



LEBANON REFORESTATION INITIATIVE (LRI)

REQUEST FOR PROPOSAL

Waste Management Solutions and Services provider
(RFP20200021)

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Question/ Inquiry Submission Deadline:	October 16, 2020

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I. INTRODUCTION

A. ORGANIZATION BACKGROUND

The Lebanon Reforestation Initiative (LRI) is a Lebanese NGO registered at the Ministry of Interior and Municipalities under no. 1186.

Currently, LRI is implementing a project in Baalback-Hermel, West Bekaa and Jbeil-Keserwen funded by UNDP and titled as LIFI -Labor Intensive Forestry Activities- and aiming at creating short term employment for labor intensive forest and rangeland management to improve livelihood of vulnerable Lebanese and Syrian, developing goat milk value chain to support the livelihood of shepherds, supporting ecotourism through establishment and rehabilitation of trails, and developing and sustaining income generating activities related to wood and waste wood valuation, charcoal, wood and compost production.

The main objectives of this project are to 1) reduce fire risk in the region through labor intensive forest management activities for fire prevention and trail clearing, 2) ensure survival and growth of newly planted forests through maintenance and irrigation; and 3) establish income generating initiatives related to ecotourism, environmental education and finding solution for managing the green waste in a sustainable effective way while having a grazing management plan to control the grazing areas.

The project will specifically aim at:

- Creating short-term employment from labor-intensive forest management activities to improve livelihoods of vulnerable Lebanese and Syrian, men and women, thus reducing the pressure of unemployment on the short term.
- Developing the economic value chains in partnership with local entities, thus supporting sustainable employment for local communities and ensuring continuity of initiated FM activities.
- Support local development of the targeted communities through sustainable income generating activities.

II. PURPOSE

The objective of this consultancy is to provide Lebanon Reforestation Initiative with a concept note proposal for long term income generating activities with details concerning each village equipment machinery and operational procedures.

A. SCOPE OF WORK

Based on the need in the above mentioned objectives, the support for local development through sustainable long term income generating activities, the consultant should develop 1) animal bedding operations coupled with a small composting production for the management of pruning waste along with the supply & management of a poultry farm bedding at Bentaël, 2) constructing a composting facility for the management of agro-wood & residential organic waste and compost production at Qaraoun village, 3) and finally installing a carbonization process for the optimization of charcoal production & biomass combustion in Deir El Ahmar as per below:

1- Scope of work Bentaël

LRI is seeking an enterprise to pilot a turn-key project and develop economically sustainable activities and socially feasible interventions derived from forestry related activities and demonstrating revenue generation in Keserwen-Jbeil District more specifically in Bentaël Village.

This project should include facilities to value the waste wood generated from forest trees pruning residues, orchard and vineyard pruning, and other green waste.

The reserve is equipped with a shredder chipper machine that should be completed by the necessary equipment to make use of the generated wood chips. The expected output from this facility could be among other used as compost, greenhouse mulching chips, poultry animal bedding and pellet fuel.

2- Scope of work Qaroun:

Qaroun municipality has already installed a sorting, management and storage facility for inorganic waste management hence, the sorting of other organic waste becomes much easier once the required installations are established.

For this purpose, LRI is seeking an enterprise that establishes a complementary integrated composting facility to complete the waste management operations for Qaroun Village. The facility will be established on 1200-1500 square meters of land reserved by Qaroun municipality for composting operations and with an approximate goal of 300 plus tons of compost per year.

The implementing enterprise will work with the LRI team to establish the complementary facility following the ASP- Aerated Static Pipe Technique.

3- Scope of work: Deir el Ahmar

Charcoal production is a wide range of practices in all Lebanese regions since the material has a high demand on the Lebanese market for several uses. Moreover, the Lebanese production has been facing a heavy competition with imported charcoal bearing in mind that the imported product cost of production is much lower.

Deir El Ahmar is one of the Lebanese villages where charcoal production is widely practiced with significant environmental and health hazards. Beside the region of Deir el Ahmar has a considerable forest cover composed of oak trees which can provide the suitable raw material of charcoal production, For this purpose, LRI seeks implementing a charcoal production system controlled through pyrolysis to promote income generating activities for the village.

LRI is looking for an enterprise that can implement the pyrolysis system in Deir El Ahmar and work with the LRI team to implement such a facility with an output of 2-3 tons per working day.

The implementing enterprise is expected to design and construct a model for the pyrolysis system including a carbonization furnace including fume recycling tube, inner and outer stoves and a purification tank

B. DELIVERABLES

The implementing enterprise is expected to submit the following deliverables:

- Providing the needed machines and equipment for every facility
- Supervision and guidance of the installation work in the facility
- Training of the staff in charge of operating the facility

III. CONTRACT MECHANISM & TERMS OF PAYMENT

LRI anticipates issuing a **service agreement** to the Service provider.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to

examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following:

- a. Portfolio of previous work
- b. CVs of the specialized team
- c. Cover letter showing previous experience in the subject matter
- d. Technical proposal submitted in response to this RFP including:
 - Detailed design for every facility
 - List of needed equipment needed with a BOQ
- e. Documentation to verify licensure (MOF registration certificate, etc.)

2. COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate file via email, labeled "Budget Proposal." The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed, transportation / accommodation will be at the service provider's expense. The proposed budget will include the cost of the needed equipment for every facility, the installation supervision and training. The labor cost related to the implementation and installation of the facility will be covered by LRI and doesn't need to be included in the submitted budget. Budgets should be submitted in US Dollars; please label your budget with the name of the currency. LRI reserves the right to request any additional information to support detailed cost and price.

3. REFERENCES

Please include **three client references and contact information**. References should have worked with your organization within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical and price proposals shall be separately sent via email. Each volume shall be clearly identified with the RFP number and the Offeror's name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP to:

Lebanon Reforestation Initiative	
Jdeideh, Pierre Amine Gemayel Street, Abi Habib Shaaya & Azar Building, 2 nd floor	
Attention:	Procurement Office
Email:	procurement@lri-lb.org

Faxed offers are not acceptable.

- All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

	Contractual	Technical
Name:	Procurement Office	
Email:	procurement@lri-lb.org	

- Lebanon Reforestation Initiative will not compensate Offerors for their preparation of responses to this RFP.

V. CRITERIA FOR EVALUATION

LRI will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

- Technical proposal - 40%
- Financial proposal - 30%
- Considerable background in waste management assessment and feasibility studies, development of waste management projects, designing and operating of composting facilities, tree trimming, yard waste and organic waste collection and disposal services - 20%
- Impactful CV/ references - 10%

The evaluation committee will review the technical proposal based upon the technical criteria listed above. 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. A contract will be offered to the responsible Service Provider whose proposal follows the RFP instructions and is judged to be the most advantageous to LRI.

VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at LRI as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred service provider will be chosen and formally notified. A formal contract will be negotiated with the selected service provider and, if endorsed, the Offeror will begin work on the project.

VII. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to LRI or its employees/agents, or if it is in the best interest of LRI.

B. MODIFICATION OF RFP REQUIREMENTS

LRI retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. LRI reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

LRI may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. LRI may reserve the right to waive any minor discrepancies in a proposal.

LRI reserves the right to issue an award based on the initial evaluation of proposals without discussion. LRI also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. PAYMENT TERMS:

- Non Registered suppliers will be subject to taxes deduction on payment settlement 7.5% for services and %2.25 for goods and supplies as per Lebanese MOF regulations.
- Payments will be issued within 15 to 30 days from date of invoice and deliverables acceptance
- Payments are processed by Check or Wire transfer
- Checks will be issued to the order of the beneficiary as stated in the invoice ONLY and stamped 1st Beneficiary
- Lost or misplaced checks by suppliers will not be replaced

F. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for **60 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 is awarded the contract, all information in the RFP and negotiation process is contractually binding.

G. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in *Lebanon*, (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management to perform the contract
- Satisfactory records of performance history, integrity and business ethics

H. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of LRI and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

VIII. ATTACHMENTS

Appendix A: Technical Proposal Submission Sheet

APPENDIX A. TECHNICAL PROPOSAL SUBMISSION SHEET

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	
RFP Title:	
Service Provider	
Service Provider Phone	
Service Provider Email	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is ____ days/weeks/months from the time and date of the submission deadline.