# Introduction

Amel Association International (Amel) is a Lebanese and non-sectarian NGO created in 1979. Amel works through 30 centers, 6 mobile medical units, 2 mobile education units and 1 protection unit, and for more than 40 years has supported the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon. Amel offers accessible services for all in the following fields: food security, health, education, protection, child protection, gender-based violence, livelihood, promotion and protection of human rights, rural development.

# Scope of Work

In response to the cholera outbreak in Lebanon, Amel will be establishing rapid response teams (RRT) and risk communication and community engagement (RCCE) in the governorates of Bekaa and Baalbeck-Hermel to increase the awareness and promote better health prevention among the communities from all nationalities in addition to enhancing the capacity to respond to the outbreak through medical and logistical support.

The self-care consultant will work in close coordination with the project coordinator. He/she will provide collective support sessions to the project staff who are in touch with different vulnerable people’s experiences and who will be dealing with an increasing number of cases, usually accompanied with increased stress resulting from all the workload and issues affiliated with it. These sessions will support and empower these individuals to look after their own health efficiently and conveniently as detailed in the below Terms of Reference (ToR) – Para# 6

# RFQ submission

We would appreciate receiving your complete bids on or before 15/03/2023 strictly to procurement department via email: [procurementdpt@amel.org](mailto:procurementdpt@amel.org).

# Request for clarification

Only for clarifications, bidders are required to submit any request for clarification in respect of this RFQ by to Sophie Azizi via email: [collaboration@amel.org](mailto:collaboration@amel.org). The deadline for receipt of question is 14/03/2023

The questions from all the suppliers would be consolidated by Sophie Azizi 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 Mrs. Sophie Azizi via email: [collaboration@amel.org](mailto:collaboration@amel.org).

# Commercial requirements

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

# Terms of reference (TOR)

Please refer to attached “Annex A” - TOR

# Period of validity

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

# 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.

# 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.

# 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.

# 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.