



**RFP RH 21-05**  
**Construction of Four Prototype Nature Based Solutions in Lebanon**  
**NAWAMED Project**

Introduction

**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 enrollment of approximately 9,102 students, more than 1,200 of whom reside on Campus.

Scope of Work

**2. Scope**

The American University of Beirut in collaboration with NAWAMED (Nature Based Solutions for Domestic Water Reuse in Mediterranean Countries) project funded by the European Union is requesting offers from qualified Contractors for the provision of implementing of four nature based solutions prototypes for grey water recycling. The NAWAMED project is a consortium of several Mediterranean countries to introduce innovative, sustainable, and low-cost grey water to replace conventional treatment systems. The scope of work is defined in RFP RH 21-05 NAWAMED Project as per the attached documents and as specified under **Appendices/BOQ**:

**A1-** LOT# 1 Green Walls - Jewell Hall in AUB Campus, Beirut. The execution period shall be for 240 days including weekends and Holidays.

**A2-** LOT # 2 Constructed Wetland in AREC, Bekaa (Two constructed wetlands; Boys and Girls Dorm). The execution period shall be for 180 days including weekends and Holidays excluding bad weather conditions.

**A3-** LOT # 3 Portable Constructed Wetland in AREC, Bekaa. The execution period shall be for 180 days including weekends and Holidays excluding bad weather conditions.

Offers shall be evaluated based upon the below evaluation criteria matrix (**Appendix C**)

This is a single tender and the three lots indicated above may be awarded to one or multiple contractors.

## Requirements Process

### 3. Participation to RFP

Contractors willing to submit their offers should confirm by sending an Intent to Respond through an email to Mrs. Rachel Hayek (Email: [rh89@aub.edu.lb](mailto:rh89@aub.edu.lb)) within 2 business days of receiving the RFP.

### 4. Apology

In case 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](mailto:bidadmin@aub.edu.lb) indicating the reason and the bid reference number.

### 5. RFP Schedule

#### LOT# 1 Jewett Hall-Green Walls

Milestone	Date/Time
Site Visit	Tuesday November 23, 2021 at 9:00 am
Deadline for Questions and Answers	Tuesday November 29, 2021
Deadline for receiving offers	Monday December 13, 2021

#### LOT # 2 Constructed Wetland in AREC and LOT # 3 Portable Constructed Wetland

Milestone	Date/Time
Site Visit	Wednesday November 24, 2021 at 10:00 am
Deadline for Questions and Answers	Tuesday November 29, 2021
Deadline for receiving offers	Monday December 13, 2021

### 6. Proposal submission

Financial and technical proposals should be separated and include a reference number, offer is to be sent as soft copy to [bidadmin@aub.edu.lb](mailto:bidadmin@aub.edu.lb). Documents need to be signed by an authorized representative of the contractor, each page must be initialed and the final page must be signed and dated. However the confidentiality of electronic submissions through emails cannot be guaranteed by the University, unless encrypted.

### 7. Inquiries

All inquiries related to this bid shall be addressed to Rachel Hayek Email: [rh89@aub.edu.lb](mailto:rh89@aub.edu.lb) and Facilities Planning and Design Unit [fpdu@aub.edu.lb](mailto:fpdu@aub.edu.lb)

### 8. Insurance, Bonds and Guarantees

The awarded Contractor shall be required to submit an Insurance (at the award level) against any workers' compensation; where AUBMC is listed among the approved hospitals. And an All Risk Insurance covering the contract amount incurred as a result of their services/products during any implementation and/or integration with our current systems. As such, Contractors are required to quote the insurance separately and submit the price in their offer.

The awarded Contractor shall be required to submit a Performance bond/bank letter of guarantee (at the award level) equal to 10% of the award value. As such, Contractors are required to consider the cost of providing that letter of guarantee.

The bidders are required to submit a Bid bond/bank letter of guarantee or a personal cheque along with their offer equal to 5% of their offer's value.

## 9. Submission Address

Offers must be submitted by email to [bidadmin@aub.edu.lb](mailto:bidadmin@aub.edu.lb) only, however the confidentiality of electronic submissions through emails cannot be guaranteed by the University.

Moreover, the offers should be sent including the following:

- Copy of the Technical Offer
- Copy of the Financial Offer
- Filled and signed copy of Appendix B (Bidder Contact Information and Proposal Checklist)

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.

## 10. 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.

## 11. 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.

## 12. 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 Contractor. 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.

## 13. Validity

Proposals submitted shall be valid for 6 months 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.

## 14. 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.

## 15. Costs

The University will not be liable for any costs incurred by Contractors 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 Contractors in responding to this RFP are entirely the responsibility of the Contractor, and shall not be reimbursed in any manner by AUB.

## 16. Payment

AUB Standard Payment Terms for goods procured is 100% 45-60 days after delivery, installation and following the end user satisfaction written confirmation, and 100% 7 days for services rendered and following end user satisfaction written confirmation. Offers are to be priced in fresh dollars.

Advance payments for large contracts are authorized on exceptional basis and after receipt of Bank letter of Guarantee in the same amount of the advance payment.

## 17. Liquidated Damages and Late Deliveries

If the Contractor fails to supply the specified goods/services within the lead time stipulated by its proposal, or within a period specified by an order or a contract, AUB shall, without prejudice to other remedies under the purchase order or contract, deduct from contract price, as liquidated damages, a sum equivalent to 500\$/day per Lot for each calendar day of delay, not to exceed 10% of the contract amount.

## 18. Disclosure

Contractor represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUB staff or other Contractor before the opening of proposals by AUB. Contractor 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 Contractor. Contractor 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.

## 19. 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: Bid Admin; Internal Audit

**APPENDIX B  
BIDDER CONTACT INFORMATION AND PROPOSAL CHECKLIST**

**Contact Information**

<b>Contractor Name:</b>		<b>Company stamp:</b>	
Prepared by:			
Contractor quotation Ref.:			
Date:			
Email:			
Contractor Website:			
Brand Website:			
Tel:			
Cell:			
Fax:			
Technical Support Hot Line:			
Technical Support Engineer Name:			
			<b>Signature:</b>

**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 copy of the technical proposal?
- ✓ Does your offer include copy of the commercial proposal?
- ✓ Have you updated your Contractor application form during the past three years? If not, please contact Procurement and Contracts Administration Department.

## Appendix C

### General Notes

<b>Issuance of tenders</b>	All tenders issued must contain a summary of the evaluation criteria and weighting to be used. The Accountable Officer for the tender must ensure that all mandatory evaluation criteria are covered in the tender specification/information requirements
<b>Yellow Cells</b>	Yellow cells are <i>not to be changed</i> as they contain calculation formulae and/or mandatory information
<b>Blue cells</b>	Blue cells are for the evaluation team to fill in. Supplier names should be inserted prior to circulation to the full team to ensure continuity
<b>Weighting</b>	The weighting of sections 1&2 can be amended.
<b>Amendments</b>	Amendments to the criteria (except yellow areas) are permissible according to the tender requirements, but must be authorised in advance by the Facilities Planning and Design Unit

### Section / Scoring

*n.b. In some cases multiple bidders can achieve the same score where they have submitted the same level of evidence.*

1.1	Award a maximum of 5 points to each bid based on their technical knowledge and understanding of the tender requirements
1.2	5 = more than one project at a similar level, 3 = one project at a similar level, 0 = no projects at a similar level. <b><i>NB this should not be based solely on Govt. experience.</i></b>
1.3	as 1.2
1.4	5 = can complete in less time than expected, 4 = yes, with no caveats, 3 = yes, with acceptable caveats, 2 = yes, but with unacceptable caveats, 1 = no, but within a reasonable timescale, 0 = no
1.5	5 = yes, 0 = no
1.6	5 = 5 years+ experience at AUB (Positive Feedback) 3 = 5 years+ experience at AUB (Moderate Feedback), 1 = Limited experience at AUB, 0 = no experience at AUB
1.7	5 = more than one positive referee submitted and checked, 3 = one positive referee submitted and checked, 0 = no referees in submission / negative responses from referees
2.1 (non construction)	5 = lowest bid, 4 = next lowest etc until 0 = most expensive
2.1 (construction)	5 = equal to or within 15% of estimate, 4 = between 16% to 30% (over or under) of estimate, 3 = between 30% to 40% (over or under) of estimate, 2 = between 40% and 50% (over or under) of estimate, 0 = over 50% more or less than estimate
2.2	Following financial checks, i.e. checking a bank reference, the following scores should be awarded - 5 = all financial checks sound, 3 = minor financial concerns, 1 = major financial concerns, 0 = no evidence provided / evidence of severe financial instability
2.3	Bidder has financial stability in the market and provided a proper Bid Bond - 5 = Proper Bid Bond, 3 = minor financial concerns (Provide Bid Bond), 1 = major financial concerns (Provide Bid Bond), 0 = Bid Bond not provided

**Procurement and  
Contracts Administration**

Tender Ref: *[Insert project name here]*

ITEM	CRITERIA	WEIGHTING	SCORES - please see notes & scoring tab						Weighted scores							
			Tender 1	Tender 2	Tender 3	Tender 4	Tender 5	Tender 6	Tender 1	Tender 2	Tender 3	Tender 4	Tender 5	Tender 6	Comments	
			Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	
1	<b>Experience &amp; Capability:</b>															
1.1	Does the bidder clearly demonstrate the ability to deliver the requirements of the tender?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.2	Did the bidder offer evidence of experience with projects of a similar technical level?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.3	Did the bidder offer sufficient evidence of experience with completing projects within timescales and budgets?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.4	Is the bidder able to complete the work within the required timescales?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.5	Does the bidder state that they have sufficient, suitably experienced resources available?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.6	Does the bidder have previous experience at AUB? Was the experience positive?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.7	Does the bidder have the adequate machinery and logistics to execute the Contract works?		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

1T	Total Score - Section 1	70%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Financial Analysis		Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name	Supplier Name
2.1	Tender price (include all costs)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.2	The bidder is in a stable financial position.		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.3	The bidder has provided the proper Bid Bond		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2.4	The bidder is not Claim oriented		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2T	Total Score - Section 2	30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

100%

Fully weighted scores

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00