

SERVICE CONTRACT NOTICE

Development of Social Service Providers Registry

Lebanon

1. Reference

AID9371.10.10/SERV.8/11.20

2. Procedure

Simplified

3. Programme title

Strengthening the Lebanese Institutions and Support to the Most Vulnerable Groups (AID 9371)

4. Financing

The project is financed by the Italian Government through the Italian Agency for Development Cooperation (AICS), in accordance with the rules of decree (agreement between the Italian Republic represented by the Embassy of Italy and the Lebanese Republic represented by the Ministry of Social Affairs) No: 5294, dated October 28, 2010.

5. Contracting authority

Lebanon- Ministry of Social Affairs

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The Ministry of Social Affairs is the governmental entity in charge of coordinating the provision of social protection and assistance in Lebanon. Despite a mandate that includes planning for social policies, direct assistance, and social development, the ministry's budget represents a minimal share of the government's total budget, of which a significant portion is dedicated to the provision of specialized social development services and social care.

The 230 Social Development Centers (SDCs) are principal executive instruments to achieve the decentralized development strategy adopted by MOSA. They provide comprehensive services for the benefit and development of local communities. Besides, the social service providers of civil society play a prominent role in the provision of social services at the national and local levels. There are around 400 organizations that are funded by MoSA to provide a specific social service for different vulnerable groups. This pattern of social service providers lacks the coordination and sometimes the unified approach in tackling the social issues. Therefore, MoSA believes that it is essential to work towards creating coordination mechanisms among all concerned bodies to organize the national social

work and to promote a reliable referral system including different stakeholders (Social Development Centers versus Civil Society Organizations and vice versa) to expand and diversify the services provided and to manage the available resources efficiently and effectively.

Therefore, the Ministry of Social Affairs decided to document/organize the process of registering social service providers by building a central database through an information system. This process will come after elaborating national definition of social services and after the identification and categorization of the social service providers in line with the role of the Ministry of Social Affairs. That will be followed by mapping the service providers and build up a database that will be linked to the E-network of the Social Development Centers.

Accordingly, the ministry seeks the services of social development and civil society experts to develop the framework of social interventions and to structure the registry of the social service providers that will be hosted by MoSA based on a classification system in line with its role.

8. Number and titles of lots

One lot only

9. Maximum budget

The maximum total available budget is LBP 105,000,000 VAT excluded.

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed(see item 23 below). Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation(as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Subcontracting is not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

Starting from the contract signature.

15. Implementation period of the tasks

Six Months.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole, if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- The average annual turnover of the candidate must exceed 40,000,000 LBP for the last three years for which accounts have been closed.

2) Professional capacity of the tenderer(based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

- At least 3 staff must work for the tenderer.

3) Technical capacity of tenderer (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- the tenderer has provided similar services in this field under at least 3 contracts.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting

authority. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required. With regard to economic and financial criteria the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the instruction to tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B>, under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers. Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis

Decree no. 5294 dated 28.10.2010 (AID9371) (agreement between the Italian Republic

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represented by the Embassy of Italy and the Lebanese Republic represented by the Ministry of Social Affairs concerning the Strengthening the Lebanese Institutions and Support to the Most Vulnerable Groups Project).

24. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in Lebanese Pounds.

The opening hours of MoSA is from 8:00 AM to 3.30 PM.

مدیر عام وزارة الشؤون الإجتماعية
عبدالله أحمد القاضي

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