**The Foundation for Forgiveness and Reconciliation** is a UK registered charity operating in Lebanon under Generations With a Message, registered NGO #3026 - primarily in Saida and the surrounding areas - for the purpose of preventing violence and transforming conflict by providing education in peace and forgiveness. For more information about the work of FFR please visit [www.ffrlebanon.org](http://www.ffrlebanon.org)

**FFR is seeking to enter into an agreement with an Architect to take the lead on the design and architecture for the building of our brand new Centre of Peace in Southern Lebanon. This Architect will oversee the general management of the project from design through to construction and project completion.**

The purpose of this centre is to provide a base of operations for FFR’s work; providing education and training in peacebuilding to young people from diverse backgrounds locally and internationally in Southern Lebanon. The centre will support the physical and spiritual needs of local communities and contribute towards the wider aims of the organisation by:

* Providing a safe, secure and mutual environment for diverse communities and people of all religious backgrounds to come together.
* Building resilient relationships between individuals from these communities.
* Equipping and empowering youth with skills to restoratively transform conflict and strengthen social cohesion in Southern Lebanon.
* Providing peacebuilding training for local and international church groups
* To achieve the above by hosting workshops, conferences, spiritual retreats, counseling, camps and by providing accommodation for visiting international outreach teams that provide voluntary assistance to FFR’s projects.

The centre will be built upon 2400sq metres of land that FFR have recently purchased in a semi-rural location in the south of Lebanon. This contract is for the entire design of the centre including conference/event/workshop spaces, accommodation, kitchen/dining facilities and an outdoor recreational space. The construction however will be divided up into phases, with the first phase fulfilling the organisation’s priority to build an initial events space, basic accommodation and kitchen facilities.

The bidding process will be in 2 phases, via 1) submission of invitations for expressions of interest and 2) for the successful suppliers, submission of a concept note (which include design specifications and costings). For bid submission and any questions please contact us using the information below.

|  |  |
| --- | --- |
| **FFR is seeking one supplier for Design and Architecture services.**  | **Tender Information** |
| **Date of tender launch:** | **Fri 17th July 2020** |
| **Deadline for submission of tender:** | **Fri 31st July 2020** |
| **Tender Reference Number:** | **FFR-LEB-001-2020** |

|  |  |
| --- | --- |
| **Duration of the agreement (not including extension)** | **Twelve (12) months** |
| **Extension period (if applicable)**  | **Six (6) months**  |
| **Contact person:** | **Ramy Taleb** |
| **Contact telephone number:** | **+96176047875** |
| **Contact email address (for questions):** | **ramytaleb@ffr-lebanon.com** |
| **Contact email address (for submissions):** | **tenders****@ffr-lebanon.org** |

**Instructions to Suppliers**

 If you are interested in competing for this tender, please do the following:

1. Read through all information provided in this document and the contract document first.
2. Ensure that you are able to comply with all requirements prior to starting work on your bid, paying particular attention to the pass/fail criteria.
3. Submit all documents requested as part of your bid. Failure to do so may lead to disqualification.
4. Your whole bid must be completed in the English language.
5. Put all information relating to your bid in a document and send it via email to the above email address no later than the deadline date and time indicated above. In the subject line of your email please put the reference: “**FFR-LEB-001-2020”.**
6. Any queries about this tender should be submitted by email to ramytaleb@ffr-lebanon.org. Queries will be accepted and answered up to 3 days prior to the tender submission deadline.
7. FFR is in no way responsible for any costs associated with preparing any supplier’s bid.
8. Only shortlisted suppliers will be invited to submit a detailed bid.
9. FFR intends to select expressions of interest that provide the most- appropriate and advantageous solution for the organisation. There are two parts in the assessment of this tender:

 Part 1: Pass/Fail questions

Part 2: Scored quality criteria questions and price

1. Any expression of interest must pass the “pass/fail” questions (Part 1) in order to be assessed on the scored part of the tender (Part 2) and then potentially shortlisted for phase 2 of selection. FFR reserves the right to fail a bid if the supplier has not passed one or more of the “pass/fail” questions.
2. Suppliers will be excluded from participation on a procurement if:
	1. they are bankrupt of being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from similar procedure provided for in national legislation or regulations
	2. they have been convicted or an offence concerning their professional conduct by a judgment which has the force of res judicata.
	3. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
	4. they have not fulfilled obligations relating to the payment of social security contributions of the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
	5. they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any illegal activity detrimental to the Communities financial interests.
	6. following another procurement procedure or grant award procedure financed by the donor(s) funding this contract, they have been declared to be in serious breach for failure to comply with their contractual obligations.
3. A contract shall not be awarded to any Supplier, who during the procurement procedure for this contract:
	1. are subject to a conflict of interest.
	2. are guilty of a misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information.
	3. find themselves in one of the situations of exclusion for this procurement procedure as listed above.
4. Prior to shortlisting , selected bidders will be required to provide company/organisation and key personnel information to enable anti-terrorism checks to be conducted by FFR. Information requested may include any different trading names of the company/organisation as well as names, dates of birth and passport/identification numbers for key personnel such as the chief executive, finance director, trustees, majority owner and key staff working on the contract. Suppliers invited to submit detailed bids must pass these anti-terrorism checks.
5. After approval from FFR, donors have the right to access all procurement documentation held by both FFR and the Supplier to verify that the correct procedures have been followed.

**Tender Response**

Please fill in this whole section below:

Part 1: Pass/Fail Criteria

|  |  |
| --- | --- |
| Company/ Organisation name  |  |
| Company/ Organisation registration number |  |
| Chief executive name |  |
| Office address  |  |
| Contact name |  |
| Telephone number  |  |
| Email address  |  |

|  |
| --- |
| Is your company/organisation registered in Lebanon? |
| YES / NO Please circle yes or no. It is essential that companies are registered in Lebanon. Please provide your company/organisation registration documents.  |

|  |
| --- |
| What is the nationality of your company/organisation’s governing body?  |
| (enter answer here) |

|  |
| --- |
| Please provide the names and contact details of 3 major customers who can provide a reference for you, (these references should be from customers from whom you have supplied similar services as those requested in this tender).  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Company/ Organisation name | Contact name | Phone number | Email address |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |
| --- |
| Please provide copies of the following financial documents: i) three most recent annual financial reports/ audited accounts ii) copy of financial taxes for the syndicate of engineering  |

|  |
| --- |
| Does your company/organisation have bank accounts in other countries apart from Lebanon?  |
| YES / NO Please circle yes or no. If yes, please specify which other countries you have bank accounts.   |

|  |
| --- |
|  Please provide information on the size of your customer base |
| (enter answer here) |

|  |
| --- |
| Please confirm that you have experience of working in the type of work requested in this tender, and if not already mentioned in the above section, please provide brief details of your experience. Please attach a copy of membership to the syndicate of engineering. |
| YES / NO Please circle yes or no.Details of experience:  |

|  |
| --- |
| EXPERIENCE OF ORGANISATION: Please provide details of your past experience including a portfolio showing examples of previous work. This should include value and length of contracts, photos of completed work, examples of original design plans, as well as details of what was involved in the contracts. A maximum of 3 contracts should be listed.  |
| (enter answer here) |

|  |
| --- |
| TIMESCALE: Do you have staff available for the duration of the project, including any extension time? |
| (enter answer here) |

Part 2 : Quality - Scored Questions

|  |
| --- |
| EXPERIENCE OF INDIVIDUAL: Please provide details of experience of the person who would be managing the contract from your organisation (or for yourself if you are freelance) if you were successful, including a copy of their CV and any relevant certifications. This should include their education and experience in delivering this type of contract.  |
| (enter answer here) |

|  |
| --- |
| LEAD TIME: What is your lead time for beginning the project/ how soon could you start work? |
| (enter answer here) |

|  |
| --- |
| ACCESS TO BUILDING CONTRACTORS: Please explain what your normal process is for working with building contractors. Do you deal with construction in-house? Will you source potential building contractors on FFR’s behalf or is this the responsibility of FFR? |
| (enter answer here) |

|  |
| --- |
| ENVIRONMENT/SUSTAINABILITY: Sustainability and environmental impact is an important factor to FFR, please describe your experience of incorporating sustainable energy solutions into design and construction. Please also include a copy of your environmental policy if you have one.  |
| (enter answer here) |

|  |
| --- |
| WARRANTY: Please provide details of any form of warranty offered on your services (specify the government regulations). |
| (enter answer here) |

**Supplier Declaration**

Please tick the appropriate boxes and complete the necessary sections below as part of your declaration:

|  |  |
| --- | --- |
| COMPANY / Engineering office NAME: |  |
| YES | NO |  |
|  |  | I certify that **I am officially authorized** to represent the company/organisation named above. |
|  |  | I have enclosed a copy of our company/organisation’s legal **registration document**. |
|  |  | I have enclosed a copy of membership to the syndicate of engineering. |
|  |  | I have enclosed the **financial documents**: i) three most recent annual financial reports/ audited accounts ii) copy of financial taxes for the syndicate of engineering |
|  |  | I have provided details for 3 references which can be approached |
|  |  | I have provided a portfolio of previous work |
|  |  | I have provided the CV for the person who would be managing the contract, including any relevant certifications |
|  |  | I have provided a copy of our Company/organisation’s Environmental policy (if appropriate, please state N/A if not) |
|  |  | I have completed all required parts of the **Tender Response section** in this document  |
|  |  | I have read and understood all the requirements of **FFR’s tender**. |
|  |  | I agree to abide by all **FFR’s Terms & Conditions (see Appendix at the end of this document) and Specification** as well as all other terms set out in this tender document and the contract document.  |

|  |  |  |
| --- | --- | --- |
| **Signature** | **Date** | **Company Stamp** |

**APPENDIX**

1. **Code of Conduct**
	1. The Supplier shall conduct themselves with due diligence and uphold the good name of FFR with the communities, elders and authorities and shall, at all times while working under this Agreement, avoid actions that might bring the name of the organization in disrepute.
	2. The Supplier shall not use FFR’s name, branding or logo other than in accordance with FFR’s written instruction or authorisation.
	3. The Supplier shall observe, follow and respect the management structure of FFR.
	4. The Supplier shall behave in a manner consistent with FFR’s ethos and comply with the following policy areas of FFR:

* 1. **Safeguarding**

* + 1. The Supplier must ensure that their behaviour promotes and allows all people, with particular emphasis on children and vulnerable adults/adults at risk, to live free from:
* Harm and Abuse, (Physical, sexual (including sexual harassment) and emotional (including the abuse of power / trust and coercion)
* Exploitation - (physical & sexual)
* Neglect
* Discrimination
* Human Trafficking

* 1. **Fraud, Loss and Bribery**

* + 1. FFR considers that fraud is knowingly making an untrue or misleading representation with the intention of making a gain for oneself or another or causing a loss, or risk of loss, to another. Bribery is defined as giving, requesting or accepting a financial or other advantage to encourage or reward another person for improper behaviour. Bribery is a form of corruption which is defined as 'any abuse of a position of trust in order to gain an unfair advantage'.
		2. The Supplier shall commit to conducting all aspects of its work fairly, openly and honestly and in accordance with the highest ethical and legal standards. This includes a commitment to implementing and enforcing effective systems to counter fraud, bribery and corruption.
		3. The Supplier shall always try to minimise fraudulent and non-fraudulent losses that affect FFR..

* 1. **Whistleblowing**

* + 1. If the Supplier discovers information which they believe shows serious malpractice, unacceptable practices or wrongdoing by FFR employees or anyone associated with work provided under this Agreement, with no fear of reprisal the Supplier has the right to report serious legitimate concerns of a whistleblowing nature to FFR anonymously. This should be done by using the following email address ffrlwhistleblowing@gmail.com which is monitored by the Whistleblowing Officer at FFR.

* 1. **Data Protection**
		1. In handling any personal data as part of their contract with FFR, the Supplier must respect the privacy of the personal data of individuals and ensure that data is collected fairly, securely and transparently. Personal data collected should be accurate, limited to what is necessary in relation to the purpose for which it is collected and kept securely.
	2. **Environment**

* + 1. Waste management - waste should be minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution should be adopted. In the case of hazardous materials, emergency response plans should be put in place.

* + 1. Packaging & Paper - undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

* + 1. Conservation - processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

* + 1. Energy use - all production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.
	1. **Ethical**

The below activities are prohibited by the Supplier and any of its agents during the fulfilment and activities associated with this Agreement:

* + 1. Trafficking of persons (as defined in the Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, supplementing the UN convention against Transnational Organized Crime) during the period of this Agreement.

* + 1. Use of forced labour in the performance of this Agreement.

* + 1. Acts that directly support or advance trafficking in persons, including the following acts:

i. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

ii. Failing to provide appropriate means and cost for an employee to return to the country in which they were recruited, which this has been agreed as part of the employee’s original contract.

iii. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment;

iv. Charging employee’s recruitment fees; or

v. Providing or arranging housing that fails to meet the host country housing and safety standards.

* + 1. Engaging in drug trafficking or committing narcotics offences.

* + 1. The Supplier must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism. In addition, the Supplier must verify that no support or resources are provided to individuals or entities that appear on relevant terrorism lists.

* + 1. The Supplier must be prepared to provide FFR with company and key personnel information on request to enable FFR to conduct anti-terrorism checks. Information such as any different trading names of the company as well as names, dates of birth and passport/identification numbers of key personnel may be required.