

Cooperation Without Borders (CWB) for Tailored Development

جمعية تعاون بلا حدود للتنمية الموجهة

REQUEST FOR PROPOSAL (RFP)

Subject: Procurement of Fencing
CWB-201801

RFP Issuance Date:	December 3, 2018
Period of Performance:	December 17, 2018 – December 27, 2018
Inquiry Submission Deadline:	December 6, 2018
Proposal Submission Deadline:	December 10, 2018



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1. INTRODUCTION AND BACKGROUND

Cooperation Without Borders (CWB) for Tailored Development is a Lebanese non-governmental organization initiated in 2017 by a group of activists and experts interested in promoting inclusive and resilient socio-economic development

across the country. CWB is recognized by the Ministry of Interior & Municipalities under the official publication number 1168. It believes in participatory approaches and community-based initiatives and adopts the principles of partnerships, targeting, empowerment, gender equality, and innovation. CWB targets vulnerable communities to help them cope with various socio-economic risks and accordingly improve their resilience in a multi-dimensional challenging environment. CWB values every member in the community and works with local actors to develop their skills and services to help in achieving sustainable development.

CWB is currently implementing a Food for Training Project, "Climate-Smart Livelihoods Initiatives and Market Access Tailoring - CLIMAT", in Northeast Baalbek and West Bekaa in partnership with the Environment and Sustainable Development Unit (ESDU) at the American University of Beirut. The project is funded by the German Cooperation through WFP-Lebanon Country Office.

2. PROJECT OVERVIEW

This food for training (FFT) is a one-year project aiming to sustainably improve the skills, capacities and livelihood opportunities of vulnerable Lebanese and Syrian refugees in Northeast Baalbeck and West Bekaa. The project will build capacities for women and youth, provide agriculture training for individuals and cooperatives including skills building and material support, and create market linkages. Three value chains will be targeted including small ruminant production, alternative and climate-smart agricultural crop production, and agro-food processing.

The purpose of this RFP is to contract a service provider, having an extensive technical experience in fencing to provide fencing for an agricultural land/demonstration plot.

3. SCOPE OF SERVICES

3.1 Detailed Specifications

The service provider is required to provide fencing for agricultural demonstrational plots under CLIMAT project. The service provider scope of work will fall under the following main pillars:

- 1) Procurement of needed material
- 2) Provision of labor
- 3) Installment of fencing that fits the specs requested

Appendix III details the specifications of the fence required.

3.2. Main Deliverables

- Procurement of material described in Appendix III
- Installation of fences for an agricultural demo plot of 1.7 ha.

3.3. Essential Minimum Qualifications

Applicants/bidders submitting proposals must meet the following qualifications:

- i. present the minimum Legal requirement for a Lebanese citizen to sign an official contract
- ii. have an extensive experience in fence installation

CWB might require applicants/bidders to provide the following information/documents:

- Demonstration of adequate skills to perform the contract and adequate records of experience, integrity and business ethics

4. SUBMISSION REQUIREMENTS AND GUIDELINES

NB: CWB will not compensate applicants/bidders for preparing and submitting their proposals.

4.2. Proposal Requirements

Applicants/Bidders are expected to examine all the instructions and specifications described in this RFP and submit all required documents accordingly. Responsive applicants/bidders must provide the following:

4.2.1. Technical Proposal

Applicants/bidders shall reveal technical experience and proficiency by providing the following:

- i. List of similar executed projects
- ii. Technical Proposal including capabilities statement demonstrating potentials, relevant skills and experiences

Technical proposal cover page shall follow the template provided in Appendix I.

4.2.2. Financial Proposal

Applicants/Bidders shall submit a proposed budget in a separate file entitled "Fencing RFP - Financial Proposal". The proposed budget should include all necessary details to permit evaluation of costs proposed. Budgets should be submitted in US Dollars and show VAT value when applicable. CWB reserves the right to inquire about any detail in the proposed budget and to demand any additional information to support detailed cost. The financial proposal cover page shall follow the template provided in Appendix II.

4.2.3. References

Three client references must be included with their contact information. References should have been worked with you within the past three years in the country or region and subject matter (if applicable) relevant to this RFP. Under this section, applicant/bidder should identify his/her relation to each reference and briefly describe the type of work that connected him/her with each reference.

Applicants should note that payments shall be collected after 45 days of service delivery.

4.3. Proposal Submission

The financial and technical proposals shall be presented in separate files, identified as such and submitted via email or as hard copies. Each file must be clearly referenced with the RFP title and number (specified on the cover page of this RFP) in addition to the applicant/bidder's name.

All proposals must be submitted before the submission deadline (inclusive) specified on the cover page of this RFP. Proposals should be signed, and scanned copies should be submitted to:

- CWB Board of Directors: info@cwblb.org

Hard copies, if needed, should be submitted to:

- Ras Baalbeck, main street, Lakkis Center, First floor

4.4. RFP Contact Person

Any requests or inquiries shall be directed to the point-of-contact identified below before the inquiry submission deadline which is mentioned on the cover page of this RFP. The RFP number must be included in all your emails. Inquiries shall be sent to:

- CWB Board of Directors: info@cwblb.org

5. PROPOSAL EVALUATION CRITERIA

Applicants/bidders should clearly expose their expertise/service quality and should submit their most competitive price proposal. CWB will evaluate all submitted proposals, and the selection process will be based on a best-value determination. Proposals will be evaluated using the following criteria:

- Quality of the eligible services: 40%
- Service Provider Experience: 5%
- List of References: 5%
- Delivery Time: 10%
- Price of the eligible services: 40%

A qualified evaluation committee will review and rate all submitted proposals. The technical criteria mentioned above will be considered by the evaluation committee in its review to the technical proposal. The committee will review the financial proposals to ensure they are complete and free of computational errors and to assess the rationality and cost-effectiveness of the budget; the committee will then determine whether the costs reflect a clear understanding of project requirements.

The following aspects will be considered in making the selection:

- **Understanding the Required:** This refers to the applicant's understanding of CWB needs that resulted in this RFP, of CWB's objectives in asking for the services, and of the scope of the work required.
- **Service Provider Qualifications:** This refers to the service quality, relevancy and proficiency of the service provider and to the ability of the applicant/bidder to meet the terms of the RFP.
- **Professionalism of Personnel:** This refers to the competence of the personnel who will be allocated to provide the service required.
- **Soundness of Approach:** This refers to the rationality of techniques followed by applicant/bidder.
- **Value Added Services:** This refers to the services that the applicant/bidder provides and their added value.
- **Terms and Conditions:** This refers to the ability of the applicant/bidder to accept the stated Terms and Conditions outlined.
- **Cost:** This refers to the soundness of the financial proposal submitted, and the rationality and cost-effectiveness of the proposed budget.

As a result of its keen extensive evaluation, the committee shall identify the applicant/bidder whose proposal follows the RFP requirements and is judged to be the most valuable to CWB. The selected applicant/bidder will be offered a contract.

6. TERMS AND CONDITIONS

6.1. Late Submissions

Applicants/bidders will be responsible to ensure that their proposals are received according to the guidelines specified in this RFP document. The submission deadline is specified on the cover page of the RFP. Proposals received after the submission deadline may fail to be considered. A late offer will be considered only if the reason behind its delay was attributable to CWB team members or if identified by CWB to be of its best interest.

6.2. Withdrawals of Proposals

Proposals may be withdrawn via email at any time before contract signature. Emails must be sent by the applicant/bidder to the contact person identified in Section 4.4.

6.3. Termination or Modification of RFP

CWB reserves the right to cease the RFP or amend any of its requirements upon informing the applicants/bidders.

6.4. Acceptance or Rejection of Proposal

This RFP is an invitation for proposals submission, and it describes all submission requirements. CWB retains the right to select any or none of the submitted proposals. As mentioned in section 4, applicants/bidders will not be compensated for costs incurred during the preparation and submission of their proposal.

Submitted proposals shall remain valid for approval for three months [90 days] starting from the submission deadline of proposals. Once an applicant/bidder is awarded the contract, all details in the RFP and those resulting from negotiation process will be contractually binding.

CWB reserves the right of rejecting any proposal that: i) does not comply with the terms and conditions described in this RFP; ii) is incomplete, missing any of the required documents defined above; iii) lack signature of authorized signatory; and iv) is considered as insignificant or irrelevant to the scope of work or specifications required. CWB may reserve the right to waive any minor irregularities or errors in a proposal.

CWB reserves the right to enter into discussions with any responsive applicant/bidder concerning all or part of the proposed scope. CWB also reserves the right to decide on a service provider based on the initial evaluation of proposals without any further negotiations.

6.5. Contract Issuance

At the completion of the selection process, CWB will enter into negotiations with the selected basic partner. CWB anticipates issuing a contract to the service provider over a period of one month [30 days].

6.6. Intellectual Property Rights

All tangible or intangible property (including all data and reports) assimilated or created under this contract will be the exclusive property of CWB.

7. ATTACHMENTS

- Appendix I: Technical Proposal Submission Sheet
- Appendix II: Financial Proposal Submission Sheet
- Appendix III: Detailed specifications of the fence required

APPENDIX I. TECHNICAL PROPOSAL SUBMISSION SHEET

(Applicant/Bidder should complete this form and submit it as the cover page of the technical proposal. Kindly note that signing in the signature block below authorizes your proposal and confirms your acceptance of the conditions and terms of this RFP. An incomplete form of this submission sheet or improper signature might result in the rejection of your proposal.)

Date of Technical Proposal: _____

RFP Title: _____

RFP Number: _____

Contact Details

Name of Applicant: _____

Phone number: _____

Email: _____

We, the undersigned, choose to submit this proposal to provide the services described in the Scope of Work, in agreement with the terms and conditions stated in the Request for Proposal referenced by Cooperation Without Borders (CWB) for Tailored Development. We certify our eligibility to the terms of references stated in the RFP.

Our proposal is binding upon us, and it is subject to later modifications resulting from contract negotiations in case we have been selected for the service provision described in the RFP. We acknowledge and accept CWB's right to examine and audit all records related to our proposal regardless of whether our proposal results in contract signature with CWB or not.

Our proposal is valid for ____ days/weeks/months from the date of the submission deadline.

Applicant Name _____

Signature _____

APPENDIX II. FINANCIAL PROPOSAL SUBMISSION SHEET

(Applicant/Bidder should complete this form and submit it as the cover page of the technical proposal. Kindly note that signing in the signature block below authorizes your proposal and confirms your acceptance of the conditions and terms of this RFP. An incomplete form of this submission sheet or improper signature might result in the rejection of your proposal.)

Date of Financial Proposal: _____

RFP Title: _____

RFP Number: _____

Contact Details

Name of Applicant: _____

Phone number: _____

Email: _____

We, the undersigned, choose to submit this proposal to provide the services described in the Scope of Work, in agreement with the terms and conditions stated in the Request for Proposal referenced by Cooperation Without Borders (CWB) for Tailored Development. Our attached Financial Proposal is for the sum of

[Amount in words and figures with currency].

Our proposal is binding upon us, and it is subject to later modifications resulting from contract negotiations in case we have been selected for the service provision described in the RFP. We acknowledge and accept CWB's right to examine and audit all records related to our proposal regardless of whether our proposal results in contract signature with CWB or not.

Our proposal is valid for ____ days/weeks/months from the date of the submission deadline.

Applicant Name _____

Signature _____

APPENDIX III. Specifications of Fence

1- Description of material needed

Item	Description	Quantity	UNIT
Holes	Holes of 400*400*400 mm holes to install steel vertical columns (Spaced 3 m).	225	Piece
Concrete	Cubic meters of 350 kg/m ³ Concrete to fill in the holes and fix the steel pillars for fence and door	15	M ³
Vertical Columns	Length of 2" inches Steel Pipes (total pillar length is 2.5 m. 2m above the ground and 0.5 m under the ground).	563	M
Underground lateral part	0.4 mm Corner Shape for three lateral spikes (Cut in 0.2 m length and welded on the bottom of the pillar) to support the vertical columns inside the holes	135	M
Horizontal support 1	Length of 2*4 mm empty Steel Pipes fixed at a height of 1.85 m for the support of horizontal columns and nets	674	M
Horizontal support 2	Length of 2*4 mm empty Steel Pipes fixed at a height of 0.9 m for the support of horizontal columns and nets	674	M
Coated steel nets	Square Meter of Galvanised steel net 60*60 mm; 2.5mm thickness (Height 2m; length 674 m).	1348	M ²
Concrete	Cubic meters of 350 kg/m ³ of concrete for the net-Ground Junction part to fix the net	12	M ³
Door Pillars	Length of 2.5" inches galvanised steel 2.5m length each (0.5 m underground part and 2 m above the ground)	5	M
Door Frame	2" Steel Pipes.	14	M
Hinge	Hinges for door Shutter.	4	Piece
Truss Rod	Galvanised Steel pipe 10 mm diameter	3	Piece
Drop Rod	Galvanised steel pipe for door adjustment.	1	Piece
Lock	FF Galvanized lock	1	Piece
Steel Painting	Coat painting for rust and Color painting	All steel	NA

2- Description of fence

