# 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 healthcare program is looking for a Trainer for accreditation trainings to build the capacity of PHCCs staff. The trainer should be specialized in Accreditation of PHCC settings and be able to provide training on accreditation **as per attached “Appendix 1 – TOR”**.

# RFQ submission

We would appreciate receiving your complete bids on or before 05/04/2024 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 Mohamad El Zayed via email: [health@amel.org](mailto:health@amel.org). The deadline for receipt of question is 02/04/2024

The questions from all the suppliers would be consolidated by Mohamad El Zayed 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 Mr. Mohamad El Zayed via email: [Health@amel.org](mailto:Health@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:

1. Attached - Annex A - TOR for Accreditation Training

# 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 A”, if applicable
* Please Acknowledge the attached “Annex B” 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.
* Please Acknowledge the attached “Annex C” – Statement of Integrity.

# 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.