



Request for Proposal

RFP#: **2409226**

Project:

**Invitation to Tender for Shelter Rehabilitation and
Adaptation for residential units for PwSN 28226**

Nusaned House, Sodeco, behind General Security, next to French embassy, Beirut, Lebanon

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Table of Contents

1 Introduction

- 1.1 Background
- 1.2 Overview
 - 1.2.1 The evaluation shall be based on
 - 1.2.2 The disqualification shall be based on

2 Required Documents

3 Requirements Process

- 3.1 Participation to Request for Proposal
- 3.2 Inquiries
- 3.3 Apology
- 3.4 RFP schedule
- 3.5 Pricing
- 3.6 Insurance
- 3.7 Performance Guarantee
- 3.8 PSEA training
- 3.9 Payment
- 4.0 Submission Date and Time
 - 4.1 Submission Address
 - 4.2 Confidentiality
 - 4.3 Insufficient Data
 - 4.4 Request for Proposal Award & Execution
 - 4.5 Validity



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- 4.6 Proposal Ownership
- 4.7 Costs
- 4.8 liquidated damages
- 4.9 Disclosure
- 5.0 Governing Laws

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1 Introduction

1.1 Background

Nusaned is a Lebanese humanitarian, community-based and volunteer organization that remains at equal distance from all religions and doesn't engage in any political activity. The organization began its journey in December 2019 just two months after the October uprising with a vision to empower the marginalized communities throughout Lebanon to live sustainably. We support communities based on a non-biased, egalitarian and value-based needs assessment process with the ultimate goal of these communities becoming self-sustaining. Our belief is that the power to create change comes from working collaboratively. We have a large network of international and local NGOs as well as like-minded organizations that we continuously partner with. Nusaned has created 3 main programs in line with its pledge: Roofs That Shield, Crops That Yield and Goods In Need to address the basic human rights of shelter, food security and vital necessities. Nusaned Annual Report 2020, 2021, and 2022, 2023 is available on the website www.nusaned.org

***Our vision** is to empower the marginalized Lebanese communities throughout Lebanon to live sustainably. **Our mission** is to support under-served Lebanese communities to become self-sustaining by offering access to food security, building shelter, and providing ongoing opportunities for productive economies. We do this through innovative and effective partnerships with communities as well as locally engaged international organizations and donors.*

1.2 Overview

Nusaned's Shelter Rehabilitation and Adaptation project is targeting a total of **50 households** in **Saida** and **Sahel Al Zahrani** Covering 33 Cadasters, to be executed over a period of three months within the project duration of seven months.



The project will be awarded to two or three contractors who are **willing to support local professionals, suppliers and subcontractors** and who pass the set requirements highlighted in this RFP.

1.2.1 Contractors who showed interest in participating in this bid and received a Bid Reference Number, must submit the following documents and meet the below requirements in order to be considered in the selection process:

- 1- Company portfolio.
- 2- Official registration, Ministry of Finance numbers, VAT registration and ID of the owners
- 3- **Must be located in Saida/Sahel El Zahrani district**, where the project is implemented.
- 4- Minimum 2 years of experience working with NGOs/INGOs.
- 5- Minimum 3 years of experience working in rehabilitation and adaptation of residential units for PWD.
- 5- Must share at least two recommendation letters from previous or current NGOs/INGOs.
- 7- Submit quotation/qualification and specification of materials and tools as per appendix C and D, including VAT, and at fair competitive prices.

1.2.2 Contractors will be immediately disqualified if:

- 1- The name or any logo or sign is written on the sealed envelope.
- 2- The contractor exceeds the RFP scheduled deadlines specified in **3.4 RFP schedule table**.
- 3- If they are not registered in the VAT.

Please print and complete the below appendixes (found at the bottom of this RFP):

- Appendix A: Bidder Information
- Appendix B: List of Projects
- Appendix C: General Bill of Quantities (attached)
- Appendix D: Sample BOQ per Unit (attached)



- Appendix E: Documents Checklist
- Appendix F: NDA (attached/to be sent with the Intent to Respond email)
- Appendix G: Bank Certificate

2 Required Documents

Each contractor must submit all proposal documents in English and in two separate envelopes as follows:

- ❖ One (1) separate envelope (labeled **FINANCIAL**) showing the **bidder reference number*** and the **bid reference**, and containing a **hard copy of the offer** with prices as well as Appendix C and D.
Note: All pages must be initialed and the final page must be signed and dated
- ❖ One (1) separate envelope (labeled **TECHNICAL**) showing the **bidder reference*** and the **bid reference**, and containing a **hard copy of the offer** without prices as well as any technical brochures and catalogs, etc.
This envelope should include Signed copies of all the **appendixes A, B, and E** in addition to **Letters of Recommendation** (at least 2) from previous or current clients, donors, or stakeholders, or other.
Moreover, **a signed copy of this RFP should be included.**
Note: All pages must be initialed and the final page must be signed and date
- ❖ Must share a CD/USB containing a soft copy in pdf and excel (where applicable) formats of all the above documents.

* **Bidders reference** number will be sent by Nusaned's Senior procurement officer once an Intent to respond to this bid is received.



3 Requirements Process

3.1 Participation to Request for Proposal

Contractors willing to submit their offers should confirm by sending an **Intent to Respond** + **signed NDA (appendix F)** by email and within 5 days of receiving the Request for Proposal.

To: **Manuella Saade**

Position: **Senior procurement officer**

Email: manuella.saade@nusaned.org

3.2 Inquiries

Inquiries related to specific parts of this Request for Proposal should be addressed to the senior Procurement Officer Manuella Saade (manuella.saade@nusaned.org). Deadline for sending inquiries is **within 10 days** of receiving the Request for Proposal (refer to 3.4 RFP schedule dates below). Replies to inquiries will be shared with all contractors who showed interest in participating in this bid.

3.3 Apology

In case you do not want to participate in this bid after receiving the bid reference number and submitting the required documents, you are kindly requested to respond by sending a written apology to manuella.saade@nusaned.org before **15-09-2024** indicating the reason and the bid reference number.



3.4 RFP Schedule

	DATE	TIME*
Advertisement	5-September-2024	
Deadline for request for any clarifications from Nusaned	15-September-2024	11:00AM
Last date on which clarifications are issued by Nusaned	22-September-2024	4:00PM
Deadline for submission of the hard copies at Nusaned office premises in Sodeco.	30-September-2024	10:00 AM
Tender opening session by Nusaned	1-October-2024	11:00AM
Notification of award to the successful tenderer/s	7-October-2024	12:00 PM
Signature of the contract	9-October-2024	11:00 PM

- All times are in the local time of Lebanon.
- Please note all dates are provisional dates and Nusaned reserves the right to modify this schedule. Any change will be communicated accordingly to all bidders who had presented their interest to bid.

3.5 PRICING

Please use Appendix C or D (Bill of Quantity and Price Forms) for submitting your financial offers. **Prices are to be quoted including VAT, and only in USD.**

3.6 Insurance

The awarded Contractor(s) shall be required to submit an Insurance Policy (at the award level) against any workers' compensation and All risk insurance/ Third Party Liability incurred as a result of their services/products during any implementation and/or integration with our current systems.



3.7 Performance Guarantee

The awarded Contractor(s) might be required to submit a Performance bond/bank letter of guarantee (at the award level) equal to 10% of the award value. As such, Contractors are required to consider the cost of providing that letter of guarantee.

3.8 PSEA training

The selected contractors and their staff will receive Protection from Sexual Exploitation and Abuse (PSEA) training to ensure Protection mainstreaming across this activity.

3.9 Payment

Payments will be released through Bank Telegraphic Transfers or money transfers in USD.

Terms of Payment will be the following:

- 25% of the total amount of the allocated units will be paid upon signature of the contract.
- 50% upon completion of work (and signing of Work Completion Certificates by beneficiaries, contractors, and Shelter Project Manager)
- 25% one month after completion.
- Direct bank and transfer fees related to the payment will be on Nusaned's account. However, any additional bank fees related to the contractor's account and based on his/her bank regulations shall be on the contractor's full responsibility.



4.0 Submission Date and Time

Offers must be submitted on or before: **30-09-2024**

In the event that Nusaned offices are officially closed on the date the proposals are due, the deadline for submission shall be automatically extended until the next business day.

4.1 Submission Address

Offers must be submitted to the following address:

Att. Houssam Itani, Facility Operator, 03/342465

Nusaned House, Fawaz Building

Behind General Security, Mohamad El Hout Street

Sodeco, Beirut, Lebanon, GPS:

https://maps.app.goo.gl/i3FXdHvXHnEhMLLz7?g_st=iw

Offers submitted by hand shall be enclosed in a sealed envelope clearly marked:

RFP Bid #: 2409226

Contractor Reference #: - - - -

Project: Invitation to Tender for Shelter Rehabilitation and Adaptation for residential units for PwSN 28226

Any other information indicated on the outside of the envelope (including the name of the contractor or company, ...) will be considered a breach of confidentiality leading to the disqualification of the bidder.



4.2 Confidentiality

All information included in this Request for Proposal is confidential and only for the recipient's knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party, including the Bid Reference Number (BRN) that will be shared by the senior procurement officer by email after the Deadline for Inquiries (Clarifications) scheduled date. Nusaned may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

4. Insufficient Data

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

4.4 Request for Proposal Award & Execution

Upon the selection of the successful bidders, the official contract form will be provided by Nusaned. However, Nusaned will not incur any liability to any bidders as a result of using its rights hereunder or any other right provided for by law.

Nusaned reserves the right to cancel the Request for Proposal in any case of breaching the mentioned application requirements in the overview section 1.2. In any disqualification case, Nusaned shall notify each contractor by email specifying the reason for the rejection.

4.5 Validity

Proposals submitted shall be valid for **6 months** from the date of submission.



4.6 Proposal Ownership

All materials submitted in response to this Request for Proposal shall become the property of Nusaned. Selection or rejection of a proposal does not affect such a right.

4.7 Costs

Nusaned will not be liable for any costs incurred by Contractors prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Contractors in responding to this Request for Proposal are entirely the responsibility of the Contractor, and shall not be reimbursed in any manner by Nusaned.

4.8 Liquidated Damages on late Deliveries

If the Contractor fails to supply the specified goods/services within the lead time stipulated by its proposal, or within a period specified by an order or a contract, Nusaned shall, without prejudice to other remedies under the purchase order or contract, deduct from the purchase order or contract price, as liquidated damages, a sum equivalent to \$500/day shall be paid for every day exceeding the limit set until actual delivery, to a maximum deduction of 10% of the contract value.

4.9 Disclosure

Contractor represents and certifies that:

- The offer has not been knowingly disclosed directly or indirectly to any competitor or Nusaned staff or other Contractor before the opening of proposals by Nusaned.



- The financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Contractors.
- No attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this Request for Proposal for the purpose of restricting competition.

5.0 Governing Laws

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this Request for Proposal. Any dispute arising out of this Request for Proposal shall be exclusively settled by the courts of Beirut, Lebanon.



APPENDIX A
BIDDER INFORMATION

Contact Information				
Contractor/Individual Name:				
Bidder Reference Number				
Email:				
Contractor Website:				
Primary Contact Name:				
Primary Contact Phone Number:				
Secondary Contact Name:				
Secondary Contact Phone Number:				
Professional information				
Main Team Member Name	Position/ role	Year of Birth	Order of engineers and architects “OEA” registration #	OEA registration Location
1				
2				
3				
4				
Company registration #, if applicable:				



Stamp (OEA or Company)			
Years of experience in adaptation and rehabilitation work:			
Previous experience with NGOs/INGOs:			
Main Subcontractors Name	Position/role	Year of Birth	Domain
1			
2			
3			
4			
Conflict of Interest			
Do you or any of your employees have an affiliation with any of Nusaned's staff or board members, or a member of their family? (Yes or NO)			
If yes, please identify the pertinent individual(s) and their relationship to you (or your employees).	Name	Affiliation	
		Date:	
		Signature:	



APPENDIX B
LIST OF PROJECTS

	Project Name	Area SQM	Type	Client	Location	Budget	Status (Executed or under execution)	Year
1								
2								
3								
4								
5								
6								
7								
8								
9								



APPENDIX E
DOCUMENTS CHECKLIST

	Document	Delivered (YES/NO)
1	RFP (Signed)	
2	APPENDIX A - BIDDER INFORMATION (Signed)	
3	APPENDIX B - LIST OF PROJECTS (Signed)	
4	APPENDIX C - GENERAL BOQ (Signed)	
5	APPENDIX D - SAMPLE BOQ (Signed)	
6	APPENDIX F - NDA (Signed)	
8	Appendix G: Bank details document	

Name:
Signature:

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APPENDIX G

BANK CERTIFICATE

Document to be copied by the BANK on its own Letterhead paper.

الوثيقة يتم نسخها على ورقة رأسية تحمل اسم المصرف

SOLVENCY CERTIFICATE

I undersigned(name).....

Acting in my quality of(position in bank).....

On behalf of Bank(bank Name).....

Having its registered address(bank address).....

And fully authorized to represent it,

Hereby certify that(Company name).....

Having its registered office in(Company address).....

And legally represented by(Company rep).....

Owens a company bank account in our bank agency.

I also certify that this company is solvent, that the company has not filed for bankruptcy and is not in a process of receivership or liquidation.

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