Request for Proposal

RFP ED-16-01

“RE-FINISHING OF THE HARD WOOD FLOORING”.
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1 INTRODUCTION

1.1 BACKGROUND

The American University of Beirut (hereinafter referred to as “AUB”) (http://www.aub.edu.lb) is an educational not-for-profit corporation established under the laws of the State of New York, U.S.A., including a Campus and a Medical Center, in Beirut, Lebanon, and an office in the U.S.A., in New York (NY), U.S.A.

AUB serves over 12000+ users. It consists of more than 4,500 faculty and staff, and has an enrolment of approximately 8,000 students, more than 1,200 of whom reside on Campus.

AUB is requesting offers from qualified suppliers for the provision of “REFINISHING OF THE HARD WOOD FLOORING” as specified under Section 2.1.
2 Overview

2.1 Specifications

- Maintenance and refinishing of the wood flooring at the CHSC facilities accordingly:
  - Three Basketball Courts horizontally and one vertically: approximate area 1624m².
  - Two Squash Courts 65 m² x 2 courts = 130 m². Additional maintenance work (remove existing paint, then apply paste for squash courts, and finally apply rubber paint) is requested for the Front wall, with cleaning of the remaining walls.
  - One Activity Room: approximate area 320 m².

- Project Description:
  1- The complete refinishing and restoration of the hardwood flooring of the above facilities,
  2- The approximate work area measures 2074 m².
  3- To paint new colored lines outlining various playing courts,

- Scope of work:
  1- Sanding of the entire wood floor,
  2- Sealing and filling of cracks in the wood floor,
  3- Fine sanding and application of as many coats of industrial type Urethane,
  4- The overall surface finish must meet the required standards for professional basketball courts,
  5- To paint new courts outlines in various playing and practice courts,
Quality of finish:

1- High quality Urethane Seal prior to application of the final finish.
2- Suitable for heavy traffic use and non-slippery
3- Highly resistance to indentation
4- Wax free protective coating and easy maintenance

Guarantee for a minimum of 5 years

Notes:
- The project must be completed before June 30, 2016
- Please coordinate with Mr. Ghaleb Halimi EXT: 3204 Email: gh01@aub.edu.lb for a site visit if needed.
- Contractors shall abide by AUB safety rules and regulations.
- All works should be coordinated and approved by EHSRM (Environmental Health, Safety, and Risk Management).
- Personal Protective Equipment (PPEs) should be provided to workers and approved by EHSRM.
- Materials safety datasheets for the materials to be used should be submitted for approval by EHSRM. It is preferable to use eco-friendly products, no or low VOCs products, and lead free products.
3 REQUIREMENTS PROCESS

3.1 PARTICIPATION TO RFP

Suppliers willing to submit their offers should confirm by sending an Intent to Respond through an email to Mr. Eliya Dagher (Email ed15@aub.edu.lb) within 2 business days of receiving the RFP.

3.2 APOLOGY

In case the requested services are not available, or you do not want to participate in this bid, you are kindly requested to respond by submitting a written apology to bidadmin@aub.edu.lb indicating the reason and the bid reference number.

3.3 INQUIRIES

All inquiries related to this bid shall be addressed to Bid Administrator (Email bidadmin@aub.edu.lb).

3.4 PRICING

Please use Appendix A (Bill of Quantity and Price Form) for submitting your financial offers. Prices are to be quoted excluding VAT.

3.5 SUBMISSION DATE AND TIME

Offers must be submitted on or before: June 07, 2016, 01:00 PM Lebanon Time

3.6 SUBMISSION ADDRESS

Offers must be submitted to the following address:

Bid Administrator
American University of Beirut
Office of Financial Planning
College Hall, 2nd floor, Room 218
Bliss Street - Beirut – Lebanon

Offers submitted by hand or via post mail shall be enclosed in a sealed envelope clearly marked: RFP ED-16-01 “RE-FINISHING OF THE HARD WOOD FLOORING”.

Moreover, the offers should be sent including the following:
- Two copies of the Technical Offer (with no prices)
- Two copies of the Financial Offer
- CD/USB that contains a soft copy of both Technical and Financial offers.
- Filled and signed copy of Appendix B (Bidder Contact Information)

Alternatively, offers may be submitted by email to bidadmin@aub.edu.lb only, however the confidentiality of electronic submissions through emails cannot be guaranteed by the University.
In the event that AUB offices are officially closed on the date the proposals are due, the deadline for submission shall be automatically extended until the next business day.

3.7 CONFIDENTIALITY

All information included in this RFP are confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party. AUB may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

3.8 INSUFFICIENT DATA

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

3.9 RFP AWARD & EXECUTION

AUB reserves the right to cancel the RFP without giving the reasons, at any stage prior to the execution of the contract whether before or after the selection of the successful Supplier. AUB reserves the right to reject any proposal without giving the reasons for such rejection. Unless otherwise stipulated, the RFP and proposal of the selected bidder will become part of any contract initiated by AUB. The contract form will be provided by AUB upon selection of the successful bidder. AUB will not incur any liability to any bidder as a result of using its rights hereunder or any other right provided for by law.

3.10 VALIDITY

Proposals submitted shall be valid for one year from the date of submission. Proposals will be treated as final and binding offers and may not be amended or withdrawn without the written permission of the University.
3.11 PROPOSAL OWNERSHIP

All materials submitted in response to this RFP shall become the property of AUB. Selection or rejection of a proposal does not affect such right.

3.12 COSTS

The University will not be liable for any costs incurred by Suppliers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Suppliers in responding to this RFP are entirely the responsibility of the Supplier, and shall not be reimbursed in any manner by AUB.

3.13 PAYMENT

AUB payment term is 100% 45-60 days after delivery and after installation (if required) provided acceptance of the end user.

3.14 DISCLOSURE

Supplier represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUB staff or other Supplier before the opening of proposals by AUB. Supplier represents and certifies that the financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Supplier. Supplier represents and certifies that no attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.

3.15 GOVERNING LAWS

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this RFP. Any dispute arising out of this RFP shall be exclusively settled by the courts of Beirut, Lebanon.

Hanan Itani Ramadan
Director of Procurement & Contracts Administration

Cc: Internal Audit Office
    Bid Administrator
APPENDIX A

Bill of quantity and price form

PLEASE USE THIS FORM AND INCLUDE IT IN YOUR OFFER WITH A SOFT COPY ON A CD OR DVD.

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Total cost</th>
<th>10% VAT</th>
<th>Delivery</th>
<th>Warranty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RE-FINISHING OF THE HARD WOOD FLOORING</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Please tick whether your offer complies with the below requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer inclusive of all expenses</td>
<td></td>
</tr>
<tr>
<td>Warranty to be clearly stated</td>
<td></td>
</tr>
<tr>
<td>Materials safety datasheets for all the materials should be submitted for approval by EHSRM.</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B
BIDDER CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Supplier Name:</th>
<th>Company stamp:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td></td>
</tr>
<tr>
<td>Supplier quotation Ref.:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
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<tr>
<td>Supplier Website:</td>
<td></td>
</tr>
<tr>
<td>Tel:</td>
<td></td>
</tr>
<tr>
<td>Cell:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Technical Support Hot Line:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

Proposal Checklist

Have you submitted your proposal in a sealed envelope to the address (electronic or mailing) as specified in Article 3.6 above

Does your offer include two copies of the technical proposal?

Does your offer include two copies of the commercial proposal?

Does your offer include a soft copy (CD/USB) of your technical and commercial proposals?

Did you ensure that your prices are in either USD or LBP?

Have you updated your supplier application form during the past three years? If not, please contact Procurement and Contracts Administration Department.