importance of each individual criterion is indicated by the number of points below:
- *Delivery* – 30 points: ability to deliver all the requirements required by LAW , previous experience with international organizations, good written references.
 - *Price* – 40 points: The overall cost presented in the offer.
 - *Technical*- 30 points: items quality, packing and visibility

PRICE SCHEDULE

Total price must include all taxes and fees, in US Dollar, and should be expressed in a per unit basis, based on the needed delivery items per location. Payment will be done after submitting the original invoice:

- The service provider is solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response.
- LAW standard payment terms are net 30 days after receipt through a bank transfer and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.
- LAW doesn't pay advances; payments are done after the delivery of goods or completion of services. A bank guarantee may be issued by the offeror at a later stage if an advance payment is required.



- Any award resulting from this RFP will be firm fixed price, in the form of a purchase order.

FORM/CONTENT OF RESPONSE

All proposals shall include the following documents:

- ☐ Cover letter, signed by an authorized representative of the offeror
- ☐ Be in the English language
 - ☐ Official proposals filled
- ☐ Contain detailed cost in US Dollars, with applicable Tax/Charges clearly identified, and provided against each of the categories of services
- ☐ Provide requested payment terms and conditions.
- ☐ Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFP.
- ☐ Include a contact name, email address, and telephone number to facilitate communication between LAW and the vendor.
- ☐ A brief outline of the company and services offered, including:
 Copy of offeror's registration or business license including:
 Full legal name, jurisdiction of incorporation, and address of the company
 Full legal name and country of citizenry of company's President and / or Chief Executive Officer and / or all other officers and senior managers of the company
 Year business was established;
 one reference of one organization (emails and phone numbers) that your company have previously provided them with the same type of services.

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. However, LAW reserves the right to conduct any of the following:

- LAW may conduct negotiations with and/or request clarifications from any offeror prior to award.
- LAW may cancel this RFP at any time.

End of RFP

***Authorised by LAW Executive Director
Antonia Mulvey***

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