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| **From** | Lebanese Red Cross | **To:** |  |
| **Contact Person:** | Rim Fares | **Contact Person:** |  |
| **Address 1:** | Spears – Kontari – Facing Barbar | **Address 1:** |  |
| **Phone #:** | 00961 1 372802 | **Phone #:** |  |
| **E-mail:** | Rim.fares@redcross.org.lb | **E-mail:** |  |

The Lebanese Red Cross (LRC) hereby invites bids from reputed firms, consultant for the provision of the consultancy Services as detailed below in the financial Proposal.

**The submission deadline has been adjusted, moving from October 25, 2023, to October 30, 2023. This extension was prompted by the modifications made to the submission process, transitioning from the previous method of sending bids in sealed envelopes to the new requirement of sending them via email.**

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| **Request for Quotation Details:** | | | |
| **RFQ #:** | RFQ/SUPP0367 | **Currency of Bid (3-letter code):** | USD |
| **RFQ Issuing Date:** | October 6 2023 | **Bid Validity Period (days):** | 120 Days |
| **RFQ Closing Date:** | October 25 2023 *Extended until October 30, 2023* | **Required Delivery Date:** | As per the TOR |
| **RFQ Closing Time:** | 4:00 PM | **Goods/service Required Delivery Destination:** | HQ Spears |
| **Questions to the RFQ:** | [Rim.fares@redcross.org.lb](mailto:Rim.fares@redcross.org.lb) | **Required Delivery Period:** | 6 Months |

**Important Note:**

* All bids received in pencil will be disqualified
* LRC reserve the right to correct any miscalculation on the bid form
* Payment terms: Fresh to Fresh Transfer up to 45 days of receipt of invoice and items- VAT amount will be paid with Cheque LBP sayrafa rate – **Please submit your IBAN Official Document**
* Financial offer that shall be all inclusive (all costs to be incurred for completing the assignment, including travel, accommodation and living costs).

**Documents Listed Below Shall Be Submitted With Your Bid:**

|  |  |
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| **Technical Proposal** | The Technical proposal should include the following documents:   * Consultant/consultant Team CV’s * methodology that will be adopted as well as a * work plan with a clear timeline for the consultant to complete the service * recommendation letters   At least Two Proof of similar working experience with local or international NGO, Public or private sector shall be submitted.  Proof includes a copy of contract/purchase order signed or copy of Job Completion.  **Mandatory, Signed and Stamped** |
| **Administrative documents required Form registered Local or forgein company** | |
| Copy of company registration – (Ministry of Justice) | Mandatory |
| Copy of tax registration (Ministry of Finance ( | Mandatory |
| Copy of VAT registration (Ministry of Finance) | If registered |
| IBAN official Document | **Mandatory** |
| **Administrative documents required From individuals** | |
| Copy of ID or Passport | Mandatory |
| Copy of fiscal number registration or a 7.5% tax to be deducted as per Lebanese law. | Mandatory |
| Personal USD Valid IBAN | Mandatory |

N.B: all the foreigen company will be subject for a deduction 7.5 % of the total invoice

SUBMISSION DETAILS:

Please submit your offer via email to the following address: [rim.fares@redcross.org.lb](mailto:rim.fares@redcross.org.lb), and include the following inscription in the subject line: RFQ#: SUPP0367/23 –Procurement Consultant before the deadline October 30 ,2023 at 4:00 p.m

### SELECTION AND AWARD CRITERIA

The Consultant will be evaluated using a cumulative analysis method taking into consideration the combination of the applicants' qualifications and financial proposal.

The contract will be awarded to the Consultant whose offer has been evaluated and determined to be:

1. responsive/compliant/acceptable, and
2. Having received the ***highest score*** out of a pre-determined set of weighted technical and financial criteria related to the solicitation.
   * Technical Criteria weight- 70%
   * Financial Criteria weight- 30%

N.B: Prior to the Awarding Decision The selection committee will interview the bidder with the highest score to make sure that the bidder meets technical standards. If the bidder fails to meet the LRC scoring, the committee will revise the Technical evaluation score and restart the process with the next shortlisted bidder, and so on.

The awarded consultant will be asked to sign a Non-discloser agreement (NDA)

The evaluation team will review and evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and other documentation provided, using the evaluation criteria, sub-criteria, and point system outlined below:

### Technical Proposal Evaluation

The evaluation team will review and evaluate the Technical Proposals based on their responsiveness to the Terms of Reference and other documentation provided, using the evaluation criteria, sub-criteria, and point system outlined below:

|  |  |
| --- | --- |
| Technical evaluation Criterion (70%) | Max Obtainable points |
| **Criteria 1: Relevant professional experience** | |
| * At least ten (10) years’ work experience in procurement, supply chain, Logistics, operation and development. ***(10 Points)*** * At least Five 5 years' experience developing manuals, SOPs, and tools for local and international non-governmental organizations (NGOs).***(15 Points)*** * Good written and oral communication skills in English and Arabic ***(5 Points)*** | 30 Points |
| **Criteria 2: Proposed Methodology and Work Approach** | |
| * To what degree does the Offeror understand the ToR? ***(15 Points)*** * Relevance and clarity of the proposed methodology including the Collecting data tools **(35 Points)** | 50 Points |
| **Criteria 3: Relevant Education** | |
| Hold a University degree *(minimum Bachelor's)* in management or business or any other related field, Advanced degree and certificates will be considered as an asset. | 10 Points |
| **Criteria 4: Lead time delivery** | |
| The proposed timeline meet the LRC requirement | 10 Points |
| **Total Maximum Points for the technical evaluation Criterion 1,2,3** | **100 Point** |

N.B: The bidder will be considered technically qualified if its technical Proposal has obtained a minimum 80 of the maximum obtainable score of 100 points in the Technical Evaluation. (80/100)

## FINANCIAL EVALUATION: (30%)

Technical proposals that receive at least 80% of the Technical Maximum Points (80 out of 100 points) will be considered acceptable for financial proposal evaluation, any proposal less than that will be disqualified from proceeding to the next step.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

**ANNEX 3: Term Of reference (ToR)**

## Background/Context:

The Lebanese Red Cross (LRC) is a humanitarian organization established on July 9, 1945, as an independent national society. In 1946, it was recognized by the State as a public non-profit organization and as an auxiliary team to the medical service of the Lebanese Army. In 1947, the Lebanese Red Cross joined the International Red Cross and Red Crescent Movement and became a member of the International Federation of the Red Cross and Red Crescent Societies. Furthermore, it is a founding member of the Secretariat General of the Organization of the Arab Red Crescent and Red Cross Societies. The Lebanese Red Cross is led by volunteers, whose mission is to provide relief to victims of natural and human-made disasters, and help people prevent, prepare for, and respond to emergencies, and to mitigate the suffering of the most vulnerable.

The Lebanese Red Cross aims to improve the capacity and performance of its core mission by raising its standards from normal to international. LRC's main objective of this project is to develop an enhanced version of its current procurement policy and to assist the internal departments and the management in improving the capacity and performance of both the operations and programs that are implemented across the country.

## Purpose & Objectives:

The objective of this consultancy will be carried out according to LRC's mandates and by delivering a high-end service to the organization. This will be achieved through the implementation of specific objectives, which include:

1. Optimization of tools, processes, and purchasing guidelines of the LRC.
2. Ensuring the compliance of tools, processes, and purchasing guidelines with local legislation and the directives of the main back donors.

## Scope of Work:

* The consultant will design the procurement policy, the related tools, and other Standard Operating Procedures (SOPs) that will allow LRC to ensure compliance with higher procurement standards over a period of 6 months.
* The consultant is expected to work with the Senior Management Team (SMT), Focal points, Project Implementation Unit, and other stakeholders.
* The consultant is responsible for holding meetings/working sessions with the LRC stakeholders involved in various departments and branches, with senior management, and with the partners (Red Cross and Red Crescent Movement) to obtain a better understanding of the current workflows and identify gaps that need to be filled and reflecting them in the recommendations.
* Observation of the Procurement and purchasing activity within the LRC different Sectors to analyze purchasing guidelines, processes, and tools within the different sectors.
* Review of procurement documents in compliance with local regulations and key back donors' requirements.

## Deliverables and Timeline:

***Task #1: Observation & Data collection related to:***

* LRC purchasing guidelines, tools, and processes within the procurement department and other LRC departments
* The structuring and organization of work related to purchases within the procurement department and other departments of the LRC
* Coordination of the Procurement department with the other departments of the LRC (logistics, techniques, finance, sectors, etc.) and partners (PNS)
* Regulatory framework to be applied
* Compliance with the procurement guidelines from key back donors
* Indicative Timeline: 3 Months

***Task #2: Recommendations and elaboration of an action plan related to:***

* Optimization of the LRC's Procurement & purchasing guidelines, tools, and processes
* Optimization of the structuring and organization of the purchasing activity within the LRC
* Compliance of the LRC's purchasing guidelines, tools, and processes with local regulations and the directives of the main back donors
* Obtain LRC Board approval on the Proposed action Plan
* Indicative Timeline: 1 Month

***Task #3: Development and Update of LRC Procurement guidelines and tools:***

* Development and update of LRC Procurement guideline tools and Processes
* Indicative Timeline: 2 Months

## CONSULTANT QUALIFICATIONS:

* Hold a University degree (minimum Bachelor's) in management or business or any other related field, Advanced degree will be considered as an asset.
* Advanced degree and certification + a proven record of competencies in terms of supply chain + experience in procurement
* Proven Work in the Past (provide evidence) in establishing procurement departments, policy writing and SOPs, advisory role for the upper management.
* Editorial skills – as it deals with content management, analysis of existing documents and policies, editing of existing documents
* Experience in working with government agencies, NGOs or private sector
* More than 5 Years working experience in procurement Field
* Fluency in English language is mandatory; Arabic is additional
* Experience in the humanitarian sector is mandatory
* Knowledge of the environment of the main back donors such as Red Cross society, UN, EU, etc.

## PAYMENTS TERMS & SCHEDULE:

The payment will be made within thirty to forty-five (30-45) days from the date of meeting the following conditions: a) LRC's written acceptance of the quality of the outputs; and b) Receipt of an invoice from the Contractor

## Instalments as per the below table:

* Upon satisfactory completion of Task #1: 20%
* Upon satisfactory completion of Task #2: 40%
* Upon satisfactory completion of Task #3: 40%

## Consultancy Organization:

The consultant will work under the supervision of the procurement director and procurement committee, and will be expected to perform based on the agreed plan and deliverables.

## Role of the Consultant:

* The consultant is responsible to provide his/her technical expertise to produce the expected outputs.
* The consultant shall cover all the related costs during the assignment period (notably accommodation, food, transportation).
* The consultant shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point for the project.
* The consultant needs to maintain daily communication with LRC focal point as and when problems emerge during the consultancy period, especially if they affect the scope of the job.
* The consultant will make all relevant field visits within the country.

## Role of LRC Focal Person/Team:

* The focal point will provide overall quality assurance for this consultancy on behalf of LRC.
* The focal point will review deliverables per milestone and provide approval.
* The focal person will interact with the consultant to facilitate the assignment, facilitate the field mission, facilitate the review of each output, and ensure the timely generation of comments from stakeholders on each output.
* LRC will facilitate visa administrative process if needed.

## The Technical offer should include the following:

* Technical qualifications, Methodology, work plan & timeline
* Previous experiences
* Consultant/consultant team CVs
* References

Financial offer that shall be all-inclusive (all costs to be incurred for completing the assignment, including travel, accommodation, and living costs). The offer should be excluding taxes, and specify taxes applicable if any.

***Financial Proposal***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LRC TO COMPLETE** | | |  | **BIDDER TO COMPLETE** | | | |
| **Item #** | **Item /Milestone Required** | **UOM** | **QTY** | **UNIT PRICE (USD)**  Exclusive VAT 11% | **UNIT PRICE (USD)**  Inclusive VAT | **TOTAL PRICE (USD)**  Inclusive VAT | **Lead Time Delivery**  **(WD)** |
| **1** | Procurement Consultant | Lumpsum | 1 |  |  |  |  |
| **TOTAL AMOUNT IN USD (TTC)** | | | | | |  | |

The bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below. The information should be sufficient for evaluators to draw scores according to the below evaluation criteria.

The technical, and financial Evaluation will be done on the basis of the following, of best value for Money.

**Payment terms: Fresh to Fresh Transfer up to 45 days of receipt of invoice and items- VAT amount will be paid with Cheque LBP Sayrafa Rate – Please submit your IBAN Official Document**

***The following is important information regarding this RFQ:***

**Delivery Lead Time (from receipt of LRC Purchase Order):**

**Bid Validity Period:**  **\_\_\_\_\_\_\_\_\_\_\_ \_ (Calendar) days**

**Valid Untill: (Date)**

*I certify that I have read and understood the LRC General Conditions of Contract for the Procurement of Goods and the LRC Code of Ethics. I further certify that the above mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*

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## Annex 1: Supplier Registration Form

Please fill in this questionnaire in order to register.

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| 1. NAME OF COMPANY: |  |
| Mailing Address | Full address: |
| Country: |
| Contact Person (s) |  |
| Telephone No | Fax: |
| Email |  |
| Website |  |
| Owner(s) Name(s): |  |
|  |
| Nationality: |  |
| VAT Number |  |
| Date of Registration of VAT |  |
| 1. ORGANISATION REGISTRATION: | Year Established: Under the laws of: |
| 1. SIZE OF BUSINESS | No. of Employees: No. of Branches: |
| No. of International Offices: |
| Location of Factories: |
| No. of Plants: |
| No. of Warehouses |
| 1. AFFILIATED/HOLDING/ SUBSIDIARY COMPANIES: | Name Address Nature of Affiliation |
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