



DORCAS

INVITATION FOR TENDER / QUOTATIONS

Serial No: 002/6557/2020	CLOSING DATE FOR TENDERS / QUOTATIONS:	June 01, 2020
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Deadline for Offers: June 01, 2020

Description: Dorcas is seeking to get consultancy services, supervision and reporting for 4 PHC rehabilitation in Syria

Introduction and Background:

Dorcas Aid International is a Dutch, International NGO, registered with the Syrian ministry of foreign affairs and operational from Damascus. Dorcas works in the areas of protection, food assistance, livelihoods, education, and health. This time we will be working in Quneitra governorate, through this health project, Dorcas will strengthen the access of the vulnerable population to quality healthcare services provision in Quneitra. Dorcas will ensure that the four PHCs are adequately rehabilitated, supplemented with training and supervision, and provided with medical equipment, furniture, and community health interventions. Dorcas supports the health facilities so they are able to provide non-discriminatory and culturally appropriate free health services according to the MoH's guidance.

ETHICAL AND BUSINESS CONDUCT REQUIREMENTS:

Dorcas is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Dorcas does not tolerate fraud, collusion among offerors, 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 Dorcas 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. Employees and agents engaging in this conduct are subject to direct termination.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Dorcas staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.

- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror’s father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror 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 Dorcas prohibitions against fraud, bribery and kickbacks.

Please note: The winning bidder may not bid on the construction tender to be published for the rehabilitation of the 4 PHCs under a company under his or her ownership. In addition, if the winning bidder has a close relationship with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may also not bid on the construction tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from the construction tender and disqualified from participating in future Dorcas tenders

Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 2pm local Beirut time on May 26, 2020 by email to m.akel@dorcas.syria.org . Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification and the responses thereto—that Dorcas believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Dorcas will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Dorcas or any other entity should not be considered as an official response to any questions.

Quotations & Pricing

Quotations in response to this RFQ must be provided in closed envelopes, priced on a fixed-percentage and a fixed cost for each percentage, all-inclusive basis, including delivery and all other costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead;

In addition, offerors responding to this RFQ are requested to submit the following:

- submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card along with MOF registration if applicable.

Taxes and VAT: Projects are not exempt from cooperating country taxes, duties and VAT.

Eligibility: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government and have no relations with any political party ranked in the US blacklist. Dorcas will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

Selection Criteria and Awards: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following criteria. The relative importance of each individual criterion is indicated by the percentage of points below:

- *Cost:* The overall cost presented in the offer – 60%
- *Offeror's years of experiences* -20 %
- *Offeror's volume and type of project executed (medical if any)* 20%

Best-offer quotations are requested.

While preference will be given to offerors who can address the full technical requirements of this RFQ, Dorcas may issue a partial award or split the award among various suppliers, if in the best interest of the Dorcas Project.

Dorcas may cancel this RFQ at any time.

Consultant Job Description and Responsibilities

- The consultant should present a rehabilitation plan for four public health units located in Quneitra (Ein Al-Tena, Qarqas, Breiqa and Nabeaa Al-Fawar), set the standards and follow up on contractors work and progress. https://tabithalb-my.sharepoint.com/:f/g/personal/f_bejjani_tabithalb_org/Eku8g3xpnFhPteqd1cq8YF0B_cjbZalsXd9wSVA9JRnYeQ?e=e8nA3c (pictures and satellite view for each location)
- The volume of the rehabilitation work is around 400,000 USD and may last for 4 to 5 months.
- The consultant should submit the design plan in a period of three weeks maximum.
- The consultant should coordinate the design with owner representative in order to prepare specifications and bill of quantities.
- The consultant should be the client's representative; he should implement client's requirements in the preparation of the specifications, related drawings and BOQ.
- The consultant will support Dorcas' tendering process for the awarding of construction contracts for rehabilitating PHCs. This may include reviewing and evaluating offers and technical qualifications of bidders.
- The consultant must conduct bi-weekly meetings with Dorcas technical support team in Lebanon and submit a bi-weekly report on progress.

- The consultant must have one engineer on site at all times as well as engineers at office to supervise, coordinate the executed works and approve the shop drawings and the material's submittals as well as supervising the commissioning and testing of all the construction works, in order to deliver the final handover certificate.
- The consultant must provide a Certificate of completion co-signed by the contractor.
- The consultant is responsible to accept the work from the contractor and should authorize the percentage of work completed to release the payment.
- The consultant will be responsible of mission execution deadline (4 to 5 months max)
- The consultant must have an office in Lebanon and staff in Syria.
- The consultant will bear all their transportation and accommodation fees in Lebanon and Syria.

Offeror pricing format sheet:

- The Consultant needs to fill below pricing format for each service in Percentage (%) and cost currency (\$)

Consultant Pricing Format		
Description of services	Fees percentage	USD Cost
Design (drawings, BoQ's...)	%	
Coordination (conducting bi-weekly meetings with Dorcas team, work progress reports submission)	%	
Evaluation of Contractors' offers	%	
Supervision (implementation, work progress, duration...)	%	
Testing, commissioning and Handing over certificate	%	
Total:	%	

Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror. A soft copy of the quotation should be also sent by E-mail to p.dureau@lebanon.dorcas.org within 2 hours of submitting the hard copy.

To: Dorcas Relief & Development

Dorcas Office, Bauchrieh, Garden Gate Bldg. near Almaza 2nd floor

Beirut, Lebanon

Reference: RFQ No. 002

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation. Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Dorcas staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Dorcas’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

	All tenders/quotations must contain the following information against which a tick should be placed:	
1	The full name, address of the tendering company	<input type="checkbox"/>
2	Period of validity of quotation	<input type="checkbox"/>
3	Best price details including discounts	<input type="checkbox"/>
4	Full relevant services specification	<input type="checkbox"/>
5	Details of other NGOs/organizations supplied with the same services (organization email/phone, contact person, title...)	<input type="checkbox"/>
6	Details of any guarantees/warranties regarding quality of products	<input type="checkbox"/>
7	A company profile	<input type="checkbox"/>
8	Payment Terms	<input type="checkbox"/>
9	Valid commercial registration and Tax card	<input type="checkbox"/>
10	All documents submitted should be signed/stamped	<input type="checkbox"/>
11	List of projects executed in 2019/2020 with references (organization/company name, phone number, email address, contact person...)	<input type="checkbox"/>

Name	Signature	Date
Najla Chahda Country director –DORCAS		21-05-2020
Isabelle Feghali Deputy CD/ Program's Manager		21-05-2020

Supplier's / Vendor's Receipt		
Name	Signature and Stamp	Date
Name of Receiver		
Name of Company or Vendor		