

1. Introduction

Amel Association International (Amel) was created in 1979, in Lebanon. Amel works through 27 centers, 6 mobile medical units, 2 mobile education units and 1 protection unit since more than 4 decades in the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon.

Amel is offering accessible services for all in following fields: education, medical, psychosocial, professional training, rural development, child protection and human rights promotion.

2. Scope of Work

The purpose of this assignment is to seek a contracting Consultant, this includes the provision of consultancy and evaluation that will cover activities and results achieved under the five Outcomes of the on-going project that provide psycho-social support for elderly in Khiam and Mashghara areas as per below Terms of Reference (ToR) – Para# 6

3. RFQ submission

We would appreciate receiving your complete bids on or before **20/04/2021** strictly to procurement department via email: procurementdpt@amel.org.

4. Request for clarification

Only for clarifications, bidders are required to submit any request for clarification in respect of this RFQ by to Sahar Hijazi via email: ncd@amel.org. The deadline for receipt of question is **19/04/2021**

The questions from all the suppliers would be consolidated by Sahar Hijazi and answered collectively. To ensure that the same level of information is conveyed equally to all participating suppliers, response to a question raised by one supplier can be shared with all the other suppliers.

All communications within the context of the RFQ, other than commercial offer, should be strictly routed through Ms. Sahar Hijazi via email ncd@amel.org.

5. Commercial requirements

- Please provide your detailed Commercial and Technical offers along with your execution methodology.
- Currency: Please submit your offer in USD ONLY

6. Terms of reference (TOR)

Please refer to attached “Annex A” - TOR

7. Period of validity

Your quotations should be valid and binding for at least for 30 days from the date of submission of the RFQ.

8. Documents required

- Company profile, if applicable
- Company registration documents, if applicable
- If your firm is not register with Amel, you should complete, sign and submit the Vendor Pre-Qualification Form “Annex B”, if applicable
- Please find attached in “Annex C” Amel Suppliers Pact of Conduct. Offers that don't contain your acknowledgment of Amel Suppliers Pact of Conduct will result in disqualification of your offer.

9. Subcontracting

Under no circumstances is the service provider allowed to sub-contract any of the services quoted above without informing Amel, failure to abide by this results in immediate contract termination.

10. Confidentiality

All information shared by Amel including patient name, age, differential diagnosis and patient ID are confidential and shall not be shared with any external parties. Failure to respect patient privacy would result in immediate contract termination.

11. Terms of payment

Upon the receipt of an invoice including list of purchased supplies, description and prices, Amel would within 10 days pay the requested amounts after the validation by the finance officer and project coordinator.