

**Request for Proposal # BEY/2018/005****7 September 2018****Request for Proposal for Team Building activities service**

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

DRC Lebanon is currently delivering programming in protection, housing, infrastructure, basic assistance, livelihoods, and community development interventions. This myriad programming seeks to address the immediate needs of displaced populations and concurrently support vulnerable host populations. DRC has five offices spread throughout Lebanon in, Beirut, the Bekaa , Saida, Tripoli and Qobayat.

For further information about DRC, please refer to our website: [www.drc.dk](http://www.drc.dk)

**Objectives:**

DRC is planning to have a Team Building day for all its employees, on the 19<sup>th</sup> of October 2018.

The aim of the services requested is to facilitate and prepare team-building activities for **one full day**.

**Deliverables and Timeframe:**

- In coordination with the HR and Administration Manager, design recreational team building activities, in line with DRC's core competencies, for 200 employees
- Facilitate and assist in the setup of the agreed on activities in a one full day on the 19<sup>th</sup> of October 2018 (location to be determined), thus ensuring a high level of interaction among participants

**Requirements:**

At least 3 years of relevant experience, designing and facilitating team building activities

Fluent in English and Arabic

**Preferred:**

Experience in facilitating activities with NGOs

**Submission guidelines:**

Bidders should submit proposals (both technical and financial) as follows:

The **technical proposal** must include the following:

- Detailed company profile and detailed CVs for individuals
- Examples of previous relevant work
- Provide activities suggestions

*NB: You will find attached DRC's Core Competencies and Leadership concept to have a better understanding of our values.*

The **financial proposal** must specify the following:

A detailed financial proposal for the services requested in the deliverables, noting that the outing day cost of the consultant will be covered by DRC.

**Instructions for Submission of Bid**

There are two methods for submitting bids:

- **Hard Copy:** One original copy of your proposal in a sealed envelope clearly marked with **RFP#BEY/2018/003 and the bidder's name**. The sealed envelope must be deposited into the DRC Tender Box at the address below before the RFP Closing Date and Time.

*Paragon Building, 3rd Floor, Alfred Naccache Street, Achrafieh, Beirut, Lebanon*

It is the bidder's responsibility to ensure that the sealed envelope is deposited into the Tender Box.

- **By Email:** Email submissions will be accepted and must be sent to the following address: [Procurement.rfp@drclebanon.dk](mailto:Procurement.rfp@drclebanon.dk) quoting, RFP#BEY/2018/005, in the Subject line. RFPs must be received in the email inbox by the closing deadline.

The closing date for submission of proposals is **19 of September 2018 at 14:00 pm (local Lebanon time)**.

**Any bids received past the deadline will be disqualified.**

All related questions should only be addressed to: [Procurement.rfp@drclebanon.dk](mailto:Procurement.rfp@drclebanon.dk).

**Bid documents to be submitted:**

**Annex B: General Conditions of Contract for the Procurement of Services**

**Annex C: Supplier Profile Form & Code of Conduct**

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Bids submitted by mail or courier are done so at the bidder's risk and DRC takes no responsibility for the receipt of such bids.

All bids received in pencil will be disqualified.

**Validity of Offer**

Your bid must be valid for a minimum of 30 days from the date of the RFP closing date. Bids not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all suppliers of the outcome of their proposals as soon as possible after evaluation.

**Evaluation of Bids**

The criteria for awarding contracts resulting from this RFP will be based on the 'best value for money' principle. For the purpose of this RFP DRC defines 'best value for money' as:

*Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).*

All bids will undergo a Technical Evaluation where the specifications of the offered services will be evaluated against the specifications advised in this RFP (Annex A: Terms of Reference). Those bids that meet the specifications will be classed as 'Acceptable' and the bids progressed onto the 'Financial Evaluation'.

The Financial Evaluation will be based on the 'lowest acceptable bid' taking into consideration other factors such as warranty, quality, total cost of ownership, cost of on-going consumables, etc.

**Contract Award**

Under the 'best value for money' principle, DRC will award the contract(s) (under DRC General Conditions of Contract for the Procurement of Services) to the 'lowest responsive bid' except where other considerations are warranted. These other considerations can be – total cost of ownership; cost of on-going consumables; price vs warranty; quality vs price.

**RFP Enquires**

All enquires and questions should be addressed to: [procurement.rfp@drclebanon.dk](mailto:procurement.rfp@drclebanon.dk)

Under DRC's Anti-Corruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a bid if it determines that the bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the contract.

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Sincerely,

Procurement Department

September 2018