



REQUEST FOR PROPOSAL

Equipment for the Palestinian Civil Defence teams in Lebanon

To: Bidder

From: ARK Group DMCC on behalf of Ahlam Lajae Association

RFP Reference: RFP-20-ARKLB0081-Equipment

RFP Issue Date: 21 December 2020

RFP Closing Date: 28 December 2020

RFP Closing Time: 17:00 Beirut time

1. Purpose

ARK Group DMCC, on behalf its partner Ahlam Lajae Association, is seeking to equip the Palestinian Civil Defence (PCD) teams within the Palestinian camps in Lebanon with various types of equipment to be used in firefighting and rescue efforts or in the facilities of the PCD teams.

2. Description of ARK

ARK is a research, conflict transformation and stabilisation consultancy providing programme assessment, design and implementation services. ARK and Ahlam Lajae Association are currently funding the Palestinian Civil Defence teams to operate inside the Palestinian camps in Lebanon.

3. Instructions for Submitting Proposals

This RFP consists of the following documents:

- This RFP document with submission instructions and evaluation criteria
 - Annex 1: List of the required items.
 - Annex 2: Pricing list.
- a. Proposals should be submitted via email to procurement@arkgroupdmcc.com adhering to the following instructions:
- **Technical and price proposals must be submitted in two separate emails.**
 - The first email should be marked "[Your Company Name] - RFP-20-ARKLB001-Equipment-Technical Proposal". It should include your Technical Proposal, any optional technical annexes and a copy of your company registration certificate or license. **The technical proposal must not make reference to cost or pricing information at any point.**
 - The second email should be marked "[Your Company Name] - RFP-20-ARKLB0018 -Equipment-Price Proposal" and include your Price Proposal only.



- b. Proposals must be received by ARK no later than **28 December 2020, 17:00 Beirut time**. Any proposal received after this date will be disqualified. ARK may, at its discretion, extend the deadline, by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the bid documents prepared by ARK at its own initiative or in response to a clarification requested by a bidder.
- c. Requests for clarification should be sent via email to procurement@arkgroupdmcc.com. Clarification questions may be sent until **23 December 2020, 15:00 Beirut time**. The RFP number should be quoted in all correspondence.
- d. Discussions may be held to clarify proposals. If such discussions are held, bidders will be notified that a best and final offer may be submitted by a revised deadline. The best and final offer provides the opportunity for bidders to revise their proposals based on additional information gathered during those discussions. If a best and final offer is not submitted, the previous offer will be considered as the best and final offer.
- e. ARK is not committed to select any of the companies submitting proposals and has the right to reject any and all proposals submitted. This RFP is not to be construed in any way as an offer of contract.

4. Technical Proposal Format

a. Bidder Information

Each proposal must contain a bidder information page that identifies the RFP number and subject and provides at the minimum the following information:

Full Company Name *	
Trading name (if different from registered company name)	
Registered company address	
Website address	

* As per company registration document.

RFP CONTACT DETAILS

Contact name and title	
Email	
Phone	

COMPANY REGISTRATION DETAILS



Registration type	
Registration date	
Registration number	
Trade license number	

Relevant company commercial circular or registration/trade license documents should be attached as an annex to the RFP.

b. Bidder Profile

- A description of the Bidder's company as follows:
 - Geographical location(s).
 - Total number of staff hired by the company.
 - A rough volume of business done on items similar to what is requested in this RFP.
 - Main import countries.
 - Number of years of experience in the field.

c. Past Performance and References

- Contact information (name, title, phone and email) of two past clients with a business transaction exceeding USD 30,000, whom ARK can contact for references. This should include a brief description of the type of business undertaken with each of the two clients. ARK or Ahlam Lajae cannot be listed as one of the references even if the bidder has already conducted business with ARK.

d. Warranty and delivery

- The bidder is requested to give the length of warranty on each item by months. If the warranty applies differently on different parts of the same item, than the warranty length needs to be detailed per part.
- The delivery times should be noted by item. If an item contains several parts, the delivery time of the item should be that of the part with the longest delivery time. However, a thorough inspection will be conducted on each delivered item to ensure match with the agreed specifications. The capacity of the bidder to deliver the items swiftly will grant him a higher technical score.

e. Technical Specifications

- Each bidder should submit clear and precise technical specifications for each item offered, including make, model and full contents if a pack is consisting of multiple items.

f. Confirmation statement that the following mandatory criteria are met by the bidder:

- The bidder is not currently and has not been in litigation that would hamper his ability to deliver the items.
- The bidder is not at risk of imminent bankruptcy.



- Capacity to fully conduct warranty clauses on the offered items (pick up, repair work including, if need be, sending the items abroad for repairs and delivery of items back to the Civil Defence teams).
- The bidder has the capacity to explain working principles and operating procedures of the equipment to selected individuals from the Civil Defence teams (basic training upon delivery).
- Accepts payments via bank transfer.

5. Price Proposal Format

- a. The price proposal should contain the price of each of the items listed in the technical proposal, inclusive of all fees (including shipment and handling, delivery, accessories etc.) and taxes. Prices should be in USD.
- b. The proposal should contain the preferred payment terms of the bidder. Full payment in advance is not an acceptable payment term by ARK Group.

6. Evaluation Criteria

- a. The proposals will be evaluated in two stages. The technical evaluation will be completed prior to opening price proposals. The maximum score for the **Technical Proposal** is **60 points** and **40 points** for **Price Proposal**.
- b. The final score for the bidders will be the sum of the technical and price proposals. The maximum total score is therefore **100 points**.
- c. **Technical Evaluation and Scoring:**
 - Company profile (10 points).
 - Past performance and references (5 points).
 - Warranty length (5 points)
 - Speed of delivery/stock availability (5 points)
 - Technical specifications (35 points)
- d. **Price Evaluation and Scoring:**
 - Only bidders meeting the mandatory criteria of **30 points** over **60** in the technical evaluation will be taken forward to the price evaluation.
 - The maximum score of **40 points** will be assigned to the bidder offering the lowest price and proportional scores will be assigned to the other proposals.
 - Price proposal should be submitted in **USD**.

Proposals failing to meet the requirements and qualifications outlined in Section 4 of the RFP will be disqualified from the evaluation process.

7. Award of Contract

The successful bidder will be issued a purchase order. The payment schedule will be tightly linked to the delivery dates. All payments will be in fresh USD.

We look forward to receiving your proposal.



Yours faithfully,

ARK Group