

REQUEST FOR PROPOSAL

Topography Services

(RFP/18-22)

Under

Lebanon Reforestation Initiative

RFP Release Date:	November 26, 2018
Performance Period:	December 10, 2018 – January 31, 2019
Proposal Submission Deadline:	December 3, 2018
Question/ Inquiry Submission Deadline:	November 29, 2018

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INTRODUCTION

A. ORGANIZATION BACKGROUND

The Lebanon Reforestation Initiative (LRI) is a Lebanese NGO registered at the Ministry of Interior and Municipalities under no. 1186 on 18 June 2014 and had started as a project launched in 2010 by the United States Forest Service (USFS) Office of International Programs (IP) through the support and funding of the United States Agency for International Development (USAID).

The UNDP Sustainable Land Management in the Qaraoun Catchment (SLMQ) Project aims at embedding sustainability considerations in land use planning and development activities in the Qaraoun Catchment. The project is funded by the Global Environment Facility (GEF) and is implemented in partnership with the Ministry of Environment in Lebanon. The project is intended to reshape land and natural resource management to (i) alleviate land degradation, (ii) maintain existing ecosystem services and (iii) improve livelihoods in the Qaraoun Catchment.

The LiF (Livelihood in Forestry) Project aims at expanding the planting to reach with USAID the millionth tree planted, and introduce new economic opportunities through forestry that will further boost rural development. With administrative offices in Beirut, LRI technical experts manage a multi-year work program of activities throughout Lebanon in collaboration with grassroots organizations and local communities.

I. PURPOSE

LRI is seeking a qualified topographer with experience in delineation of sites to be able to do a full topographic survey of the selected site within the LiF project (Anjar) and within the SLMQ project.

A. SCOPE OF WORK

LRI is implementing the SLMQ project with the main objective to rehabilitate the riparian strips connecting Ammiq with Anjar-Kfarzabad in the districts of Zahle and West Bekaa over a total distance of approximately 25 km. This exercise will be done in close coordination with the Ministry of Environment (MoE), the Ministry of Agriculture (MoA), the Ministry of Energy and Water (MoEW) as well as with local communities including municipalities, etc. to build their capacities and to ensure the sustainability of the implemented measures.

Therefore, LRI is planning to develop a topographic survey of the entire site selected between Ammiq and Anjar-Kfarzabad, over the 25 km area. The survey should include the land elevation as well.

Under the LiF project, LRI is implementing a national forestry park project in Anjar, that will help in developing capacities and providing a model for conservation, sustainable rural development, ecotourism activities, engagement of youth and livelihoods support.

Therefore, LRI is planning to develop a topographic survey of the entire site selected in Anjar. All the features and landmarks within Anjar should be highlighted such as:

- Water structures
- Historical and archeological buildings
- Existing trails

The survey should include the land elevation as well.

B. DELIVERABLES

DELIVERABLES	TIMELINE	MAX NUMBER OF WORKING DAYS
- Topographic Map (AutoCAD) that indicates the land elevation within the Ammiq – Anjar-Kfarzabad area	December 30, 2018	20
- Topographic Map (AutoCAD) that indicates the land elevation and all the landmarks in Anjar	January 31, 2019	15

II. CONTRACT MECHANISM & TERMS OF PAYMENT

LRI anticipates issuing a fixed-price deliverables-based *service agreement* to the Service provider. The duration of the agreement will be from December 10, 2018 until January 31, 2019.

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 evaluations 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. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

The topographer needs to have:

- Proven previous experience on conducting topographic surveys
- Previous experience working with USAID and/or USAID-funded projects is a plus
- Previous experience in working in the Ammiq and Anjar-Kfarzabad area is a plus
- Material equipped with GPS
- Relevant degree

The topographer needs to submit:

- a. A resume / portfolio

2. COST PROPOSAL

Consultants need to submit:

A proposed budget with their proposal. The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. The proposal should budget for the on-site working days and the working days on extracting the map. Budget should be submitted in US Dollars; please label your budget with the name of the currency. LRI reserves the right to request any additional information to support detailed cost and price.

3. REFERENCES

Please include three references and contact information. References should have worked with you within the past five years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

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

Lebanon Reforestation Initiative	
Hazmieh, Ilham Said Freiha Street, Hazmieh Square, 4 th floor	
Attention:	Hiba El Hachem
Email:	hhachem@lri-lb.org

Faxed offers are not acceptable.

1. All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

	Contractual	Technical
Name:	Hiba El Hachem	
Email:	hhachem@lri-lb.org	

2. Lebanon Reforestation Initiative will not compensate Offerors for their preparation of responses to this RFP.

IV. CRITERIA FOR EVALUATION

LRI 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:

- Previous experience in similar topography surveys – 35 %
- Proposed budget – 30 %
- Relevant education and diplomas – 15 %
- References – 20%

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 Service Provider whose proposal follows the RFP instructions and is judged to be the most advantageous to LRI.

V. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at LRI as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred service provider will be chosen and formally notified. A formal contract will be negotiated with the selected service provider 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 LRI or its employees/agents, or if it is in the best interest of LRI.

B. MODIFICATION OF RFP REQUIREMENTS

LRI 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. LRI 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.

LRI 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. LRI may reserve the right to waive any minor discrepancies in a proposal.

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

E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for **60 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.

F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in *Lebanon*, (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management to perform the contract
- Satisfactory records of performance history, integrity and business ethics

G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of LRI and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

VII. ATTACHMENTS

APPENDIX A. TECHNICAL PROPOSAL SUBMISSION SHEET



(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	
RFP Title:	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is ____ days/weeks/months from the time and date of the submission deadline.