

**Request for Proposal**  
**For contracting a supplier of Medical Assistive Devices**

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## Disclaimer

### Confidentiality and Ownership

This RFP, with its appendices, is both confidential and proprietary to Amel Association International, and AMEL reserves the right to recall the RFP in its entirety or in part. Suppliers cannot, and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of AMEL.

Suppliers may make this document available to those employees who have a need to know its contents in order to participate in the preparation of the response. However, Suppliers must first communicate the terms and conditions of this section to such employees.

Suppliers shall not include or reference this RFP in any publicity without prior written approval from AMEL. All responses to the Request for Proposal will become the property of AMEL and will not be returned.

Unless otherwise agreed in writing by AMEL, AMEL shall be entitled to retain and use information submitted by each supplier with regard to this RFP, including Proposal, regardless of whether such supplier is awarded the Project.

### Liabilities of AMEL

This RFP does not constitute an offer by AMEL, but an invitation for Supplier response. No contractual obligation whatsoever shall arise from the RFP process.

### Modification/Termination of the RFP

AMEL reserves the right, at its sole discretion, at any time to: (i) accept or decline any and all proposals from Suppliers without any explanation and whether or not such proposal(s) contains the most favorable fee or fully satisfies the express requirements; and (ii) terminate the proposed project or the supplier selection process without notice and/or explanation, without in either case incurring any liability to the suppliers and/or any other third parties.

### Proposal Expenses

All expenses for development of Proposal and participation in the RFP, including site visits, document preparation, communications, and demonstrations, are entirely the responsibility of the supplier and will not be chargeable to AMEL. The rejection of any or all Proposals, or the termination of the RFP at any time, shall not render AMEL liable for any reason.

*Reading of this document further consents acceptance of the terms and conditions presented in this document.*

## 1- Introduction

Amel Association International (Amel) was created in 1979, in Lebanon. Amel works through 25 centers, 6 mobile medical units, 2 mobile education units and 1 protection unit since more than 4 decades in the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon.

Amel is offering accessible services for all in following fields: education, medical, psychosocial, professional training, rural development, child protection and human rights promotion.

## 2- Scope of Work

The purpose of this assignment is to seek a contracting medical assistive devices suppliers, this includes the provision of assistive devices listed in “Appendix I” for a period of 1 year.

Amel wishes to receive proposals from companies with the ability to provide high quality items as per below table 3.2.

## 3- Instructions for Responding

### 3.1 Timelines

Following timelines are to be followed strictly, unless expressly revised in writing by Amel:

Sr.	Step	Deadline Date
1.	RFP Release to Suppliers	[18/05/2021]
2.	Last date for supplier to submit his intention to bid	[N/A]
3.	Submission of all queries on RFP	[27/05/2021]
4.	Amel response to Supplier queries	[28/05/2021]
5.	RFP closing date and time	[04/06/2021]
6.	Supplier presentation	[N/A]

### 3.2 Proposal Submission

All physical tenders shall be received in closed envelope by the “RFP closing date and time” and delivered / Inserted in Amel HQ tender box.

All response materials must be accurately labelled, answered in the order presented, and should include the section it addresses.

Supplier response to this RFP should cover the documents applicable for this requirement as follows:



Sr.	Document Name	Related File	Applicable for this requirement
1.	Appendix A - Authorization Letter	 Microsoft Word Template	<input checked="" type="checkbox"/>
2.	Appendix B - Supplier Contact Information	 Microsoft Word Template	<input checked="" type="checkbox"/>
3.	Appendix C - Supplier Company Profile	 Microsoft Word Template	<input checked="" type="checkbox"/>
4.	Appendix D - Supplier Capabilities and Experience	 Microsoft Word Template	<input checked="" type="checkbox"/>
5.	Appendix E - Conflict of Interest	 Microsoft Word Template	<input checked="" type="checkbox"/>
6.	Appendix F - Technical Requirements	 Microsoft Word Template	<input checked="" type="checkbox"/>
7.	Appendix G - Contract Requirements	 Microsoft Word Template	<input checked="" type="checkbox"/>
8.	Appendix H – General Conditions	 Microsoft Word Template	<input checked="" type="checkbox"/>
9.	Appendix I – Special Conditions	 Microsoft Word Template	<input checked="" type="checkbox"/>
10.	Appendix J - Commercial Requirements	 Microsoft Word Template	<input checked="" type="checkbox"/>

### 3.3 Technical Document

The technical document should include details of overall approach to the areas listed in the “Project Details” and “Scope of Work” along with specific solution on each of these areas, covering the conceptualization design and implementation stages. The technical document should clearly articulate the deliverables.

### 3.4 Commercial Document

The commercial document should contain the financial quote covering total price / fees / cost of undertaking the assignment inclusive of all expenses. The commercial document should indicate a price breakdown for each activity and a total Proposal for the overall project. The Commercial document shall be on a fixed price basis. No upward revision in the price would be considered.

In case of discrepancy in words and figures, the price quoted in figures will be taken as final.

#### 4- Queries on the RFP

Suppliers are encouraged to submit queries during the period reserved in the RFP timelines. All questions should be submitted through Procurement Department via email: [Procurementdpt@amel.org](mailto:Procurementdpt@amel.org).

The questions from all the suppliers would be consolidated by the Health Department 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 this RFP should be strictly routed through Procurement Department via email: [Procurementdpt@amel.org](mailto:Procurementdpt@amel.org)

**Any communication(s) with other departments or individuals within the context of this RFP outside the above process will result in immediate disqualification of the supplier.**

#### 5- Period of Validity; Contingencies; Changes

The prices quoted as well as all other material terms in received Proposal shall be valid and binding for a minimum of 45 days after proposal submission. Proposal shall not be made contingent upon uncertain events or activity that is not within the scope of the project. Any change made to the proposal by mutual agreement of the parties shall be documented in writing and signed or initialed by representatives of both parties.

#### 6- Contract Documentation

Information contained in this RFP and the basic terms of the proposal accepted by AMEL will be incorporated in definitive contract following final selection of a supplier. AMEL will only accept changes to its standard contract in exceptional circumstances. AMEL reserves the right in its sole discretion to accept or decline any requests for amendments to its contract. AMEL also reserves the right to withdraw the RFP or condition the award on additional or different terms proposed to be included in such contract and AMEL shall not incur any obligation to supplier except as provided in the contract. Notification of award of project or acceptance of proposal, in whole or in part, shall not restrict AMEL's discretion with regard to any terms of the definitive contract, shall not preclude AMEL from terminating the RFP or withdrawing project prior to execution of such contract, and shall not limit AMEL's right to consider and act upon additional information that may come to its attention from any source.

#### 7- Subcontracting

Any respondent using a subcontractor should clearly mention it within his proposal, and should specify the scope of the subcontractor.

## 8- Bank Guarantee / Performance Bond

AMEL may request the awarded supplier to provide a bank guarantee/performance bond if deemed required by the project team. The value of the Bank Guarantee/Performance bond will be decided after the completion of the evaluation process.

## 9- Lowest Proposal

AMEL shall be under no obligation to accept the lowest or any other offer received in response to this RFP and shall be entitled to reject any or all offers without assigning any reason whatsoever. AMEL may abort the entire process at any stage without thereby incurring any liability to the affected supplier(s) or any obligation to inform the affected supplier(s) of the grounds for bank's action.

## 10- Further Information

AMEL may request additional data, discussion or presentation in support of the RFP. Additionally, AMEL will, if required, correspond with the references provided by the supplier to check the supplier's credentials.

## 11- Late Submission

Suppliers are responsible for submitting their response prior to the RFP closing date and time. Any proposal received by AMEL later than the stipulated RFP closing date and time may be removed from further consideration by AMEL.

## 12- Evaluation

AMEL will evaluate the proposals based on the most suitable partnership. AMEL can exclude suppliers from the evaluation procedure based on the criteria as described in clause "Rejection Criteria".

### 12.1 Technical Document Evaluation

The technical document will be evaluated based on the following parameters:

Sr.	Rating Criteria
1.	Vendor Financial Liability of any proven losses due to Service failure
2.	Ability to response on emergency requirement & Urgent purchases
3.	Availability of all quoted items upon request
4.	Previous experience with Amel or other NGOs
5.	Submission of items catalogue
6.	Delivery Timeline
7.	Product Quality

8.	Warranty
9.	After sale support

## 12.2 Commercial Document Evaluation

The commercial documents of only those technically short listed suppliers will be entertained. Amel retains the right to finally negotiate the commercials with the shortlisted suppliers to arrive at a reasonable price before awarding the contract to the selected supplier.

## 12.3 Rejection Criteria

AMEL reserves the right to reject proposals according to the following:

- A. If the Supplier:
  - A.1. Exposed his commercial offer to any individual in a way that impacts directly / indirectly the supplier selection process, or if the supplier shared his commercial offer details with any individual other than the worker from the procurement department appointed by AMEL without prior consent.
  - A.2. Failed to submit all the requested documents as part of his proposal.
  - A.3. Denied representative(s) of AMEL access to its premises.
  - A.4. Is not prepared to provide AMEL representative(s) with all the documents which they deem appropriate for ascertaining the sound nature of any answers the supplier provided.
  - A.5. Endeavored to impose additional, unacceptable commercial conditions.
  - A.6. Failed to submit a Bank Guarantee / Performance Bond, if requested by AMEL.
- B. If the commercial document:
  - B.1. Offered pricing greatly exceed average offers.
  - B.2. Contradicted with the technical document in any manner.
  - B.3. Contained conditional offers.
  - B.4. Submitted with adjustable / variable price proposal.
- C. If there is a negative experience in connection with the quality and services provided to AMEL by the supplier.
- D. According to the “Modification / Termination of the RFP” clause in this document.

Only proposals that are drawn up in accordance with the specified procedure for submitting shall qualify for evaluation; AMEL reserves the right to deem all other proposals inadmissible.

## 13- Proposal Documents Outline

Supplier proposal should be structured as below and must contain the following sections with sufficient details:

### Supplier Profile Document

1. Appendix A - Authorization letter



2. Appendix B - Supplier contact information
3. Appendix C - Supplier company profile
4. Appendix D - Supplier Capabilities and Experience
5. Appendix E - Conflict of Interest
6. Appendix F - Technical Requirements

#### Technical Document

1. Executive Summary
2. Proposed Offerings
  - a. Scope of Work
    - i. List and details of deliverables
    - ii. Any known limitations with respect to current and projected future requirements
  - b. Scope of Services
  - c. Solution Prerequisites
    - i. Suggested
    - ii. Mandatory
  - d. Appendix G - Contract Requirements
  - e. Exclusions
7. Key Assumptions & Dependencies

#### Contract Document

1. Appendix H – General Conditions
2. Appendix I – Special Conditions
3. Appendix J - Commercial requirements