

**REQUEST FOR PROPOSAL (RFP)**

<b>RFP #:</b>	<b>FY20-087-LBN-001</b>
<b>Services Requested:</b>	<b>Proposals for professional supply of construction materials and homes repairs in Beirut, Lebanon</b>
<b>Contract Type:</b>	<b>Blanket Purchase Agreement (BPA) followed by subsequent Purchase Orders (PO)</b>
<b>Issuance Date:</b>	<b>September 14th, 2020</b>
<b>Deadline for Responses (Date of Receipt):</b>	<b>On a rolling basis until award (s) are executed</b>
<b>Last Receipt Date for Questions:</b>	<b>Immediately</b>
<b>Anticipated Award Date:</b>	<b>On or before September 30th 2020</b>

CONTENTS OF RFP : Cover Page  
Overview of Corus International  
Scope of Work  
Instructions to Bidder(s)

CONTACT : Corus International  
[procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org)

## REQUEST FOR PROPOSAL - RFP- FY20-087-LBN-001

### OVERVIEW OF CORUS INTERNATIONAL

#### ***WHO WERE ARE***

IMA is a global, faith-based nonprofit that helps developing communities overcome their public health challenges. Founded in 1960 as Interchurch Medical Assistance, today's IMA works alongside governments, non-governmental organizations, faith-based and secular agencies to bring the best in science and public health programming to some of the world's most challenging environments. With offices in six countries and more than \$100 million in annual revenue, IMA is a vibrant, growing agency working to achieve health, healing and well-being for all.

IMA offers sustainable and efficient solutions to health-related problems that are far too common in the developing world. IMA believes all people are children of God and thus deserve to lead healthy and productive lives. The founding members of IMA World Health, Protestant Churches and church-based organizations chose to be intentionally ecumenical to provide health services and to build healthy communities around the world. We can do more together than alone; that spirit of joint action remains foundational to IMA today.

IMA World Health and Lutheran World Relief combined in 2020 to create Corus International. Corus International is the parent organization of Lutheran World Relief and IMA World Health, two brands that operate as a single organization.

## SCOPE OF WORK

Corus International seeks a qualified firm or consultant to:

### **BACKGROUND**

**Project:** Under Returning Evacuees to Urban Residences Now (RETURN)

#### **I. Introduction**

Corus International is soliciting proposals from qualified professional vendors to repair minor interior damages to homes caused by the August 4, 2020 explosion. This will allow residents impacted by the event to remain in their homes.

#### **II. Geographic Location:**

<b>Area/Zone</b>	<b>Communities</b>
Port	Mar Mikhael, Rmeil, Bab Idris, Gemmayzeh, Nabaa, Beirut Central District, Majjidiyeh)
Achrafieh	Geitawi, Sassine, Mar Mittr, Hotel Dieu, Sagesse, Sursock
Daoura	Burj Hammoud, Daoura, Qarantina, Nahr el Mot, Sad el Bouchriye, Jdeide

#### **III. Description of Service**

Corus International has been awarded funds to renovate homes damaged by the August 4, 2020 explosion in Beirut, Lebanon. The works shall be done as per scope of work, specifications, and General contract conditions. This project requires an experienced contractor (s) that obtains the home repair required licenses and/or certifications for home repair. The Contractor (s) shall provide all labor, material tools, equipment, supervision and other related items required to complete the project as per scope of work and specifications. Contractors are advised to visit the site, verify the existing site conditions to develop their proposal.

The vendor (s) will repair minor damages to residential properties (apartments and homes). The contracting agency seeks between 3-5 partners with whom to serve over 700 residences in the city of Beirut. Each contractor will deliver repairs for up to 250 residences, which can include apartments, condominiums, and houses. The contract terms will specify the maximum number of households to be served by each contractor.

All repairs will be identified and costed by a separate crew of specialists, with Bills of Quantity produced for each location. Work will be conducted to make essential repairs to ensure livability of homes but will not address severe structural damage or cosmetic repairs that do not impact livability. Examples of rehabilitation will include, but not be limited to, window replacement; door replacement; and wall repair. Allowable materials for rehabilitation include:

- Glass Sheets
- Aluminum Door Frame
- Aluminum Window Frame
- Wood Door Frame
- Wood Window Frame
- Wood Door
- Metal Door
- Plastic Sheeting

Suppliers are expected to quote each item listed above on by **square meter (SQM)** for the necessary materials, equipment, installation and labor cost, and all other costs associated.

Bids must include the price, units, and dimensions (per square meter) of all items in the above list. The above list does not include any incidental materials, such as nails, screws, epoxy, or other materials required to install the above materials, all of which are allowable. The contractor and sub-contractors are expected to have all tools and equipment necessary to conduct the work included in the contract.

The identified contractors are responsible for the hiring of all sub-contractors to conduct rehabilitation work. Cost of labor is expected to be included in the proposed cost. The contractor is expected to perform due diligence in background checks for all sub-contractors to the satisfaction of Corus. To ensure the quality of background checks, the contractor may be required to follow the guidance of Corus in performing background checks.

The contractor is responsible for the disposal of any debris, trash, or other waste that result from the work conducted under the terms of the contract.

Work is expected to be completed within three (3) months of the signing of the contract.

Permits; Inspections. The contractor must possess all required permits, licenses and/or certifications at the time the proposal is submitted.

## INSTRUCTIONS TO BIDDERS

**RFP:** This RFP constitutes an invitation to prospective Bidder(s) (“Bidder”) to submit proposals (“Proposal”) for the services described herein. It consists of (1) Cover Page, (2) Overview, (3) Scope of Work (4) Instructions for Bidder(s).

An open period for submitting questions will begin on the issuance date of the RFP. All questions **MUST** be submitted immediately to the RFP contact email.

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to require documents requested, proposals can include additional items such, i.e., templates, brochures, media, etc.

The proposals are received by email to the RFP contact email on a rolling basis until award (s) are executed.

Prospective Bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. Corus will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when Corus at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Proposals must be valid for at least **sixty (90) days** from the Date of Receipt.

In evaluating the proposals, Corus will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

### ***TECHNICAL PROPOSAL EVALUATION:***

Quality of project approach, proposed strategy and required resources.

Technical Experience in Logistics and/or Procurement operations – Past experience, preferably experience in construction, and supply of quality materials

Qualifications- Business licenses, credentials, etc.

### ***FINANCIAL PROPOSAL EVALUATION:***

Rates for proposed approach to tasks in scope of work at Monthly flat rate for services rendered.

If at any time prior to award Corus deems there to be a need for a significant modification to the terms and conditions of this RFP, Corus will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

Corus may request additional information to clarify or substantiate information provided in the proposal or may request revisions to the proposed approach or personnel. After selection, Corus will negotiate the award cost with the selected bidder. A contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder's management capacity and financial capability and after references have been checked.

Corus is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

Corus shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

***Bidders should provide the following:***

- Evidence of Bidder's legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.
- Audited financial statements for the previous fiscal year.
- Wire Transfer Instructions, (IBAN, SWIFT, Account No.) or additional applicable banking Information:
- Past Performance references from three previous customers for supply of similar goods/services as included in this RFP. Contact details should be included.

Financial Proposal shall be stated in US Dollars.

All bidders should be registered in SAM and have a DUNS number. This information should be submitted to Corus as part of the proposal.

Prior to submission of any protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the contracting officer level through open and frank discussions.

The following procedures are established to resolve protests effectively:

(1) Protests shall be concise and logically presented to facilitate review by Corus. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.

(2) Protests shall include the following information:

(i) Name, address, and fax and telephone numbers of the protester.

(ii) Solicitation number.

(iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by Corus.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.

***TECHNICAL PROPOSAL OUTLINE***

The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section) and attachments.
--

**TECHNICAL PROPOSAL:**

Section 1: Cover Page	(limit of one page, use the provided form)
Section 2: Experience	(limit of two pages)
Section 3: Proposed Approach	(limit of eight pages)
Section 4: Management-Implementation	(limit of four pages)

***COST PROPOSAL OUTLINE***

**COST PROPOSAL:**

No Page Limits

Attachment A: Self-Certification Form

Attachment : Budget & Budget Narrative

**PROPOSAL COVER PAGE**

*[Use this form or create one in this format]*

<b>Name of Organization:</b>	<b>Primary Address:</b>
<b>Contact Name:</b> <i>(must be an individual with the authority to negotiate and enter into a contract)</i> <b>Title:</b>	<b>Telephone:</b> <b>Email (at least two):</b> <b>Website:</b>
<b>Type of Entity: (check one)</b> <input type="checkbox"/> Non Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)	<b>Year registered in &lt;INSERT&gt;:</b> <b>DUNS # &lt;INSERT&gt;: REMOVE IF NOT APPLICABLE</b> <b>SAM Registration Status: &lt;INSERT&gt;: REMOVE IF NOT APPLICABLE</b>

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A. SELF-CERTIFICATION FORM**

**CHECK HERE  IF NON-US BUSINESS PROCEED TO ATTACHMENT B**

**CHECK HERE  IF PROCUREMENT IS ABOVE \$30,000 (USG Contracts) and \$25,000 (USG Cooperative Agreements) and complete questions 10 and 11.**

*The NAICS code for this procurement is 423110, and the size standard is 100 employees. For the purposes of this procurement, a small business is one that has 100 employees or less.*

**VENDOR NAME:** \_\_\_\_\_

1. Vendor  is or  is not a U.S. based small business? (If “no” – go to question 9, and answer question 9. If “yes” – continue with question 2.)
2. At least 51% of your company is owned by (or is more than 51% of the stock owned by) one or more veterans, AND are the management and daily operations controlled by one or more veterans?  YES  NO
3. At least 51% of your company is owned by (or is more than 51% of the stock owned by) one or more minority, AND are the management and daily operations controlled by one or more minority?  YES  NO
4. At least 51% of your company is owned by (or is more than 51% of the stock owned by) one or more service-disabled veterans, AND are the management and daily operations controlled by one or more service-disabled veterans?  YES  NO
5. At least 51% of your company is owned by (or is more than 51% of the stock owned by) one or more minority, AND are the management and daily operations controlled by one or more minority?  YES  NO
6. At least 51% of your company is owned by (or is more than 51% of the stock owned by) one or more women, AND are the management and daily operations controlled by one or more women?  YES  NO
7. Is your company a SBA certified small, disadvantaged business?  YES  NO
8. Is your company a SBA certified HUBZone small business concern?  YES  NO
9. Are you, is your company, or any one of its principal officers presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency?  YES  NO
10. What is your company’s DUNS#: \_\_\_\_\_?
11. When does your SAM (System for Award Management) registration expire: \_\_\_\_\_?

**ATTACHMENT B. BUDGET and BUDGET NARRATIVE TEMPLATE**