# 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

Amel under its Makani program is looking for a **Physiotherapy, Speech therapy and Occupational therapy Centers in Beirut Area** to provide relevant Services. The scope of work includes, but is not limited to:

* Conducting full assessments for every child and submit an initial report.
* Submitting Practical tips and recommendations to apply in the classroom in order to help the teachers cope with the children’s difficulties.
* Developing personalized treatment plans based on assessment findings.
* Providing individual physiotherapy, speech therapy and psychomotor therapy sessions as required.
* Monitoring children's' progress and adjusting treatment plans accordingly.
* Providing education and support to children and their families/caregivers.
* Maintaining accurate records of treatments and progress reports.
* Delivering a report at the end of the therapy period for the sake of monitoring the child’s progress, assessing the efficacy of the therapy, and modifying the future goals.
* Adhering to relevant professional standards and guidelines.

# RFQ submission

We would appreciate receiving your complete bids on or before 23/03/2024 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 Denise Nemer via email: [denisejnemer.amel@gmail.com](mailto:denisejnemer.amel@gmail.com). The deadline for receipt of question is 20/03/2024.

The questions from all the suppliers would be consolidated by Denise Nemer 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.

# Commercial requirements

* Please provide your Pricing structure (stamped and signed), including rates for individual sessions, group sessions, and any additional services with Proposed approach to service delivery, including treatment methodologies and modalities
* Currency: Please submit your offer in USD ONLY

Please refer to:

# Terms of reference (TOR)

Please refer to attached - Annex A - TOR for Physiotherapy, Speech therapy and Occupational therapy Centers

# 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, including Demonstrated expertise and experience in providing physiotherapy, speech therapy and occupational therapy services
* Company registration documents, if applicable
* Details of staff qualifications and expertise, including relevant certifications and licenses
* If your firm is not register with Amel, you should complete, sign and submit the Vendor Pre-Qualification Form “Annex B”, if applicable
* Please Acknowledge the attached “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 services, description and prices, Amel would within 10 days pay the requested amounts after the validation by the finance officer and project coordinator.