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**International Rescue Committee -LIBYA**

**Request for Proposal (RFP)**

**RFP/IRC-LY-AICS4/TRUCKS**

**heavy machinery vehicles, Libya**

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| **Planned Timetable** |
| **Issue Intent to bid advertisement** | *October 26 ,2022* |
| **Closing of public advertisement**  | November 26, 2022 |
| **Questions from Supplier due date** | *October 26 ,2022* |
| **Deadline for reply to Bidders’ Questions**  | November *22* , 2022 |
| **Deadline for submission of Bids** | November 26 , 2022 at 17:00 |
| **Evaluation of Proposals** | November 29 , 2022 |
| **HQ review and approvals** | December 15 , 2022 |
| **Communication to suppliers about the outcome results.** | January 3 , 2023 |
| **Contract start date** | January 15 , 2023 |

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##### INTRODUCTION

1. ***The International Rescue committee***

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The IRC has been operating in Libya (Tripoli and Misrata) delivering Healthcare and Protection programs for Libyan and Non-Libyan.

1. ***The Purpose of this Request for Proposal (RFP)***

It is the intent of this RFP to secure competitive proposals that will result in the selection of a vendor to provide IRC Libya with heavy machinery vehicles as per Annex.

All eligible Suppliers and Vendors that are qualify and are technically competent for the supply of the goods and services in Annex1 are invited to submit their proposals.

The winning bidder(s) will enter into a single contract for the project.

Bidders shall be domiciled or internationally and must have complied with all valid Government legal Documentation and adhere to Regulations to operate in Libya and a regular tax payer to offer such goods and services as specified in the tender and shall furnish copy of its valid operating license/certificate of registration valid for the fiscal year (2022 - 2023). The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

1. ***Cost of Bidding***

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

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##### THE BIDDING DOCUMENTS:

1. ***The Bidding Documents***

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of authorized suppliers or vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

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| *The Bidding documents comprise of the following documents, must be filled, signed and stamped:** *The Request for Proposal – RFP (applied to this document);*
* *vehicles specifications. (Annex 1A)*
* *Supplier Information Form & IRC Conflict of Interest and Supplier Code of Conduct form (Annex A3)*
* *Intent to Bid Form (Annex A3)*
 |

1. ***Clarification of Bidding Documents***

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the Ali.benhemaida@rescue.org and Safouane.kaddour@rescue.org The request for clarification must reach the purchaser not later than November 22, 2022 ( *from 10:00 to 15:00 daily only on working days from Sunday to Thursday.*). The Purchaser will respond by e-mail providing clarification on the bid documents on the (*from 10:00 to 15:00 daily only on working days from Sunday to Thursday.*). Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) will be communicated to all prospective Bidders, who had received the bidding documents.

##### III. PREPARATION OF BIDS:

1. ***Language of Bid***

The bid and all relative correspondence and documents exchanged between the bidders and the Purchaser shall be written in **English language** preferably**.** Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts and Government of (Libya).

1. ***Documents Comprising the Bid***

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

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| * *List of Vehicles with Specification (provided on each item) in USD or LYD. (Annex A1) -* ***Mandatory***
* *Valid Certificate of Business registration or Trading License in (Libya) -* ***Mandatory***
* *Profile of the company*
* *Tax payers’ documents in (Libya) -* ***Mandatory***
* *Bank details in USD or LYD -* ***Mandatory***
* *Supplier Information Form & IRC Conflict of Interest and Supplier Code of Conduct form (Annex A2)*
* *Intent to Bid Form (Annex A3)*
* *Cover letter explaining interest to be a contracted vendor or supplier*
* *Three (3) References from current or past clients (at least in the last one year)*
 |

1. ***Bid Prices & Price Changes***

For the purpose of selecting a supplier/vendor and executing the contract, the Bidder shall clearly indicate the unit price of the goods they want to supply. All unit prices shall be clearly indicated in the space provided in Annex1. The Bidder must sign and officially stamp the price schedule in USD or LYD.

During the validity period of the Master Purchase Contract, if there is a price change in the market the **supplier can express the change in writing for the Purchaser a month before implementing the change**. The Purchaser also responds for the request in writing within 15 days of receipt of notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the contract.

1. ***Bid Currencies***

All rates and amounts entered in the Bid Form and Price Schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **USD or LYD**

1. ***Document Establishing Good’s Eligibility and Conformity to Bidding Documents***

Pursuant to Clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods’ and services’ conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

* A detailed description of the goods’ essential technical and performance characteristics.
* A **clause-by-clause** commentary on the Purchaser’s Technical Specifications demonstrating the goods and services’ substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications, Quantity or Scope of Work are intended to be restrictive. However, the Bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser’s satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

1. ***Bid Security***

For the Purpose of This Tender, Bid Security or Bond is not applicable.

1. ***Period of Validity of Bids***

Bids shall remain valid **for 6 months** after the date of bid opening prescribed by the Purchaser, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

1. ***Format and Signing***

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

* A table containing bid offer: item description, unit price
* A detailed specification of the offered goods and services
* Warranty (if necessary and appropriate);
* Delivery time – After placement of Order
* Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for one year).

##### SUBMISSION OF BIDS

1. ***Submission and Marking of Bids:***

Bidder shall submit the Proposal electronically through email addressed to the Tender committee at Libya.Tender@rescue.org. at the latest date of ***November 26 , 2022 at 17:00*****prompt**. **NOTE: Bids submitted after the deadline will not be accepted.**

Offers submitted to IRC offices will not be considered.

For any questions related to this tender or to ask for Annex vehicles specifications, please send your inquiries to Ali.benhemaida@rescue.org and Safouane.kaddour@rescue.org

***Format***

The Bidder’s proposal shall comprise of technical proposal and financial proposal, in separate files

1. ***Modification and Withdrawal of Bids***

The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified after the deadline for submission of bids.

##### BID OPENING AND EVALUATION

1. ***Preliminary Examination***

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

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1. ***Evaluation and Comparison of Bids***

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

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| **EVALUATION CRITERIA** | **Description** | **Weight (%)** |
| **Delivery Time**  | Refers to Bidder providing the most advantageous delivery schedule. | 15% |
| **Payment terms**  | Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice | 15% |
| **Availability and Quality**  | Refers to availability and quality for immediate commencement of activities after being contracted or goods in stock demonstrated from a physical visit by IRC staff members/ committee. The short listed bidder shall provide sample for Inspection | 15% |
| **Past experience**  | Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the goods and services required, experience working with IRC and other INGOs. | 5% |
| **Financial proposal** | Offer as per Price list  | 50% |
| **Eligibility**  | Refers to Bidder’s ability to demonstrate that they have valid business registration, tax certificate/registration as required by local law. | Mandatory |
|  |  | **100%** |

1. ***Contacting the Purchaser***

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced. Only communication by e mail are accepted.

1. ***Notification of Award***

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Master Purchase Contract for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

##### CONTRACTING

1. ***Contract award and notification***

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Master Purchase Contract and perform its obligations satisfactorily.

1. ***Warranty***

The Supplier warrants that the goods to be supplied are new, unused, of the most recent or current models (products), and meet Purchaser’s specifications.

The warranty shall remain valid for 1 to 2 years after sale service is required in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Libya Law if any.

1. ***Inspection***

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser’s sole discretion.

1. ***Payment, Price Schedules and Location***

Vendors interested in the provision of Services to IRC Libya offices should NOTE that all categories apply to all IRC Offices.

List of Goods and Services for contract as per Annex 1 attached.

Payment will made through bank Transfer or in check based on PO amount, on satisfactory completion of delivery of services by the purchaser as per payment terms agreed and within 30 days of receipt of invoice in conjunction with Certificate of completion stage by stage.

1. **Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

**Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

**Ethical Operating Standards**

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, and IRC’s combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and (ii) report such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll–free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

**Annex A1**  **RFP – Heavy machinery trucks**

**Annex A2**  **Vendor Information Form**

**Annex A3**  **IRC Conflict of Interest and Supplier Code of Conduct form**

**Annex A4**  **Intent to Bid Form**

**Annex A5 Trucks specifications**

**Annex A1**

1. **General Terms:**
* Vehicle warranty for one year or 1000 working hours
* Delivery at place (DAP): Sabha
* All Vehicle Condition: New
* Offer must be valid for six months
* A catalog must be attached to each vehicle.
* The supplier will be responsible for the vehicle registration procedures in the name of the Sebha Municipal Council
1. **Vehicle specifications:**
* Garbage Truck
* Sewage Suction Truck (10,000 Litres)
* Dump truck 20 CBM
* Dump truck 16 CBM
* Tractor with high bed container trailer
* Weel loader

All spescification attached in the excel sheet

**Note: You can suggest another vehicle/truck if the required specifications are not available**