



From: Abaad – Resource Centre for Gender Equality,
Najjar building,
Boustani street
Furn Chebbak
Beirut
Date: 5 september 2022
No. of pages including this page: 04 Pages

REQUEST FOR QUOTATION

PR Reference number: PRN09052022-15 / Informal Skills Trainings

- Abaad is seeking a service provider to implement an informal skills training for beneficiaries as part of project titled "Responding to the GBV needs in Lebanon" in partnership with KVINFO and funded by the Norwegian Ministry of Foreign Affairs.
- Following your request to apply to the tendering process reference number "09052022-15" please find enclosed the tender bidding documents below.

We look forward to receiving your bid following the submission guidelines within this dossier.

Any questions related to this tender should be sent by email to mohamad.mansour@abaadmena.org by Friday September 9, 2022 before 12:00 pm.

Schedule:

Description	DATE	TIME*
Bid release	5 september 2022	12:00
Deadline for request for any clarifications	9 september 2022	12:00
Last date on which clarifications are issued	9 september 2022	15:00
Deadline for submission of tenders	19 september 2022	14:00
Tender opening	TBD	TBD
Notification of award to the successful tenderer	TBD	TBD
Signature of the contract	TBD	TBD

Submission guidelines:

Please submit your quotation in a sealed unmarked envelope having reference "PR-09052022-15". Your envelope should contain two folders:

- Folder 1: Technical
- Folder 2: Financial

The above should be delivered to Abaad offices in Furn Chebbak, Bustani street, Najjar building, ground floor – Finance department.

Deadline for submission of quotations is Monday 19 September 2022 by 14:00 promptly. Companies who do not submit their quotation by this deadline will not be considered.

Cost of bidding:

Abaad will not cover any cost endured by the bidder for submitting their bids.

Documents comprising the bid (compulsory requirements):

- RFQ including all pages (except for Annex 1:Pricing proposal) – filled and signed (technical folder)
- Company registration papers (technical folder)
- Company circular not older 24 months (technical folder)
- Registration in ministry of finance (MOF) / VAT registration if applicable (technical folder)
- Training provision schedule (attached below) - filled and signed (technical folder)
- Detailed proposal of the curriculum (for each training) - (technical folder)
- Content of the training course (for each training) - (technical folder)
- Trainers profile table along with CV of each (attached below) - filled and signed - (technical folder)
- Learning outcomes (for each training) - (technical folder)
- Company previous experience (attached below) - filled and signed - (technical folder)
- Annex 1: Pricing proposal - filled and signed (submitted in a separate folder marked financial)

Eligibility criteria:

- Compulsory bidding documents listed above in full
- Company must be registered in Lebanon

#	Item	Description	Unit	Quantity
1	Deliver upskilling trainings to ABAAD beneficiaries	Provide upskilling trainings to 96 beneficiaries in Tripoli and Baalback. Divided into 6 groups, 2 in Tripoli and 4 in Baalback, 6 cycles in 4 different occupations – 19 sessions each. In Tripoli we will have 2 groups, 1 is soap making and the other is the administrative assistant. In Baalback, we will have 3 groups of assistant chef and 1 group oh soap making.	Service	1

Conditions of quotation:

Payment will be made within 30 days of receipt of report, by bank transfer/cheque only.

All suppliers doing business with Abaad should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Abaad reserves the right to reject quotations provided by suppliers not meeting these standards.

Suppliers, and all parties constituting the Supplier, including employees and sub-contractors, shall not have a conflict of interest. All Suppliers found to have an undisclosed conflict of interest shall be disqualified. A Supplier may be considered to have a conflict of interest with one or more parties in this bidding process if they have a relationship with each other, directly or through common third parties that puts them in a position to have access to information about or influence on the bid of another Supplier, or influence the decisions of Abaad regarding the bidding process.

Suppliers processing personal data on an Abaad contract will be required to sign a data processing / sharing agreement as part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.

Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation and donor regulations require Abaad to screen suppliers against various international lists to ensure due diligence. Submission of the quotation constitutes acceptance of these screening practices.

Currencies of bid and payment

All prices shall be quoted by the Bidder in USD, unless otherwise stated. Similarly, all payments will be made in USD.

Payment shall be made via bank letter or bank transfer. (extra bank charges shall be covered by the supplier)

Bid Validity:

Bids are required to be valid for a period of 10 days or more from date of submission.

Bidder Information

Entity name

Address:

Contact person:

Telephone number:

Email:

Stamp:

Evaluation criteria

Technical Evaluation (pass/ fail):

A Technical Evaluation of all bids received will be conducted based on pass/fail in comparison to the below:

- Bidder submitted on time and according to submission guidelines
- Entity registered in Lebanon
- Entity registered in ministry of finance
- Timeline to start and complete of deliverables
- Previous Experience
- Location of the training
- Entity certifications

Financial Evaluation: Passing bids will be evaluated on least cost basis whereby the lowest financial offer will be awarded the bid.

**Abaad reserves the right to reject bids if they do not comply with internal policies and regulations*

**Incomplete quotations which do not comply with our conditions will not be considered.*

Annex 1: Pricing Proposal:

Kindly fill the table below

#	ITEM	Description	Unit	Qty	Unit Price in USD (excluding VAT)	Total Price in USD (excluding VAT)
1	Deliver upskilling trainings to ABAAD beneficiaries	Provide upskilling trainings to 96 beneficiaries in Tripoli and Baalback. Divided into 6 groups, 2 in Tripoli and 4 in Baalback, 6 cycles in 4 different occupations – 19 sessions each. In Tripoli we will have 2 groups, 1 is soap making and the other is the administrative assistant. In Baalback, we will have 3 groups of assistant chef and 1 group oh soap making.	Service	1		
		Total Price Excluding VAT (USD)				
		11% VAT (USD)				
		Total Including VAT (USD)				

**VAT expenses will be covered in LBP based on official governmental rate*

Please answer the below questions

- 1-** For how long is the offer Valid? ----- Days
- 2-** Do you accept Abaad payment terms within 30 days after completion? -----(Yes/No)

Bidder Representative Name:

Signature:

Stamp:

Date: