

## REQUEST FOR PROPOSAL

### Plastic Recycling Plant

To: Bidder

From: ARK Group DMCC (ARK) on behalf of Ahlam Lajae Association

RFP Reference: RFP-ALA-PCRB-220 - Plastic Recycling Plant

RFP Issue Date: 9 September 2021

RFP Closing Date: 19 September 2021

RFP Closing Time: 17:00 Beirut time

#### 1. Purpose

**ARK Group DMCC, on behalf its partner Ahlam Lajae Association (ALA)**, is seeking to procure equipment to be used in solid waste management project at an industrial level. The equipment will need to establish a plastic recycling plant to produce pellitized plastic raw material.

#### 2. Description of Entity

ARK is a research, conflict transformation and stabilisation consultancy providing programme assessment, design and implementation services. ARK and ALA are currently funding a project for sorting plastic waste originating from Chatila and Burj el Barajneh Palestinian camps, to prepare them for recycling procedures to produce HDPE pellitized plastic raw material used in manufacturing HDPE water pipes and soft electrical conduits.

#### 3. Instructions for Submitting Proposals

- a. This RFP consists of the following documents:
  - This RFP document with submission instructions and evaluation criteria
  - Annex 1: Technical Proposal Submission Form
  - Annex 2: Financial Proposal Submission Form
  - Annex 3: Technical Specifications
- b. Proposals should be submitted via email to [procurement@arkgroupdmcc.com](mailto: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-ALA-PCRB-220-Plastic Recycling Plant -Technical Proposal". It should include:
    - your Technical Proposal using the format provided in Annex 1.
    - any optional technical annexes

- 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-ALA-PCRB-220-Plastic Recycling Plant- Price Proposal" and include your Price Proposal only.
- c. Proposals must be received by ARK no later than **19 September 2021, 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.
- d. Requests for clarification should be sent via email to [procurement@arkgroupdmcc.com](mailto:procurement@arkgroupdmcc.com). Clarification questions may be sent until **15 September 2021, 15:00 Beirut time**. The RFP number should be quoted in all correspondence.
- e. 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.
- f. 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

The Technical Proposal Submission Form consists of the following:

- a. Part 1 – General Information
  - Bidder information
  - RFP contact details
  - Company registration details (registration certificate to be attached)
- b. Part 2 – Past Performance References
  - Details of two prior customers who can speak to bidder's positive past performance.
  - ARK or Ahlam Lajae cannot be listed as one of the references.
- c. Part 3 - Technical Specifications
  - Detailed technical specifications
  - Delivery time (days)
  - Warranty (months)
  - Make
  - Model
  - Country of origin
  - Any comments relevant to the tender process

d. Part 4- Confirmation Statement

- Signature of the authorised representative verifying statement of meeting mandatory criteria quoted on Technical Proposal Submission Form as follows:
  - i. The bidder is not currently and has not been in litigation that would hamper his ability to deliver the items.
  - ii. The bidder is not at risk of imminent bankruptcy.
  - iii. Capacity to fully conduct warranty clauses on the offered items (pick up, repair work, installation).
  - iv. The bidder has the capacity to explain working principles and operating procedures of the equipment to selected individuals from the recycling project (basic training upon delivery).
  - v. Accepts payments via bank transfer (fresh).

Proposal may be submitted on the template provided by ARK as Annex 1, or on supplier letterhead as long as all requested information is provided in the same format.

## 5. Price Proposal Format

- a. The price proposal should be submitted using the template provided as Annex 2 and 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. Payment will be made in USD bank transfer (fresh money). Full payment in advance is not an acceptable payment term. A maximum of 50% advance payment can be made by ALA.

## 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 (60 points):**
  - References (5 points).
  - Warranty length (5 points)
  - Speed of delivery/stock availability (10 points)
  - Technical specifications (40 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 and Ahlam Lajea Organisation