|  |  |  |  |
| --- | --- | --- | --- |
| **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 deadline for submitting the technical and financial offer for the quotation has been extended until November 10, 2023.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for Quotation Details:** | | | |
| **RFQ #:** | SUPP0614/23 | **Currency of Bid (3-letter code):** | USD |
| **RFQ Issuing Date:** | October 13 2023 | **Bid Validity Period (days):** | 120 Days |
| **RFQ Closing Date:** | November 2, 2023 extended until Nov 10, 23 | **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:**

|  |  |
| --- | --- |
| **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#: SUPP0614/23 –logistics Consultant before the deadline November 10 ,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 logistics with proven expertise in logistics management, including warehousing and fleet operations, with a focus on developing and implementing SOPs and proposals. ***(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 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.

**Term Of reference (ToR)**

**Introduction/Background:**

The Lebanese Red Cross (LRC) is an independent national humanitarian organization established on July 9, 1945. It was officially recognized by the State in 1946 as a public non-profit organization and as an auxiliary unit to the medical service of the Lebanese Army. The LRC joined the International Red Cross and Red Crescent Movement in 1947, becoming a member of the International Federation of the Red Cross and Red Crescent Societies. It also holds the distinction of being a founding member of the Secretariat General of the Organization of the Arab Red Crescent and Red Cross Societies.

At the core of LRC's operations are its dedicated volunteers, whose mission is to assist individuals affected by both natural and human-made disasters. They are committed to aiding people in preparing for, responding to, and recovering from emergencies, with a special focus on alleviating the suffering of the most vulnerable individuals and communities.

The LRC recognizes the need for professional support in improving the capacity and performance of its logistical operations, specifically in the areas of warehousing and fleet management system, with the goal of streamlining and centralizing processes, enhancing efficiency and developing a new centralized logistics proposal.

**Purpose and Objective:**

The objective of this consultancy is to provide expert assistance to the LRC Logistics Section in reviewing, validating and consolidating the existing logistics documents, section structure, and workflow, while also assisting in the development of comprehensive proposals related to the Warehousing and Fleet Management Systems.

The aim of this assignment is the development of a proposal for a new centralized logistics approach.

The consultant will work closely with the logistics section to analyze current practices, identify areas for improvement, and provide recommendations to expand efficiency and effectiveness.

**Scope of Work:**

The consultant will be responsible for the following:

* Conducting a thorough review of existing logistics guidelines, tools, documents, SOPs, manuals, organizational structure, and workflow.
* Identifying gaps and areas for enhancement within the current logistics processes.
* Collaborating with relevant personnel to gain insights into the current logistics operations and perspectives.
* Developing comprehensive recommendations for addressing identified gaps and enhancing overall logistics efficiency.
* Defining clear and actionable steps, along with resource requirements, for the implementation of recommended changes.
* Updating, refining, and consolidating logistics operations, SOPs, and manuals to align with industry best practices and proposed improvements.
* Designing a solid proposal for a new centralized logistics approach that integrates suggested enhancements and optimizes efficiency.

**Deliverables and Timeline:**

The consulting project will be conducted over a period of 6 months.

Within the first week of the engagement, the consultant should propose a comprehensive work plan with important dates and objectives.

The consultant is expected to deliver the following outcomes:

|  |  |  |  |
| --- | --- | --- | --- |
| Outcome | Task | Deliverables | Indicative Timeline |
| Review and Analysis/Gap Identification | -Review existing guidelines, tools, documents, SOPs, and manuals  - Analyze the current logistics structure and workflow  -Identify gaps, inefficiencies, and areas for improvement | -Preliminary document review summary  -Gap analysis report highlighting identified issues | 3 Months |
| Recommendation and Development | -Develop recommendations for process improvements, and organizational changes  -Define steps and resource allocation and present recommendations  -Develop detailed implementation plan | -Comprehensive recommendations report with actionable insights  -Implementation plan detailing tasks, resources and timeline | 2 Months |
| Centralization Strategy Proposal and Implementation | -Update and consolidate logistics operations, SOPs, and manuals based on proposed improvements  -Design a final proposal for a new centralized logistics approach incorporating all enhancements  -Present findings, recommendations and proposal | -Revised logistics operations, SOPs and manuals  -Finalized proposal for centralized logistics approach  -Presentation slides summarizing key points | 1 Months |

**Resources:**

The consultant will have access to all the necessary documentation as well as appropriate resources within the organization. The LRC will provide required materials and information to support the completion of the consultancy assignment.

**Required qualifications:**

* A bachelor's degree in a relevant field such as Supply Chain Management, Logistics, Business Administration, or a related discipline is required. A higher degree can be a plus.
* Proven experience and expertise in logistics management, particularly in warehousing and fleet operations, is essential.
* Experience working with NGOs, humanitarian organizations, or community-based projects
* Demonstrated ability to develop, validate and implement SOPs and proposals for logistical operations, preferable within similar organizations.
* Strong knowledge of logistics principles, including inventory management, storage techniques, distribution, transportation, and supply chain optimization.
* Proficiency in warehouse management systems (WMS) and inventory control processes.
* Expertise in managing a fleet of vehicles, including maintenance schedules, route optimization, fuel management, and compliance with relevant regulations.
* Excellent communication and facilitation skills to collaborate with the logistics section
* Strong analytical and problem-solving skills, with the ability to identify and address challenges effectively.
* Fluency in english language is mandatory; arabic is a plus
* Familiarity with relevant software and technology tools, including logistics software, data analysis tools, and Microsoft Office suite.

**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 invoice from the Contractor

Instalment as per the below table:

|  |  |
| --- | --- |
| **Task/Deliverables** | **Payment Amount %** |
| Upon satisfactory completion of Task # 1 | 20% |
| Upon satisfactory completion of Task # 2 | 40% |
| Upon satisfactory completion of Task # 3 | 40% |

The consultant will work under the supervision of Logistics director and Logistics 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, to facilitate the field mission, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output.
* LRC will facilitate visa administrative process if need be.

**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** | Logistics 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*

## 

## Annex 1: Supplier Registration Form

Please fill in this questionnaire in order to register.

|  |  |
| --- | --- |
| 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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