



## INVITATION TO BID

### Accommodation Services Long Term Agreement - Lebanon

To: Bidder

From: ARK Group DMCC

ITB Reference: ITB-LTA-22-ARKLB0052

ITB Issue Date: 20 September 2022

ITB Closing Date: 16 October 2022

ITB Closing Time: 18:00 (Local – Beirut, Lebanon)

#### 1. Purpose

**ARK Group DMCC** (hereinafter referred to as “ARK”) is seeking to enter into a Long-Term Agreement (LTA) with hotel vendors for the provision of accommodation services outside Beirut in Jbeil/Fidar area as detailed in the Statement of Work (SOW) at Annex 1.

This ITB may result in award of a single or multiple Long-Term Agreements for one or more qualified service providers.

#### 2. Description of ARK

ARK is a stabilisation and development company committed to empowering local communities and beneficiaries in conflict, post-conflict, and fragile areas through the provision of evidence-based programmatic interventions, policy recommendations, research and capacity-building. Working with local communities, ARK seeks to understand and then mitigate the negative effects of conflict and instability, enhancing social cohesion and resilience whilst promoting human security, development and economic opportunity.

ARK is registered in the United Arab Emirates, with project offices in Lebanon, Jordan and the UK. The services under this ITB are required for the Beirut branch office.

#### 3. Instructions for Submitting Proposals

- a. This ITB consists of the following documents:
  - This ITB with submission instructions and evaluation criteria
  - Annex 1: Statement of Work
  - Annex 2: Proposal Declaration Form
- b. **Proposals shall be submitted in two separate emails** to [procurement@arkgroupdmcc.com](mailto:procurement@arkgroupdmcc.com) one for technical submission and the other for price submission adhering to the following instructions:



1. The first email shall be marked "[Your Company Name] - ITB-LTA-22-ARKLB0052 Technical Proposal" and contain the below:
  - Proposal Declaration Form
  - A copy of your company registration document(s)
  - Technical Proposal
2. The second email shall be marked "[Your Company Name] - ITB-LTA-22-ARKLB0052 Price Proposal" and include your Price Proposal only. The technical proposal must not make reference to cost or pricing information at any point. This will ensure that technical evaluation is made strictly on the basis of technical merit.

**Failure to agree and comply with any of the above specifications may result in the proposal being rejected.**

- c. Proposals must be received by ARK no later than **16 October 2022, 18:00 (Local - Beirut, Lebanon)**. Any proposal received after this date and time will be rejected. ARK may, at its discretion, extend the deadline, by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the bid documents prepared by ARK at its own initiative or in response to a clarification requested by a bidder.
- d. Requests for clarification should be sent via email to [procurement@arkgroupdmcc.com](mailto:procurement@arkgroupdmcc.com). Clarification questions may be sent until **5 October 2022**. The ITB number should be quoted in all correspondence. Any written reply to a particular question may be shared with all other bidders who have expressed an interest. If you wish to receive answers to clarification questions sent by other bidders, please send an expression of interest to [procurement@arkgroupdmcc.com](mailto:procurement@arkgroupdmcc.com) by **5 October 2022**. An expression of interest is encouraged but is not a requirement to participate in the ITB.
- e. Discussions may be held to clarify proposals. If any such discussions are held, bidders will be notified that a best and final offer may be submitted by a revised deadline. The best and final offer provides the opportunity for bidders to revise their proposals based on additional information gathered during discussions. If a best and final offer is not submitted, the previous offer will be considered as the best and final offer.
- f. ARK reserves the right to reject any and all proposals submitted and to request additional information from all bidders.
- g. ARK is not committed to select any of the companies submitting proposals and this ITB is not to be construed in any way as an offer of contract. This ITB may also result in LTAs with several companies based on the outcome of the evaluation.

### **3. Technical Proposal Format**

All bidders must submit the following:

- a. **Table of Contents**



A table of contents clearly identifying proposal sections and annexes should be included.

**b. Bidder Information**

Each proposal must contain a bidder information page that identifies the ITB number and subject and provides at the minimum the following information:

Full Company Name *	
Trading name (if different from registered company name)	
Registered company address	
Website address	

\* As per company registration document.

**ITB CONTACT DETAILS**

Contact name and title	
Email	
Phone	

**COMPANY REGISTRATION DETAILS**

Trading Status	Public limited company <input type="checkbox"/> Limited Company <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Third Sector <input type="checkbox"/> Other. Please specify <input type="checkbox"/>
Registration date	
Registration number	
Trade license number	
VAT number	



<b>Are you a Small, Medium or Micro Enterprise **</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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\*\* See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

Relevant company registration documents should be attached as an annex to the ITB.

### c. Bidder Profile

Company profile and qualifications:

- Company registration certificate.
- Description of company registration and ownership.
- List of previous clients, including international organisations if any.
- Contact details for two referees who can speak to bidder's past performance of related activities.

### d. Description of facilities and services offered

The bidder should submit a description covering, as a minimum, the following:

- Room amenities.
- Overall facilities available.
- Security arrangements for the facility.
- Payment terms available for ARK (note: no reference to price should be made).

## 4. Price Proposal Format

All Bidders must submit a price proposal in a separate email clearly stating 'Price Proposal' in the subject field of the email along with the ITB reference number. Price proposal should be submitted following the below format:

Room Type	Price per Night (USD)	Price per Week – 7 days (USD)	Price per Month (USD)

Bidders should note the services requirements are from 1 November 2022 to 31 October 2023 and are therefore invited to include any additional discounts for longer term hire.

It should also be noted services will be requested on an as required basis and therefore are not guaranteed for the full duration of the time period.

## 5. Evaluation Criteria

A points formula will be used during the review process to score proposals submitted. If several proposals are closely ranked, ARK may arrange discussions with the bidders to assist in the selection process.



Proposals will be evaluated and scored for both technical and price criteria. The maximum score for the technical and price proposal is 150.

The evaluation criteria are as follows:

**a. Mandatory Criteria (Proposals failing to meet the mandatory requirements will not be considered).**

- Company Registration Certificate and/or related documentation to demonstrate authority to provide rooms for accommodation.
- Proven experience providing accommodation services within Lebanon.
- Capability to provide rooms during the time period from 1 November 2022 to 31 October 2023.
- One-bed/single occupancy accommodation with kitchenette/kitchen facilities. Kitchen should be equipped with basic cooking utensils.
- A minimum of 3-star rating (or equivalent).
- The ability to provide 24/7 electricity, internet (Wi-Fi) and air conditioning.
- The ability to provide hot water and gas with no additional cost.
- Access to a 24-hour secure car parking area.
- 24-hour reception cover.
- Access to laundry facilities.
- English speaking hotel liaison.

**b. Technical Criteria (maximum 50 points)**

- Room amenities meeting or exceeding requirements described in SOW (15 points).
- Overall quality of facilities available (10 points).
- Security arrangements for accommodation facility (15 points). These should be clearly outlined in the technical proposal.
- Payment terms: 30 days+ will received full marks (10 points).

**c. Price Criteria (maximum 100 points)**

Only bidders meeting the minimum threshold of 25 points in the technical evaluation will be taken forward to the price evaluation. The maximum number of points for the Price Proposal is 100. The maximum score for price will be assigned to the bidder offering the lowest price and proportional scores will be assigned to the other proposals.

**6. Award of Contract and Timeline**

Please note that ARK is not committed to selecting any of the companies submitting proposals. This ITB is not to be construed in any way as an offer of contract. This ITB may result in LTAs with several companies based on the outcome of the evaluation. It is anticipated that the successful the successful company or companies will be contracted at the end of September. ARK will issue Call Down Orders (CDOs) against the awarded LTAs on an as required basis. The LTA is not a guarantee of a minimum order value or quantity.

We look forward to receiving your proposal.

Yours faithfully,



ARK Group DMCC

## **Annex 1: Statement of Work**

### **Accommodation Services Long Term Agreement – Lebanon**

#### **1. Background Information**

ARK Group DMCC (hereinafter referred to as “ARK”) is a stabilisation and development company committed to empowering local communities and beneficiaries in conflict, post-conflict, and fragile areas through the provision of evidence-based programmatic interventions, policy recommendations, research and capacity-building. ARK is registered in the Dubai, United Arab Emirates, with project offices in Jordan, Lebanon and the UK. The services under this ITB are required for the Beirut branch office.

#### **2. Purpose**

ARK requires long-term accommodation for project personnel outside Beirut in Jbeil/Fidar area. The accommodation should be inclusive of all utilities, generator and internet. ARK is estimating the quantity of required rooms to be 16 for the delivery period. This is to give an indication of the rooms availability expected. However, ARK does not guarantee or make any assurance that any, or any minimum or particular volume of services will be ordered under this Agreement.

#### **3. Description of Services Required**

The hotel shall provide the following services as required basis from 1 November 2022 to 31 October 2023:

- Single occupancy room with kitchen facilities. Kitchen should be equipped with basic cooking utensils.
- Internet (Wi-Fi) free of charge.
- 24/7 electricity and air conditioning.
- Access to a 24-hour secure car parking area.
- Provide hot water and gas with no additional cost.
- Laundry facilities.
- English speaking hotel liaison.
- Provision of catering.

#### **4. Deliverables:**

Long-term accommodation services from 1 November 2022 to 31 October 2023.

#### **5. Milestones and Payment Schedule**

- The Service Provider will accept bookings only from ARK’s designated point of contact. Bookings accepted directly by personnel occupying the rooms or any other personnel will be the Service Provider’s liability.



- The Service Provider will submit a monthly invoice with the following details:
  - i. Month of services delivered
  - ii. Name of occupant
  - iii. Check in date
  - iv. Check out date
  - v. Rate (daily or monthly)
  - vi. Total amount per person
  - vii. Total invoice amount
- Payment will be made against actual nights occupied by ARK personnel.
- The room rates should be all inclusive with services described in section 3. Extras cannot be charged to ARK.

#### **6. Requirements and Qualifications**

- The Service Provider should be fully licensed for the services described.
- The Service Provider is expected to reserve the same room for the occupant from check-in to check-out dates.