

Call for Proposal

(Ref: RFP-RMF-SHABAKE VRM2-01-2024)

Subject: **Civil or Electrical Engineer – Consultant/Consultancy firm in T5 area**

Deadline: **15/08/2024**

1. Project Title

“Fostering Unity through Accessible WASH Services in North Lebanon” Project

2. Project Partner/ Donor:

SOURCE OF THE FUNDING: [Agence française de développement] [Expertise France]

3. Introduction

Throughout 2024 – 2025, RMF through this 12-months project aims to alleviate the burden of the Syrian crisis, and the high influx of Syrian refugees on vulnerable host communities in North-Lebanon. RMF aims to identify, design, and implement 6 quick impact solarisation and sanitation projects in 6 villages in North-Lebanon. RMF will select community support projects focusing on WASH services, aiming to improve drinking water distribution and access (through installation of solar systems to assist in water pumping or water treatment), as well as aiming to improve access to sanitation (through rehabilitating wastewater collection networks).

4. Location of the Project

North Lebanon, T5

5. Purpose of the tender (Objective of the Consultancy)

The purpose of this restricted Tender is to solicit competitive offers for (**Consultant – Civil or Electrical Engineer services**).

The services required by the RMF are described in **Annex 1 – Terms of Reference (ToR)**.

RMF reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. RMF does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Tenders closing date.

- A. RMF reserves the right to select a shortlist of pre-selected bidders, based on the criteria announced in article **I. Consultant Qualifications** of the (TOR). Further discussions and competitive dialogue may then be conducted with the pre-selected bidders.

6. Scope of Works



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The main objective of the consultancy is to prepare designs, tenders, technical reports, bid analysis and supervise the implementation of the identified interventions.

7. Meetings

Any bidder seeking to arrange individual meetings with the RMF and/or the project partners and/or the Donor concerning this contract during the tender period will be excluded from the tender procedure immediately.

8. Eligibility, Participation, and subcontracting

- Participation in tendering is open on equal terms to any natural and legal persons or firm registered in the Order of Engineers in Lebanon
- No change whatsoever in the identity or composition of the bidder is permitted unless a written request has been submitted to RMF and the latter has given its prior approval in writing.
- Short-listed Suppliers are not allowed to form alliances with any other firms or to subcontract to each other for the purposes of this contract.
- Subcontracting is not permitted at any form of collaboration with firms that have not been short-listed at any condition that the bidder explicitly states that it is the sole party that will be contractually liable.

9. Language

Offers, all correspondence and documents related to the tender exchanged by the bidder and the RMF must be written in English.

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English.

For the purposes of interpretation of the tender, the version in English will prevail.

10. Offer Validity

Bidders are bound by their tenders for a period of a minimum of thirty (30) days after the deadline for submitting offers. In exceptional cases, before the period of validity expires, RMF may ask bidders to extend the period for a specific number of days, which may not exceed ten (10) days.

11. Submission of tenders

- Bid / Proposal submission

Bids/Proposals must include the requested documents in article 17. **Submission Part – Requested Document** and be sent by **email** to: bids@rmf.org.lb

When submitting bids via email:

- Do not send submissions to email addresses other than bids@rmf.org.lb
- The complete Bid/offer must be attached to the email, any text included in the body of the email will not be evaluated.

- The title (**subject line**) of the email should clearly indicate:
- The subject of the tender of the proponent: **Civil or Electrical Engineer - Consultant /Consultancy firm in North Lebanon**
- Reference Number: RFP-RMF-SHABAKE2-01-2024

If amending a bid submission, the title of the email should also include the word amendment.

A. Example: *Bid for tender #1234, Company ABC.*

B. Example: *Amendment to Bid for tender #1234, Company ABC.*

- Bidder should submit email bid submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an email submission exceeds the applicable maximum size (25MB), the bidder may make multiple submissions to reduce attachment file size to be within the maximum applicable size. Proponents should identify the order and number of emails making up the email bid submission (e.g. “email 1 of 3, email 2 of 3...”).
- For email bid submissions sent through multiple emails the RMF reserves the right to seek clarification or reject the submission if the RMF is unable to determine what documents constitute the complete submission.
- Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting bids by email are solely responsible for ensuring that any emails or attachments are not corrupted. RMF may reject bid submissions that are compressed, cannot be opened or contain viruses or malware or corrupted attachments.
- The bidder acknowledges that email transmissions may be unreliable. The bidder is solely responsible for ensuring that its complete email bid submission and all attachments have been received before the tender deadline. If the RMF's Electronic Mail System rejects an email bid submission for any reason, and the bidder does not resubmit its bid by the same or other permitted submission method before the tender deadline, the bidder will not be permitted to resubmit its bid after the tender deadline.
- Late offers will not be accepted and will be returned to the bidder or discarded. All offers will be irrevocable after the Call for Tenders closing date.

12. Currency of tenders

Bidders must present their financial offer in **USD – UNITED STATES DOLLARS**.

13. Costs for preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

14. Financial proposition:



The Financial Proposition must be submitted in a separate document from the technical proposal. The financial proposal shall be included in the following table:

TASKS	QUOTATION		
	Working Days	Rate	Total (USD)
Tender preparation, designs, DWGs, Site supervision, Submittals review (material submittals, calculations, shop drawings, as-built drawings, bid analysis report, etc.) and Reporting	9		
Total			

15. Ownership of tenders

RMF retains ownership of all tenders received under this tendering procedure. Consequently, bidders do not have the right to have their tenders returned to them.

16. Evaluation of tenders

Evaluation		Score Weight	Points Obtainable
1.	Eligibility and qualifications		
	Degree in Civil Engineering = 25 points;	16.67%	25
	Minimum of 7 years of relevant experience in the consultancy field. Minimum 7 years = 20 points; for 8 years and above =25	16.67%	25
	Proven experience in carrying out similar projects, Minimum 5 projects = 20 points; for 5 projects and above = 25 points	16.67%	25
	Previous knowledge/experience in North Lebanon= 25 points	16.67%	25
2.	Financial offer	33.32 %	50

Confidentiality

The entire evaluation procedure is confidential, subject to the RMF's legislation on access to documents. The evaluation committee's decisions are collective, and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the bidders nor to any party other than the RMF, the donors, the donor's Anti-Fraud Office and the European Court of Auditors.

17. Type of Contract



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The contract that will be concluded between the successful bidder and RMF is done according to RMF standard contract. In this contract, the successful bidder will be referred to as “the Consultant”.

18. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, RMF will notify bidders of the cancellation.

Cancellation may occur, for example, where:

- The tender procedure has been unsuccessful, namely where not qualitatively or financially worthwhile tender has been received or there has been no response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render normal performance of the project impossible.
- All technically compliant tenders exceed the financial resources available.
- There have been irregularities in the procedure, which these have prevented fair competition.

In no event shall RMF be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the RMF has been advised of the possibility of damages. The publication of a contract notice does not commit the RMF to implement the project announced.

19. Submission Part – Requested Document

The Bidder must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in this proposal. The proposal shall include, as a minimum:

Part A – Technical Proposal

- CV
- Registration Card in the Order of Engineer
- Financial offer
- Portfolio or List of similar projects implemented
- Reference letters

Part B – Financial Proposal

Failure to provide all the above may result in disqualification of the proposal.