

Request for Proposal

DRC LEBANON

Boustany Building, 4th Floor
Facing BLC Bank, Adlieh-Beirut

February 2025

To (Supplier name): All Bidders

Request for Proposal:

Market system assessment in Lebanon.

Dear Sir/Madam:

Founded in 1956, the Danish Refugee Council (DRC) is a leading international NGO and one of the few with specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement-affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included into hosting societies; and works with civil society and responsible authorities to promote protection of rights and peaceful coexistence.

In Lebanon DRC has been delivering humanitarian programming in response to various humanitarian crises since 2004, working with Palestinian, Iraqi, and Syrian refugees, in addition to internally displaced Lebanese affected by armed conflicts, migrant domestic workers, vulnerable host Lebanese populations, in addition to those affected by the Beirut Port Explosion in 2020. DRC Lebanon's focus is to improve the living conditions of displacement-affected populations and contribute to the achievement of durable solutions.

The Danish Refugee Council based in Lebanon seeks proposals from a consultant to conduct a gender-sensitive market system assessment with the objective of comprehensively analyzing the current Market system; including the labour market dynamics in Akkar, Tripoli, Zahle, and Baalbek districts, focusing on identifying key challenges, opportunities, and potential interventions to support sustainable livelihoods and economic recovery for both Lebanese and Syrian refugee populations.

The purpose of this consultancy is to

- **Understand current Market dynamics:** In Akkar, Tripoli, Zahle and Baalbek districts, and analyze the functionality and accessibility of markets, including changes in supply chains and pricing mechanisms.
- **Identify opportunities for Economic Recovery:** Explore opportunities in key economic sectors for both employment and self-employment, that have potential for growth and are substantial sectors in the market. These sectors can support sustainable and decent livelihoods and local economic growth in the targeted areas especially for women refugees.
- **Analyze emerging governance and Market structures:** Assess how political developments in Lebanon and Syria likely to affect the economic growth and the beginning of new value chains in Lebanon, market rules and regulations, and potential opportunities for equitable development.

- **Inform DRC’s Economic Recovery Interventions:** Economic Recovery is a core sector for DRC that encompasses food security, decent livelihoods and financial inclusion. The market system assessment needs to inform project proposals in 2025 for various donors. Findings from this market assessment will be crucial in guiding the development of our future livelihoods proposals. Key insights, including the identification of promising economic sectors, critical skills gaps, and labor market priorities, will inform the focus and design of our upcoming livelihood programs.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, and address as appropriate
1	RFP published	11 th of February, 2025
2	Supplier Briefing/ Technical Meeting (Attendance is recommended but not mandatory)	17 th of February 2025, at 12:00 Beirut time VIA TEAMS
3	Closing date for clarifications	18 th of February, 2025 at 12:00 Beirut time
4	Closing date and time for receipt of Tenders	28 th of February, 2025 at 14:00 (Beirut time)
5	Tender Opening Location	DRC Office: Boustany Building 4 th floor facing BLC Bank, Adlieh, Beirut
6	Tender Opening Date and time	3 March 2025

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This RFP is launched to establish a Consultancy Agreement of services.
- DRC may choose to cancel the contract if deemed necessary.
- The expected duration of this service shall be 8 weeks, and the final delivery of the services shall not exceed four months starting end of March 2025.
- DRC may terminate the contract if the supplier fails to deliver services on time.
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources for the provision of the contracted services.

III. SELECTION AND AWARD CRITERIA

The selection and award criteria are unique to all tenders. The evaluation process consists of three stages:

- 1) Administrative,
- 2) Technical and,
- 3) Financial.

Each stage requires information and documents from the bidder that will determine whether the bidder will progress to next stage or not. Some examples of the documentation requirements are indicated below. However, the exact criteria for the different stages of evaluation will depend on the nature/type of tender.

The criteria for awarding contracts resulting from this Tender is based on ‘best value for money’. For all tenders 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, reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

For all bids deemed technically compliant as per the specification stipulated in **Annex C – Terms of Reference**–(TOR),

DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

The technical criteria for this RFP and their weighting in the technical evaluation are:

Insert all relevant evaluation criteria and their weighting in the technical evaluation. This section aims to increase transparency towards bidders by highlighting how the technical evaluation will be conducted. The criteria mentioned in the below table should directly relate to those in Annex A – DRC Bid Form. Insert the number of evaluation technical stage and their criteria (include or not interview).

Technical criteria #	Technical criteria	Points to be awarded (1-Lowest 10- Highest)	TOTAL weighting to be awarded
1	Bidder qualifications		40%
1.1	General experience of the consultant.	7	10%
1.2	Similar projects related to documentation of diaspora and private sector development – preferably in the Middle East.	10	20%
1.3	Relevant degree, certifications, and or equivalent work experience of consultant/team.	7	10%
2	Proposed services (documented by the technical proposal)		40%
2.1	Content of the proposal suitable for the requirements	7	20%
2.2	Methodology of the research and meeting the DRC timeline	10	20%
3	Interview		20%
3.1	Demonstrated technical capability to complete consultancy services	10	20%

Please note that bids shall respond to all criteria or their bid may be disqualified.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
	A	Invitation Letter including Tender and Contract Award Acknowledgement Certificate	Sign, stamp, and submit / Mandatory
1	A.1	Bid Form (Technical)	Complete ALL sections in full, sign, stamp, and submit
2	A.2	Bid Form (Financial)	Complete ALL sections in full, sign, stamp, and submit
3	B	Supplier Code of Conduct.	Complete ALL sections in full, sign, stamp, and submit / Mandatory
4	C	Terms of reference	Sign, stamp, and submit / Mandatory
5	D	Supplier Profile and Registration Form	Complete ALL sections in full, sign, stamp, and submit / Mandatory
6	E	General Conditions of Contract	Sign, stamp, and submit / Mandatory
7	Supplier to provide	Consultant background and CVs Consultancy firm portfolio At least 3 references	Submit / Mandatory

If any information required during the administrative evaluation is not provided by the bidders, DRC may choose to request bidders to supply this information within 48 hours of the tender opening. Please note that this is only applicable for documentation that does not alter the details in the bid, such as price information.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions to them. If a Bid does not technically comply with the RFP, it will be rejected.

The information requested in the technical evaluation stage are the essential criteria (deal-breakers) for bidders to meet. These requirements are non-negotiable. If a bidder fails to meet any of these criteria, the bidder should be rejected immediately and not advance to the financial evaluation stage.

The technical criteria requirements should be carefully stipulated in consultation with programs, as requesting too much technical information may eliminate potential bidders. Only essential technical requirements should be included in this stage.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

Any discrepancy between the unit price and the total price shall be re-computed by DRC, and the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the final price based on DRC's re-computation and correction of errors, its Bid will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by DRC after it has received the Proposal.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation (1 or 2 round(s) for shortlisted bidders)
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received before the closing date and time specified.

Beyond the DRC *RFP cover letter including the Tender and Contract Award acknowledgment certificate*, the following documents shall be contained with the bid:

- Annex A.1: **Technical Bid Form**
- Annex A.2: **Financial Bid Form**

- Annex B: Code of Conduct
- Annex C: ToR, signed and stamped
- Annex D: Supplier registration form signed and stamped
- Annex E: General Conditions of Contract, signed and stamped

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

Bids not submitted on Annex A, or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email, or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial bid form, Annex A.2
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation but excluding any pricing information.

Each part shall be placed in a **sealed** envelope, marked as follows:

RFP No.: **[BEY/2025/02]**
TECHNICAL BID
Bidder Name:

RFP No.: **[BEY/2025/02]**
FINANCIAL BID
Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed, and delivered to:

RFP No.: **[BEY/2025/02]**
**[Boustany Building 4th floor, Facing
BLC Bank-Adlieh, Beirut]**

B. Email submission

C. Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.lbn@drc.ngo

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
 - The financial bid shall only contain the financial bid form, Annex A.2
 - The technical bid shall contain all other documents required by the tender, but excluding all pricing information
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways; hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

VI. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

B. Currency

The currency of the Bid shall be in **USD**, No other currencies are acceptable.

C. Language

The Bid Form and all correspondence and documents related to this RFP shall be in **English**.

a.

D. Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules that are unnecessary for your offer. All documentation shall be written in **English** All Bids shall be signed by a duly authorized representative of the Bidder.

a.

E. Split Awards

DRC reserves the right to split awards.

F. Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFP (Annex B and Annex A1, A2) from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

VIII. AWARD OF CONTRACTS

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

IX.

X. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity

in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidential obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

XIII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favoritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regard to Anti-Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via www.drc.dk/where-we-work, or via DRC's Code of Conduct Reporting Mechanism: www.drc.dk/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism. Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.dk.

XIV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents, or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential, or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honored. If the selected Bidder withdraws its Bid, DRC shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, DRC shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

XVI. LATE BIDS

All Bids received after the RFP closure will be rejected.

XVII. OPENING OF THE RFP

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XVIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract or the Special Conditions of Contract, as applicable, are acceptable.

XIX. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders.

The RFP may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid 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 Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XX. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact the Supply Chain Department on the following email address, LBN-Procurement-RFP@drc.ngo

Only questions received via email will be answered.

All questions regarding this RFP must be submitted in writing to the above email address. On the subject line, please indicate the RFP number. **FINAL PROPOSALS MUST NOT BE SENT TO THE ABOVE EMAIL.**

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited by formal emails, or for open tenders published at: www.daleel-madani.org

Under DRC’s Anticorruption 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.

Yours sincerely
Supply Chain Departme

Tender and Contract Award Acknowledge Certificate

This attachment shall be signed and submitted with the Bid

1. In compliance with the RFP Instructions and General Conditions of Contract, we the undersigned, offer to furnish some or all the items quoted for, at the prices entered in the attached DRC Bid Form No. **BEY/25/02** delivered to the destination specified therein.
2. We accept the terms and conditions set forth in the RFP Letter and the following requirements have been noted and will be complied with where applicable:
 - a. We confirm that for any offer made where the delivery destination is not as requested in the RFP, DRC reserves the right to disregard the offer.
 - b. That conditional Bids cannot be accepted.
 - c. That the currency of the Bid should be in **USD**
 - d. DRC reserves the right, at its own discretion:
 - i. To award a contract for a lesser or greater quantity than the total quantity Bid for.
 - ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.
 - e. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract and acknowledgment copy. In case of urgency, successful Bidders(s) may also be notified by email.
 - f. We confirm that the validity of this offer is for **30 Days** calendar days from the date of the RFP closure.
 - g. We agree to the terms and conditions set forth in the DRC General Conditions of Contract (Annex E)
 - h. We certify that the below-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing any Contracts.

i. We agree to abide by the DRC Supplier Code of Conduct as attached as Annex B.

3. We note that DRC is not bound to proceed with this RFP and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

We agree to the above terms and conditions.

Submitted by:

Company Name

Place

Date

Title/Position

Print Name

Signature

A duly authorized company representative
Company Stamp