



REQUEST FOR PROPOSALS

(Providing the municipalities with wooden kiosks)

(RFP-RMFGIZ-03-2023)

With

The support of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

Funded By

The Federal Ministry for Economic Cooperation and Development (BMZ)

Under The Ongoing Entitled

**“Livelihood Support for Vulnerable Akkar Communities through Cash for Work”
Project**

RFP Release Date:	25/09/2023
Proposal Submission Deadline:	16/10/2023
Mandatory Technical Info Session	13/10/2023 at 10:30 AM
Question/Inquiry Submission Deadline:	13/10/2023

I- Organization Background:

The Rene 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.

II- Project Introduction:

The project's objective is to alleviate poverty and improve the food security of vulnerable households. RMF, through this project, will ensure the active engagement of 1,800 vulnerable beneficiaries, in short-term cash for work opportunities tackling light rehabilitation, construction, within 5 villages in Akkar. The project envisions equipping the targeted villages with **25 wooden kiosks** to be used as food court at the public gardens and to create job vacancies as well for the local inhabitants

III- Location of the project

The municipalities of Chekh Mohamad (2 Kiosks), Chekh Taba (3 Kiosks), El Jdideh (14 Kiosks), Meniara (3 Kiosks), and El Mehamra (3 Kiosks)- Akkar, North Lebanon

IV- Submission of Quotations

1. Issuance of Payment occurs within 10 days after submission of legal invoice by cheque withdrawn cash (Cash Order) in US dollars after 48 hours from receiving date

الدفع بعد الفاتورة الرسمية خلال عشرة ايام على شكل شيك يصرف بعد ٤٨ ساعة من تاريخ إستلامه نقداً بالدولار الأمريكي

2. Bank fees when cheque withdrawn are on the account of the supplier.

الرسوم البنكية عند صرف الشيك على حساب المورد

3. Prices must include VAT and it must be shown on the invoice, will paid in Lebanese Pound.

الاسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة و تدفع بالليرة اللبنانية

4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.

لن يتم إعتقاد أي نموذج آخر غير هذا النموذج على أن يتم توقيعهم و ختمهم من قبل المتقدم لهذه المناقصة

5. The tender will be closed on 16/10/2023 at 4:00 pm and any bid will not be accepted after this time.

المناقصة سوف تغلق ٢٠٢٣/١٠/١٦ الساعة ٤:٠٠ عصرا وأي مناقصة بعد هذا الوقت ستكون مرفوضة

6. Procurement department is the only responsible department, any inquiry for clarification must be received in writing to email to bids@rmf.org.lb at least 3 days before the deadline for submission of tenders. RMF procurement unit will reply to bidders' questions at least 2 days before the deadline for submission of tenders.

قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتواصلوا مع قسم المشتريات من خلال البريد الإلكتروني لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان فريق المشتريات يجيب خلال مدة يومين قبل اغلاق الاعلان

7. Supplier must submit his legal papers with the request for quotation, in addition to a copy of the owner's ID, or his quotation will not be considered

على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بالاضافة لصورة عن هوية مالك الشركة

8. Invoice must be official and legal.

الفاتورة يجب أن تكون قانونية بالكامل

9. Prices must be in United states dollars.

الأسعار بالدولار الأمريكي

10. Prices include delivery to the mentioned location of the implementation of the project, at any time requested.

السعر شامل التوصيل الى مكان تنفيذ المشروع

11. Please take all the above notes into consideration, or your quotation will be disregarded.

الرجاء أخذ الملاحظات الموجودة أعلاه بعين الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات

V- General Requirements

- ✓ The contractor must submit the company profile, certifications, a list of professionals;
- ✓ Experience in projects similar in nature and complexity as the prime contractor in the last three years is required;

- ✓ The Rene Moawad Foundation has the right to contract all or part of the requested supply and works, according to budget availability;
- ✓ Registration under the Lebanese rules and regulations
- ✓ The flexibility and ability of working extra hours (shifts) and during weekends if needed following RMF's Procurement Officer instructions

VI- Instructions for Submission of Proposal/Offer

- All inquiries and requests for information regarding this RFP must be submitted by email to procurement@rmf.org.lb no later than 13/10/2023. Reference the RFP number in all questions/inquiries.
- The Bid Opening session of the mentioned RFP will be conducted on October 17th, 2023 at the Rene Moawad Foundation offices in Mejdlaya, North Lebanon at 10:30 AM
- A mandatory Technical Info Session will be held online on October 13th, 2023 at 10:30. Accordingly, interested bidders are requested to send a confirmation email to procurement@rmf.org.lb before October 12th, 2023 (3:00 PM) mentioning the full contact of the company's representative(s) (Full name, email address, Mobile number, Title/ position)
- Offers submitted by Fax are not acceptable
- Language of Quotation is English
- Mandatory documents to be submitted: Detailed Schedule of Works and Specifications of the Goods / Services and their price, Reference List and Compliance Sheet to Requirement and Conditions
- Every supplier has to fill the Bill of Quantities after being signed and stamped
- Every supplier has to submit the delivery schedule mentioning the dates, Time and the Number of kiosks to be delivered after being signed and stamped
- Bid documents shall be submitted as a soft copy to the following e-mail: bids@rmf.org.lb not later than 4:00 PM on the due date indicated above 16/10/2023.
- Only applications containing the mentioned documents will be taken into consideration.

VII- Specification of Requirement

Deliverable	Description	Timeline
Delivery	Delivery should be available. Each truck has to have labors for uploading and offloading of the materials to the above mentioned location. Trucks need to wait till RMF ask to provide the needed items' quantity	
Team Communication	Supplier's labors need to coordinate with RMF team regarding delivery process. RMF team will sign delivery note to the supplier reflecting the received quantities on weekly basis.	
Restrictions	Supplier's team is not allowed to communicate with beneficiaries or try to organize their movement, it is RMF team responsibility to prevent any miss communication with beneficiary.	

RMF expects the bidders to have fast-track mobilization, allowing for timely and speedy delivery.

VIII- Selection Criteria

Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with government tax Regulations.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
Financial capacity and company capital Company should have stable financial capacity and good capital.	5%

Working experience with NGO's or INGO's in general and specifically in particular trades Companies having previous working experience with donors INGOs or NGOs in particular supply and delivery of construction materials (wood, steel...)	10%
Schedule of Delivery (25 Kiosks) Wooden Kiosk materials' quality in line with desirable specs and as requested in the BOQ	35%
Price price should be in line with market prices including uploading, offloading and transporting to the delivery location	50%
Total	100%

The selection committee will evaluate the offers based upon their technical and cost proposals. Each section will be evaluated based on a best-value determination; bidders should submit their most competitive price proposal.

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. The committee might be asking the bidders to submit the appropriate samples of the requested items.

A contract will be offered to the responsible bidders whose proposal follows the RFP instructions and is judged the most advantageous to Rene Moawad Foundation.

IX- Agency Information

1	Name of Agency	
2	Name of the Owner and Partner	Owner:
		Partner:
		Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	

7	Proof of financial stability such as financial turnover of last three years or bank statement.	2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/> Bank Statement <input type="checkbox"/>
8	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
9	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

X- Reference List (Form)

Please provide details of 3 INGO/UN agency /any other entity for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / Brief description of provided services			
Date of service provided			

Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____

XI- Purchasing Agreement – Terms and Conditions

The ‘Purchasing Agreement’ is signed between The Rene Moawad Foundation and the selected vendor, from the 20th of October 2023 to the 23rd of November 2023:

1. All prices quoted are firm and not subject to any increase during the life of the Agreement.
2. During the life of the agreement, the selected supplier will commit to providing consistent quality and specs, and price agreed upon signing the agreement.
3. Suppliers will clearly stipulate the guaranteed delivery date of all items (kiosks) and/or services. Vendors failing to meet the delivery date specified incur the risk of cancellation of the Agreement based on its submitted delivery schedule
4. Vendors failing to meet the agreed-on specifications in terms of quality, price... incur the immediate risk of cancellation of the Agreement
5. All Listed item / Items should be quoted.
6. Prices should be in USD
7. Payments are made through Bank letter or Wire transfer. “No Cash payments” will be made, under any circumstance.
8. Failure on the part of a vendor to fulfill any obligation as defined in Agreement shall be considered just cause for Termination of the Agreement, giving five (5) days’ notice in writing to the other party of its intentions to do so.

XII- Compliance of the supplier to Requirements and Conditions (Form)

Requirements and conditions	Supplier Responsiveness		
	We Comply	We cannot comply	If you cannot comply, please indicate counter proposal
Readiness to provide the goods 4 days after PO			
Submission of mandatory documents			
Able to submit post-qualification documents			
Offer valid for at least 30 days			

Approval on related requirements and conditions			
Responsiveness to technical specifications of the items			

Please answer by putting X in the corresponding cell.

Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____

XIII- 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/company is awarded the contract, all information in the RFP and negotiation process is contractually binding.