

**Subject:**      *Request For Proposal (RFP)*  
**RFP#:**        0074  
**Ref#:**         1375

**Date:** 28 November 2019

Caritas Lebanon invites qualified suppliers to make a firm proposal for the establishment of a Frame Agreement for the provision of a Vocational Training for vulnerable beneficiaries and to provide Furniture to Caritas' Social Enterprise in Tyre. (Complete TOR in Page 5)

Please note that figures and dates have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent any commitment from Caritas Lebanon. Therefore, item/service, quantities and dates may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Winning vendor(s) will be selected among those offering best quality, services and prices by accepting the following terms and conditions:

- Any inquiry should be made before the deadline for submission by phone 01/499767 or by email at [purchasing@Caritas.org.lb](mailto:purchasing@Caritas.org.lb)
- Offers should be submitted to the following address:

**Caritas Lebanon**

**Sin El-Fil – Dr. Youssef Hajjar Street - Caritas Lebanon Head Office – 6<sup>th</sup> floor**

- Bids should be in English and submitted in a **sealed envelope** labeled with the RFP# & Reference#.
- Deadline for submission: **11 December 2019 at 11:00 AM**
- Late submissions will not be considered.
- All Annexes in the RFP should be properly filled, signed and stamped
- The bid may be cancelled in case the offers were not found compliant with the bid's requirements.

**Please note that Bid submissions are not to be sent to the email address mentioned above.**

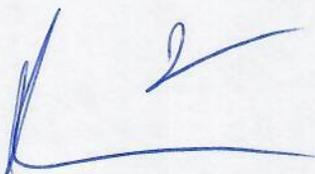
Your offer shall comprise one technical offer and one financial offer, both offers must be sealed in two separate envelopes which then should be sealed in a third envelope. Offers not following this requirement should be disqualified.

Bidders who provide evidence of the minimum eligibility criteria will be initially assessed based on the technical proposal (see technical evaluation criteria). The passing score for the technical evaluation is 25 out of 40 points. Financial offers will only be considered for the companies having passed the technical passing score. The company with the lowest financial offer will be granted the maximum 60 out of 60 points. The other financial offers will be scored on a proportional percentage basis, and will be evaluated on a total score of 60 points in the financial evaluation. The company with the highest score between financial and technical evaluation will be considered for the award of contract.

**RFP DOCUMENTS:**

- A. *Terms and Requirements*
- B. *Technical offer content*
- C. *Terms of Reference*
- D. *Bid Evaluation Criteria*
- E. *RFP Receipt Form (Must be filled and resent by email to [purchasing@Caritas.org.lb](mailto:purchasing@Caritas.org.lb) or your offer will be disqualified)*

**Bruno Atieh**  
Director of Programs & Operations





<b>Company:</b>		<b>Contact person:</b>	
<b>Stamp:</b>		<b>E-Mail:</b>	
<b>Address:</b>		<b>Contact Tel No:</b>	
<b>Date:</b>		<b>Contact Fax No:</b>	

**A. Terms and Requirements:**

**I. Offer instructions and terms:**

- Bidders are requested to provide offers on official letterhead (if available). Offers must show unit prices, extensions, and total prices. Offers must be all inclusive.
- All quotations must be provided in **LBP**.
- Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Caritas Lebanon may conduct negotiations with and/or request clarifications concerning technical offers from any bidder prior to award.
- Vendors doing business with Caritas Lebanon will be screened on anti-corruption due diligence before Caritas Lebanon confirms an order or contract. Caritas Lebanon will verify if the offers are eligible to UN, USAID and EU projects by vetting the bidders.
- This is a request for Proposals only and in no way obligates Caritas Lebanon to award any contract, nor does it commit Caritas Lebanon to pay for costs incurred in the preparation and submission of an offer. This solicitation is subject to Caritas Lebanon standard Terms & Conditions.

**II. Offer Validity:**

Offers made shall remain valid for 60 (Sixty days) from the last date specified for receipt of offers. If the bidders are unable to keep their offers valid for 60 days, they should specifically state the period for which their offers are valid. Offers for a shorter period may be deemed unresponsive and disqualified. Bidders may further note that in the absence of any validity indication, it will be assumed that their offer will remain valid for a period of 60 days.

**III. Payment Terms:**

Payment terms will be determined within the resulting Service Contract of this Request for Proposal (RFP).



#### **IV. Resulting Contract:**

Following the submission of the proposal, a selection will be made on the best offer provided and accordingly a **Fixed Price Contract** shall be issued to the selected supplier. A fixed price contract means that no additional sums will be payable for any escalation in the cost of the services or because of the supplier's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required. Caritas Lebanon will not adjust the contract price due to fluctuations in currency exchange rates. Caritas Lebanon will only make changes in the contract price or time to complete due to changes made by Caritas Lebanon in the work to be performed, or by delays caused by Caritas Lebanon.

#### **V. Caritas Lebanon Conditions:**

Sealed proposals received prior to the stated closing time and date will be kept unopened. The responsible officers will open technical proposals when the specified time has arrived and no proposal received thereafter will be considered. Caritas Lebanon will accept no responsibility for the premature opening of a proposal not properly addressed or identified. Any delays encountered in the mail delivery will be at the risk of the Proposer.

Offers delivered at a different address or in a different form than prescribed in this RFP, or which do not respect the required confidentiality, or received after the designated time and date, will be rejected.

All references to descriptive services should be included in the appropriate response paragraph, though the service/documents themselves may be provided as annexes to the proposal/response.

The bidder must also provide sufficient information in the proposal to address each area of the Evaluation Criteria as presented in this document to allow the evaluation team to make a fair assessment of the candidates and their proposal.

#### **VI. Ethical and Business conduct requirements:**

Caritas Lebanon does not tolerate fraud, collusion among bidders, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities. Employees and agents of Caritas Lebanon are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business.

##### Bidders responding to this RFP must:

- Disclose any close, familial, or financial relationships with Caritas Lebanon staff. For example, if a bidder's cousin is employed by Caritas Lebanon the bidder must state this.
- Disclose any family or financial relationship with other bidder submitting proposals. For example, if the bidder's father owns a company that is submitting another proposal, the bidder must state this.

##### By submitting an offer in response to this RFP, bidders certify the following:

- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Caritas Lebanon's prohibitions against fraud, bribery and kickbacks.

**B. Technical Offer Content:**

Technical offers should not include pricing information. Failure to comply may risk disqualification. The technical offer should include the following documents:

**Administrative Documents to be presented:**

- Commercial Registration Certificate (إذاعة تجارية).
- Company is registered for VAT if applicable.
- Company's profile including past experience on similar projects.

**Technical Documents:**

**For the furniture supplies in B&B:**

- Site visit report
- Furniture plan which includes pictures of furniture supplies (design and style)
- Work plan with timeline

**For the vocational training program:**

- **Implementation on apprenticeship program in furniture sector**  
(Vocation training for upcycling furniture)
- **Training program for the vocational activity, which includes:**  
Detailed work plan – learning program – duration  
Training program schedule – number of sessions – number of days per week  
Objective – mission and goal of the program



### **C. Terms of Reference:**

**Project: PCA EA 23/2017 Year 3 – Caritas Lebanon**

**Subject: Vocational Training for vulnerable beneficiaries and furnish Caritas' Social Enterprise in Tyre**

#### **Goal of The Program:**

To contribute to the protection and stability of Syrian, Iraqi Refugees and vulnerable Lebanese.

#### **Context:**

The government of Lebanon estimate that the country hosts 1.5 million Syrians who have fled the conflict in Syria, along with 28,800 Palestinian refugees from Syria and pre-existing population of an estimated 180,000 Palestinian refugees in Lebanon living in 12 camps and 156 gatherings.

The conflict in Syria has significantly impacted Lebanon's social and economic growth, caused deepening poverty and humanitarian needs, and exacerbated pre-existing development constraints in the country.

Unemployment and high levels of informal labor were already a serious problem pre-crisis, with the World Bank suggesting that the Lebanese economy would need to create six times as many jobs just to absorb the regular market entrants.

The economic downturn has had a disproportionate effect on young people entering the workforce. Lebanon's youth unemployment rate is 37 per cent, compared with a 25 per cent national average.

#### **Social Enterprise: Rehabilitation and Establishment:**

As part of its long-term strategy of promoting social entrepreneurship in Lebanon, CL decided to start new livelihood activities that will create job opportunities while generating revenues to be reinvested in CL social programs. In the framework of these efforts, CL is planning to furnish a small scale Bed and Breakfast (B&B) and restaurant in Tyre. Through the PCA funding, the plan is to train vulnerable beneficiaries and furnish the B&B.

#### **Tyre Bed & Breakfast:**

PCA aims to launch vocational training programs due to the rising need of the refugee community to enhance their vocational skills due to the fact that they can only work in 3 sectors in Lebanon which are construction, agriculture and services that require vocational skills. Therefore, PCA will host VT programs such as upcycling furniture and carpentry to better equip the refugees when applying for jobs and to increase their economic resilience and improve their quality of life.

#### **Apprenticeship Program for The Vocational Training:**

Apprenticeship systems help prospective workers gain hands-on experience in their chosen fields. Employers often prefer workers with experience, and it is difficult to get experience without employment. Apprenticeships would bridge that gap. It helps potential employees to gain experience that is driven by the latest industrial advances.

An apprenticeship is a unique form of vocational education, combining on-the-job learning and school-based training, for specially defined competencies and work processes.

Within the vocation training program, it is very important to ensure health and safety issues are identified and addressed and maintain this role thorough the training program.

**D. Bid Evaluation Criteria:**

The evaluation will be conducted in two stages as follows:

**1. Technical Evaluation Stage:**

The technical offer will be evaluated using the following criteria and percentage distribution. Total percentage of the technical offer is 40% and distributed as follows:

#	Technical Requirements	Points
1	Site visit report	5
2	Proposed furniture and design	15
3	Work plan with timeline	5
4	Training program for the vocational activity	15
<b>Total Technical Score over 100</b>		<b>40</b>

**NOTE: The passing score for the technical evaluation is 25/40. Bidders who do not pass the technical evaluation will be disqualified.**

**2. Financial Evaluation Stage:**

The total percentage of the financial offer is 60% of the total Score. The maximum number of points (**60 points**) will be allotted to the lowest price offer. All other price offers will receive points in inverse proportion to the lowest price.

**NOTE: Bidders must divide, in their proposals, the total cost into cost per service.**

**Caritas Lebanon might choose some of these services based on the budget availability.**



*E. RFP Receipt Form #0074*

**Company name and address**

**Contact Person**

**Supplies Definition**

**Contact Telephone Number**

**Supplier's Email Address**

**Signature and Stamp of the Supplier**