



Cooperation Without Borders (CWB) for Tailored Development

REQUEST FOR PROPOSAL (RFP)

Subject: Procurement of fence for Qaa site
CWB-201807

RFP Issuance Date:	13/11/2019
Period of Performance:	30 Days
Inquiry Submission Deadline:	23/11/2019
Proposal Submission Deadline:	26/11/2019

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1. INTRODUCTION AND BACKGROUND

To Enhance resilience of fragile forest ecosystems & vulnerable communities in forest mountains area , SALMA will Assist a consortium of municipalities & partners to implement reforestation activities. This project intends to expand & climate proof the area under reforestation in the targeted regions in order to counteracts the biodiversity loss and soil erosion. CWB will do reforestation activities in the Area of Northeast Baalbek (Rass Baalbek-QAA)

2. PROJECT OVERVIEW

Smart Adaptation of forest Landscape in Mountains Area project (SALMA), is a three years project aiming at achieving climate resilience of vulnerable ecosystems and rural communities living in and partially depending on these ecosystems. On the socio-economic level, this project, by being community-based, tends to enhance the social and economic wellbeing of the local community in addition to creating a recreational site for local inhabitants to conduct open field and eco-touristic activities. The project aims at engaging local communities in the short-term design and implementation of the project as well as the long-term sustainability of the management and monitoring of the planted forests. CWB is funded by the Food and Agriculture Organization of the United Nations FAO to Implement all activities listed based on an agreement between FAO as funder and CWB as Service provider to plant 6500 forest trees in 10 Ha over the two sites in Rass Baalbek and Qaa Village.

The purpose of this RFP is to contract a service provider, having an extensive technical experience in the installation of barbed wires fence for Reforestation sites in Qaa village.

3. SCOPE OF SERVICES

3.1. Detailed Specifications

The service provider is required to provide a fence in Qaa. The service provider scope of work will fall under the following main pillars:

- 1) Procurement of needed material
- 2) Provision of labor
- 3) Implementing of barbed wired Fence.
- 4) Building a concrete Platform.

Appendix III details the specifications of barbed wired Fence.

3.2. Main Deliverables

- Procurement of material described in Appendix III
- Fencing the mentioned areas in Qaa reforestation site.
- Installing a concrete platform to sustain three Water tanks of 10000 Liters Each.

3.3. Essential Minimum Qualifications

Applicants/bidders submitting proposals must meet the following qualifications:

- i. present the minimum Legal requirement for a Lebanese citizen to sign an official contract
- ii. Have an extensive experience concrete & civil work.

CWB might require applicants/bidders to provide the following information/documents:

- Demonstration of adequate skills to perform the contract and adequate records of experience, integrity and business ethics

4. SUBMISSION REQUIREMENTS AND GUIDELINES

NB: CWB will not compensate applicants/bidders for preparing and submitting their proposals.

4.2. Proposal Requirements

Applicants/Bidders are expected to examine all the instructions and specifications described in this RFP and submit



all required documents accordingly. Responsive applicants/bidders must provide the following:

4.2.1. Technical Proposal

Applicants/bidders shall reveal technical experience and proficiency by providing the following:

- i. List of similar executed projects
- ii. Technical Proposal including capabilities statement demonstrating potentials, relevant skills and experiences

Technical proposal cover page shall follow the template provided in Appendix I.

4.2.2. Financial Proposal

Applicants/Bidders shall submit a proposed budget in a separate file entitled "Implementing of barbed wired Fence for tree planting RFP - Financial Proposal". The proposed budget should include all necessary details to permit evaluation of costs proposed. Budgets should be submitted in US Dollars and show VAT value when applicable. CWB reserves the right to inquire about any detail in the proposed budget and to demand any additional information to support detailed cost. The financial proposal cover page shall follow the template provided in Appendix II.

4.2.3. References

Three client references must be included with their contact information. References should have been worked with you within the past three years in the country or region and subject matter (if applicable) relevant to this RFP. Under this section, applicant/bidder should identify his/her relation to each reference and briefly describe the type of work that connected him/her with each reference.

Applicants should note that payments shall be collected after 30 days of service delivery.

4.3. Proposal Submission

The financial and technical proposals shall be presented in separate files, identified as such and submitted as hard copies in sealed envelopes. Each file must be clearly referenced with the RFP title and number (specified on the cover page of this RFP) in addition to the applicant/bidder's name.

All proposals must be submitted before the submission deadline (inclusive) specified on the cover page of this RFP. Proposals should be signed, and scanned copies should be submitted in a tender box at CWB office.

4.4. RFP Contact Person

Any requests or inquiries shall be directed to the point-of-contact identified below before the inquiry submission deadline which is mentioned on the cover page of this RFP. The RFP number must be included in all your emails. Inquiries shall be sent to:

[mailto:• info@cwblb.org](mailto:info@cwblb.org) and/or to Kchaib@cwblb.org

5. PROPOSAL EVALUATION CRITERIA

Applicants/bidders should clearly expose their expertise/service quality and should submit their most competitive price proposal. CWB will evaluate all submitted proposals, and the selection process will be based on a best-value determination. Proposals will be evaluated using the following criteria:

- Financial proposal: 80%
- Similar executed projects / References: 20%

A qualified evaluation committee will review and rate all submitted proposals. The technical criteria mentioned above will be considered by the evaluation committee in its review to the technical proposal. The committee will review the financial proposals to ensure they are complete and free of computational errors and to assess the rationality and cost-effectiveness of the budget; the committee will then determine whether the costs reflect a clear understanding of project requirements.

The following aspects will be considered in making the selection:

- Understanding the Required: This refers to the applicant's understanding of CWB needs that resulted in this RFP, of CWB's objectives in asking for the services, and of the scope of the work required.
- Service Provider Qualifications: This refers to the service quality, relevancy and proficiency of the service provider and to the ability of the applicant/bidder to meet the terms of the RFP.
- Professionalism of Personnel. This refers to the competence of the personnel who will be allocated to provide the service required.
- Soundness of Approach: This refers to the rationality of techniques followed by applicant/bidder.
- Value Added Services: This refers to the services that the applicant/bidder provides and their added value.
- Terms and Conditions: This refers to the ability of the applicant/bidder to accept the stated Terms and Conditions outlined.
- Cost: This refers to the soundness of the financial proposal submitted, and the rationality and cost-effectiveness of the proposed budget.



As a result of its keen extensive evaluation, the committee shall identify the applicant/bidder whose proposal follows the RFP requirements and is judged to be the most valuable to CWB. The selected applicant/bidder will be offered a contract.

6. TERMS AND CONDITIONS

6.1. Late Submissions

Applicants/bidders will be responsible to ensure that their proposals are received according to the guidelines specified in this RFP document. The submission deadline is specified on the cover page of the RFP. Proposals received after the submission deadline may fail to be considered. A late offer will be considered only if the reason behind its delay was attributable to CWB team members or if identified by CWB to be of its best interest.

6.2. Withdrawals of Proposals

Proposals may be withdrawn via email at any time before contract signature. Emails must be sent by the applicant/bidder to the contact person identified in Section 4.4.

6.3. Termination or Modification of RFP

CWB reserves the right to cease the RFP or amend any of its requirements upon informing the applicants/bidders.

6.4. Acceptance or Rejection of Proposal

This RFP is an invitation for proposals submission, and it describes all submission requirements. CWB retains the right to select any or none of the submitted proposals. As mentioned in section 4, applicants/bidders will not be compensated for costs incurred during the preparation and submission of their proposal.

Submitted proposals shall remain valid for approval for three months [90 days] starting from the submission



deadline of proposals. Once an applicant/bidder is awarded the contract, all details in the RFP and those resulting from negotiation process will be contractually binding.

CWB reserves the right of rejecting any proposal that: i) does not comply with the terms and conditions described in this RFP; ii) is incomplete, missing any of the required documents defined above; iii) lack signature of authorized signatory; and iv) is considered as insignificant or irrelevant to the scope of work or specifications required. CWB may reserve the right to waive any minor irregularities or errors in a proposal.

CWB reserves the right to enter into discussions with any responsive applicant/bidder concerning all or part of the proposed scope. CWB also reserves the right to decide on a service provider based on the initial evaluation of proposals without any further negotiations.

6.5. Contract Issuance

At the completion of the selection process, CWB will enter into negotiations with the selected basic partner. CWB anticipates issuing a contract to the service provider over a period of 15 days

6.6. Intellectual Property Rights

All tangible or intangible property (including all data and reports) assimilated or created under this contract will be the exclusive property of CWB.

7. ATTACHMENTS

Appendix I: Technical Proposal Submission Sheet

Appendix II: Financial Proposal Submission Sheet

Appendix III details the specifications of barbed wired Fence & Excavating holes for tree planting



APPENDIX I. TECHNICAL PROPOSAL SUBMISSION SHEET

(Applicant/Bidder should complete this form and submit it as the cover page of the technical proposal. Kindly note that signing in the signature block below authorizes your proposal and confirms your acceptance of the conditions and terms of this RFP. An incomplete form of this submission sheet or improper signature might result in the rejection of your proposal.)

Date of Technical Proposal: _____

RFP Title: _____

RFP Number: _____

Contact Details

Name of Applicant: _____

Phone number: _____

Email: _____

We, the undersigned, choose to submit this proposal to provide the services described in the Scope of Work, in agreement with the terms and conditions stated in the Request for Proposal referenced by the Cooperation without Borders. We certify our eligibility to the terms of references stated in the RFP.

Our proposal is binding upon us, and it is subject to later modifications resulting from contract negotiations in case we have been selected for the service provision described in the RFP. We acknowledge and accept CWB's right to examine and audit all records related to our proposal regardless of whether our proposal results in contract signature with CWB or not.

Our proposal is valid for ____ days/weeks/months from the date of the submission deadline.

Applicant Name _____

Signature _____



APPENDIX II. FINANCIAL PROPOSAL SUBMISSION SHEET

(Applicant/Bidder should complete this form and submit it as the cover page of the financial proposal. Kindly note that signing in the signature block below authorizes your proposal and confirms your acceptance of the conditions and terms of this RFP. An incomplete form of this submission sheet or improper signature might result in the rejection of your proposal.)

Date of Technical Proposal: _____

RFP Title: _____

RFP Number: _____

Contact Details

Name of Applicant: _____

Phone number: _____

Email: _____

We, the undersigned, choose to submit this proposal to provide the services described in the Scope of Work, in agreement with the terms and conditions stated in the Request for Proposal referenced to the Cooperation Without Borders. Our attached Financial Proposal is for the sum of

[Amount in words and figures with currency].

Our proposal is binding upon us, and it is subject to later modifications resulting from contract negotiations in case we have been selected for the service provision described in the RFP. We acknowledge and accept CWB's right to examine and audit all records related to our proposal regardless of whether our proposal results in contract signature with CWB or not.

Our proposal is valid for ____ days/weeks/months from the date of the submission deadline.

Applicant Name _____



Signature _____

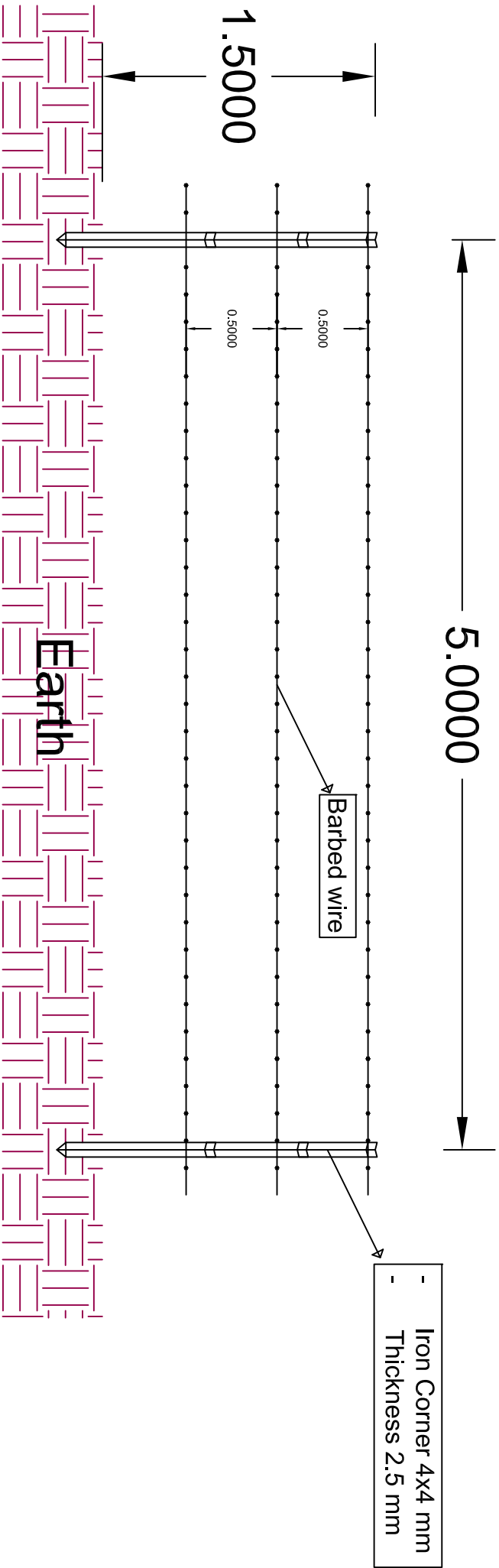
APPENDIX III. Specification of barbed wired Fence & holes for tree planting

1- Description of material needed

The work related to this bid includes the Implementing of barbed wired Fence & Concrete Platforms buildings in Qaa. Bidders are requested to add on the below listed specifications if they see deemed necessary to ensure a solid structure. Specifications are indicative to guide bidders in their proposal and help in evaluation.

Material used:

Item	Description (approximate dimensions)	Quantity	UNIT
Fence	3 layers Barbed wire(3mm) hanged on iron corner bar(4x4 1.5m length, thickens2.5mm) each 5meter (space between layers 50 cm)	1400	Linear meter
Concrete	Where areas are rocky , for fixing the iron corner		
Concrete Platform	4 x 10m ² reinforced concrete 15 cm with 12mm iron rod to hold 3 water tank 10000 liters each.	40	Square meter



The Cooperation Without Borders For Tailored Development
Technical Experience and Proficiency (الخبرة والكفاءة التقنية)
Table Filled by Bidders (الجدول تم تعبئته من قبل مقد الطلب)

List of References قائمة المراجع		
Name الأسم	Contact info معلومات للإتصال	Info on projects implemented معلومات عن المشاريع المنفذة
1-		
2-		
3-		
4-		
5-		
6-		
Signature الإمضاء		

The Cooperation Without Borders For Tailored Development

Technical Experience and Proficiency (الخبرة والكفاءة التقنية)

Table Filled by Bidders (الجدول تم تعبئته من قبل مقد الطلب)

List of Previous Projects لائحة المشاريع السابقة

Project Name إسم المشروع	Details التفاصيل	Client الزبون
1-		
2-		
3-		

4-		
5-		
6-		
Signature الإمضاء		
