

Cooperation Without Borders (CWB) for Tailored Development

جمعية تعاون بلا حدود للتنمية الموجهة

REQUEST FOR PROPOSAL (RFP)

Subject: Procurement of Seeds

CWB-202101

RFP Issuance Date:	January 14, 2021
Period of Performance:	Jan 14- Jan 27, 2021
Inquiry Submission Deadline:	22 Jan 2021
Proposal Submission Deadline:	27 Jan 2021

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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 in the process of collecting bids from eligible parties for the procurement and delivery of high quality vegetables seeds for 2021 production season.

2. PROJECT OVERVIEW

The purpose of this RFP is to contract an input supplier/or several inputs suppliers, having an extensive experience in providing high quality vegetable seeds in the Lebanese market.

3. SCOPE OF SERVICES

3.1. Detailed Specifications

The service provider is required to provide high quality vegetable seeds. The service provider scope of work will fall under the following main pillars:

- 1) Supply of needed seeds as detailed in the attached RFQ
- 2) Delivery of Seeds to CWB nursery in Ras Baalbeck

3.2. Main Deliverables

- Supply and delivery of material described in Appendix II and the annexed excel file

3.3. Essential Minimum Qualifications

Applicants/bidders submitting proposals must meet the following qualifications:

- i. Present the minimum Legal requirement for a Lebanese business (agriculture supply) to sign an official contract
- ii. Have an extensive experience in supplying and distribution of high quality seeds to the Lebanese market

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
- Trading registration certificate, MOF number and any other legal documents needed

4. SUBMISSION REQUIREMENTS AND GUIDELINES

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

4.1. Proposal Requirements

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

4.1.1 Technical Proposal (Appendix I)

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

- i. List of similar seeds supply to local big traders and development projects
- ii. Technical Proposal including capabilities statement demonstrating potentials, relevant skills and experiences.

4.1.2. Financial Proposal

Applicants/Bidders shall submit a proposed budget in a separate file entitled "Seeds Procurement - Financial Proposal" including a scanned signed copy of the RFQ file titled " CWB-Procurement-Seeds-RFQ" (pdf. Format) filled with required info, attached in the call for tender, or can provide a separate written quote including at least all the information requested in the RFQ

The proposed budget should include all necessary details to permit evaluation of costs proposed (best unit price for seeds). Budgets should be submitted in US Dollars and show VAT value when applicable and payment terms (all cash, 50% cash and 50% check for instance). CWB reserves the right to inquire about any detail in the proposed budget and to demand any additional information to support detailed cost.

4.1.3. 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 RFQ. 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.

4.2. 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 RFQ. Proposals should be signed, and scanned copies should be submitted to:

- CWB Board of Directors: info@cwblb.org

Hard copies, if preferred, can be submitted to:

- Ras Baalbeck- Qaa international road, CWB office

4.3. 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
- CWB agriculture engineer: Dula Mehyyelddin 76/069 164

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. CWB reserve the right to purchase from different supplier for different crops based on the quality and price offered. 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 offered: 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 RFQ. 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 4.3.

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 of 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 input suppliers. CWB anticipates issuing a contract to them 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: The Quantity of required seeds Sheet.

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. This appendix should be followed by the list of similar implemented activities in Lebanon)

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. Quantity of Required seeds

1- Description of material needed

The work related to this bid includes the transportation and delivery of seeds to CWB nursery in Ras Baalbeck. **You are kindly requested to fill the annex excel file for your best offer.**

Item	Estimated total quantity that will be purchased by CWB
Tomato open field	300,000
Cucumber open field	70,000
Sweet Pepper	150,000
Hot Pepper	60,000
Eggplant	250,000
Wild Cucumber	50,000
Melon	25,000
Watermelon	25,000
Cauliflower	750,000
Cabbages	1,500,000
Red Cabbages	50,000
Lettuce	1,000,000
Brocoli	20,000
Iceberg	250,000
Total	4,500,000