



LEBANON REFORESTATION INITIATIVE (LRI)

REQUEST FOR PROPOSAL

Event Planning Expert for the Fundraising Gala Dinner
(RFP20240005)

RFP Release Date:	March 5, 2024
Performance Period:	March 2024 – June 2024
Proposal Submission Deadline:	March 14, 2024
Question/ Inquiry Submission Deadline:	March 11, 2024

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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 on 18 June 2014.

On its 10th anniversary, LRI is planning to organize a Fundraising Gala dinner on June 20th in the evening at Tanit venue, Nahr el Kalb.

II. PURPOSE

LRI is hereby seeking the support of an event planner to help in preparing for and implementing the Fundraising Gala dinner, in a way that ensures the event success and maximizes its potential for fundraising.

A. SCOPE OF WORK

The event planner is expected to perform the following tasks:

- Support LRI procurement team in getting quotations for catering and participate in the caterer selection process.
- Outreach to and identify performances for the gala dinner, including music performances during welcome drinks, one performance at dinner time and the main performance for the evening.
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- Provide options for table decorations, including cost estimates. Agree on them with LRI's designer and management and then manage the actual set up. LRI will be in charge of procuring the agreed on decorations.
- Coordinate with LRI's identified expo participants to agree on the set up ahead of time and coordinate with them on the day of the event to ensure timely set up as per the agreed upon plan.
- Set the detailed schedule of the event, and coordinate with all performers during the event to ensure all goes according to schedule.
- Ensure coordination between Audio-visuals (screens, sounds, lights) providers and the performers to ensure smooth implementation. LRI will be in charge of procuring the Audio-visuals services.
- Meet weekly with LRI team to agree on details such as: the auction, return gifts, main messages, special touches of the evening.

- Support in advising on ticket prices, seating plan and price variation.
- Support in advising on additional fundraising ideas that could help maximize the fundraising potential of the event.

The scope of work takes in consideration the fact that:

- Light and sound are provided by the venue
- The MC is also provided by the venue
- LRI procurement team will be responsible of the agreed upon event's related purchases to ensure purchases and payments are done as per LRI's regulations
- LRI's finance team will lead on all payments and financial transactions
- All ideas will be agreed upon with the Gala management committee composed of LRI Director, LRI communication specialist, LRI designer and LRI procurement manager + the event planner
- LRI's designer will manage the photobooth, memory book and return gift designs and will implement any other designing work needed for the event.
- LRI will be responsible of implementing and producing any needed material for the event.

B. DELIVERABLES

The event planner is expected to submit the following deliverables:

- A detailed schedule of the event
- At least two quotations for catering
- List of performances (potential and final)
- List of potential sponsors
- Design options and price estimates for the table decoration implementation
- On the day coordination and follow up on the display and set-up

III. CONTRACT MECHANISM & TERMS OF PAYMENT

LRI anticipates issuing a *service agreement* to the Service provider, including a fixed fee and a success fee.

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 events
- b. Proposal submitted in response to this RFP showing the approach and methodology to address the above deliverables
- c. Documentation to verify licensure (MOF registration certificate, etc.)

2. COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate file, labeled "Budget Proposal." The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed.

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.

Payment Terms:

- All invoices should be stamped with a LBP 250 stamp as per MOF regulations.
- Non-Registered consultants will be subject to taxes deduction on payment settlement 7.5% for services as per Lebanese MOF regulations.
- Payments are processed via (a) wire transfer, or (b) telegraphic transfer to the beneficiary
- In case of telegraphic transfers, please provide us with the name of the person who will be collecting the funds, his phone number, photo of ID as well as preferred Bank Audi branch
- For cumulative payments up to USD 3,000, LRI can issue telegraphic transfers to suppliers with fees that the vendor approves to bare
- For amounts exceeding USD 3,000, payments will be processed via wire transfers to fresh accounts
- Wire transfers to external accounts in Bank Audi are free of charge as for transfers to any other bank, fees will be shared between both parties
- Payments will be issued within 15 to 30 days from date of invoice acceptance

3. REFERENCES

Please include three client references and contact information. References should have worked with you/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 identified as such and 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, Hekmeh Street, Sagesse Theater Building, 2nd floor	
Attention:	Procurement Office
Email:	procurement@lri-lb.org

Faxed offers are not acceptable.

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

3. 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 (methodology - Previous similar experience - Impactful CV/previous references) – 40%
- Proposed budget – 40%
- Schedule availability – 20%

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. 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.

F. 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

G. 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.