



MINISTRY OF AGRICULTURE -LEBANON

LETTER OF INVITATION TO TENDER

Beirut 17 August 2022

Our ref.: tender n. 1239 /7

Dear Sirs,

SUBJECT: Invitation to tender for Public Private Partnership financial and sub grant management consultant

I am pleased to inform you that you are invited to take part in the competitive negotiated procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

INSTRUCTIONS TO TENDERERS AND PROCUREMENT NOTICE

Draft Contract Agreement and Special Conditions with annexes:

- I. General Conditions for service contracts
- II. Terms of Reference
- III. Organisation and Methodology (to be submitted by the tenderer using the template provided)
- IV. Budget (to be submitted by the tenderer as the Financial offer using the template provided)
- V. Forms and other supporting documents

The Consultants are requested to submit:

- **One Original and 4 (four) copies of the Technical Proposal; and**
- **One Electronic copy of the Technical Proposal on a CD or a USB stick; and**
- **One Original copy of the Financial Proposal,**

No later than 6 of September 2022 at 12:00 PM (Beirut time) to the following address:

Ministry of Agriculture - Beirut, Lebanon

Pascale Milan Tel: +9611 849621 Mobile: +9613435495

Email: pascalefmilan@gmail.com

Please note electronic submission of proposals via electronic mail is not acceptable.

Yours sincerely,

Dr Chadi Mohanna

Project Coordinator



PROCUREMENT NOTICE

Provision of services including Public Private Partnership financial and sub grant management consultant

Beirut, Lebanon

1. Publication reference

Tender n. 1239 /7

2. Procedure

Competitive negotiated procedure

3. Programme

ENI CBC– FISHMEDNET project

4. Financing

Financing agreement

5. Contracting authority

The beneficiary : Ministry of Agriculture

CONTRACT SPECIFICATIONS

6. Description of the contract

Provision of **Public Private Partnership financial and sub grant management consultant**

Number and titles of lots

The tender is composed by one lot

TERMS OF PARTICIPATION

7. Eligibility and rules of origin

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 22 below).

All goods supplied under this contract must originate in one or more of these countries. Participation is also open to international organisations.

Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.



8. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the *Practical Guide to contracts procedures for EU external actions*.

9. Number of tenders

Tenderers may submit only one tender. Tenders for parts of a lot will not be considered.

10. Tender guarantee

N/A

11. Information meeting and/or site visit

No information meeting is planned.

12. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

SELECTION AND AWARD CRITERIA

13. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

- 1) Economic and financial capacity of tenderer (based on i.e. item 3 of the Tender Form for a Supply Contract). In case of tenderer being a public body, equivalent information should be provided.
 - a) the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract
 - b) the averages of cash and cash equivalents at the beginning and end of year are positive
- 2) Professional capacity of tenderer (based on i.e. items 4 and 5 of the Tender Form for a Supply Contract) has an official license proving that it is an official recognised dealer of the represented firm

TENDERING

14. How to obtain the tender dossier

The tender dossier is available at the Ministry of Agriculture, Bir Hassan, Embassies Street, Beirut, Lebanon.

Deadline for submission of tenders

6 September 2022

Any tender received after this deadline will not be considered.

15. Tender opening session

12 September 2022, Ministry of Agriculture Bir Hassan

16. Language of the procedure

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

17. Legal basis

ENI CBC Regulations



REQUEST FOR PROPOSAL.

Public Private Partnership financial and sub grant management consultant

Fishery Mediterranean Network

Geographic coverage: France, Italy, Palestine, Italy, Italy, Tunisia, Lebanon

BACKGROUND

ENI CBC MED Programme- FISH MED NET, the Public-Private-Partnerships implementation working package (WP4) aim at facilitating the creation of Public Private Partnerships PPP. For this reason, a country tailored PPP package will be elaborated using best practices and good examples of PPP that will be shared with MPCs.

To this scope, each WP4 F.P will conduct an in-depth mapping of the good experiences existing of PPPs in the sector, the needs of the public sector, the constraints and opportunities present at country level.

The analysis will be the basis for organizing thematic round tables for matching public administrations and fishermen for discussing the potential terms of the PPPs, constraints and opportunities.

The public and private practitioners will be offered tools for facilitating their work in the implementation of PPPs (standards agreements and tailored trainings).

The MPC Partners, in connection with public authorities, will open Call for Proposals for small sub granting to be assigned to PPPs concerning fishery diversification. This will result in a learning by doing process for both: PAs and actors of the PPPs,

SCOPE OF WORK OF THE CONSULTANT

The terms of reference below describe the scope of work of the Consultant who will be the lead advisor on this Project and will assist the **Ministry of Agriculture** in the relevant strategic, technical and commercial aspects of the Project.

The anticipated scope of work of the Consultant is to perform the following tasks (the "Scope of Work"):

I. Technical Due Diligence

- Review, validate and /or amend and expand the project financial feasibility; and the investment requirements
- Review and assess the offsite infrastructure requirements needed to address any constraints identified;
- Validate and provide suggestions to amend if needed the project operating model including services that could be provided by the grant holder “ the small sub granted project”;
- Support the preparation of a full business plan for the implementation of the grant holder project; Develop the Calls for Proposals for the sub grants in compliance with the Programme Rules, as well as the consistency with National rules

- Involve Public Authorities, in the whole process and the MPC partners, to ensure their learning by doing on the processes. And Partners will provide any advice needed on the base of their experience :
- Develop the awarding criteria and the whole processes , compliance with the Programme Rules, as well as the consistency with National rules and Assist in the management of the sub-grants
- Develop the appropriate performance standards for the Project, service level agreements and operational KPIs to be included in the draft project agreements and any other documents;
- Identify the key technical issues that must be addressed to successfully implement the grant holder project, and assist in the development and presentation of recommendations on those key issues;
- Assist, as needed, in the decisions and/or actions to be taken by the **Ministry of Agriculture** about the supporting measures that need to be adopted to support the grant holder project.

II. Market Due Diligence

- Analyse and validate the submitted proposals for the grant holder project;
- Develop competitive pricing models for local and international selling, based on the potential buyers' willingness to pay and market benchmarks;
- Support WP3 with the following tasks:
 1. Examine potential service delivery models for the different services.
 2. Prepare and present initial investor material for outreach to
 - Financial investors
 - Multilateral companies

III. Financial Due Diligence

1. Valuation of the Project cost on a lifecycle basis

- Provide the grant holder project with a range of values for cost estimation (CapEx and OpEx);
- Provide and advise on any relevant technical and commercial input figures for the financial modelling/analysis;
- Develop a bankable financial model for the grant holder project to determine the attractiveness of different structuring options including a sensitivity analysis to reflect various revenue scenarios and a data book detailing all assumptions.

IV. Risk assessment, distribution and mitigation

- Prepare the grant holder project's risk matrix detailing risk description, expected cost impact, allocation and mitigation measures.

V. Transaction Structuring

- Conduct a preliminary sounding of potential investors to determine the enabling structure and conditions;
- Submit recommendations regarding the optimal structure of the Transaction including terms, timing, conditions, guarantees, and other incentives;
- Conduct initial meetings and consolidate and negotiate with prequalified investors
- Propose quantifiable and verifiable pre-qualification criteria for bidders.

VI. Preparing the Tender (Call for Proposals for small sub granting)

- Prepare the Information Memorandum for prospective bidders, setting out the main aspects of the Transaction, such as performance and service obligations;
- Undertake public consultation and document its outcome.

VII. Developing Tender Documents (Bidding Rules and Project Agreements)

- Prepare the bidding rules in cooperation with the Legal Advisor;
- Assist with and provide comments on the draft project agreements which include, among others, the BOT agreement, the construction agreement, the operation and maintenance agreement, the anchor tenancy agreement, guarantee agreements and undertakings by the Government and the Bidder, performance bonds and other documents relating to the Transaction;
- Compile the draft Tender Documents (which include the bidding rules and the draft Project Agreements).

VIII. Carrying out the Transaction as per national Laws and associated decrees

Assist the country partners in conducting an efficient and transparent process, including:

- Pre-identify the potential sub grant projects;
- Assist country partners in the bidders' pre-qualification process;
- Propose evaluation criteria, weights and methodology for the technical and financial proposals;
- Assist the country partners in undertaking consultations with the pre-qualified bidders;
- Assist the country partners in finalizing the tender documents, including the Project Agreements based on the outcome of consultations with the pre-qualified bidders;

- Provide clarifications and additional information required by bidders during the bidding and negotiation processes;
- Obtain any required clarifications from bidders in order to make a comprehensive assessment of all proposals;
- Assist the country partners in the evaluation of the technical and financial proposals;
- Assist the country partners in any post-bid negotiation;
- Assist in the process of awarding the contract to the winning bidder;
- Keep all records of the Transaction's steps and prepare public information releases and make information available to the country partners; and
- Assist in the closing of the Transaction.

IX. General

- Generally, perform such additional services as are performed by transaction and technical advisors.

KEY DELIVERABLES

The Consultant will submit the following reports and participate in consultations with stakeholders and with potential bidders for the envisaged public-private partnership:

- Technical Due Diligence Report, inclusive of all points enumerated in the Scope of Work;
- Market Due Diligence Report, inclusive of all points enumerated in the Scope of Work;
- Financial Due Diligence Report, inclusive of a detailed Business Plan and of all points enumerated in the Scope of Work;
- Risk Matrix Report;
- Transaction Structure Report, inclusive of all points enumerated in the Scope of Work;
- Information Memorandum;
- Public Consultation Report;
- Tender Documents (which include the bidding rules and the Project Agreements);
- Bids Evaluation Report
- Written reports upon completion of each specific task and a report summarizing all tasks in the relevant phase or sub-phase prior to, or concurrently with, each request for payment.

INDICATIVE TIMETABLE

It is expected that the Transaction will be completed in approximately 14 months. Please see below for an Indicative Timetable:

Milestone	Target Date
Initial Mobilization of the Consultant Team	Month 1
Mobilization of Specialized Consultants	Month 1
Phase 1: Transaction Preparation	
Kick-Off	Month 1.5
Completion of Due Diligence: Consultants to submit final Due Diligence reports	Month 2
Identification / Assessment of Strategic Options	Month 2
Finalization of Strategy / Transaction Report (incl. pre-qualification criteria)	Month 2
Consultation Period	
Phase 2: Transaction Implementation	
Preparation of Information Memorandum / Project Promotion	Month 3
Pre-qualification of Interested Bidders	Month 4
Preparation of Draft Tender Documents	Month 5
Consultation with pre-qualified Bidders	Month 5
Finalization of Tender Documents	Month 7
Bidding Submissions	Month 8
Evaluation of Tender	Month 9
Transaction Closing and monitoring	Month 10 to 14

GOVERNMENT APPROVALS

Describe the Government approval stages for the bidding results

TECHNICAL AND FINANCIAL PROPOSALS

The Consultancy firm is required to submit a Technical Proposal and a Financial Proposal for the described advisory services within two weeks from the official release of the tender ad in the newspapers.

The Technical Proposal

The Technical Proposal shall include – but not be limited to:

- The firm's overall qualifications and experience, not less than 5 years, in providing similar transactions and financial advisory services including successful track record for minimum 3 similar projects (PPP or BOT consultancies) and ability to deliver on the required scope of work.
- The curricula vitae of the proposed professional staff including the proposed team leader

committed to the assignment (including of any joint bidder or subcontractor), with a particular attention to similar assignments undertaken recently.

- Three references for the proposed team leader and a minimum of 10 years of experience in managing similar assignments.
- The proposal should include besides the team leader, the CVs of the legal, financial, marketing and strategic consultants with demonstrated experience of at least 10 years in similar assignments.
- The firm should demonstrate a track record in providing advice to bidders on PPP as financial advisor and advising public entities.
- The firm should demonstrate a track record in forging relationships with anchor tenants and with an international network of businesses.

Subject to confidentiality requirements, you are permitted to associate with individual consultant(s) and/or other consultants or other entities in one or more joint venture or sub-consultancy arrangements, as appropriate, so as to obtain the full range of expertise required to complete the Scope of Work; provided that as between the Ministry of Agriculture and your firm, your firm shall be primarily liable for completion of the Scope of Work. You shall ensure that all such consultants or entities are subject to confidentiality restrictions no less strict than those imposed by us upon you, and shall be liable for any breach of confidentiality on the part of such consultants or entities.

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

The Financial Proposal

The Financial Proposal should indicate a breakdown of your proposed fees and expenses, including retainer fees denominated in US\$ inclusive of all costs and local taxes, duties, fees, levies and other charges imposed under the applicable law, on the consultants, the sub-consultants (if any) and their personnel. For the avoidance of doubt, these should include remuneration for staff, per diem, transportation, service and equipment, insurance, printing of documents, surveys and translation (if any) and expenses. In that respect, the consultants must familiarize themselves with local conditions and take them into account while preparing their proposals.

The Technical Proposal and the Financial Proposal must each be valid for three months after the submission date.

SUBMISSION OF PROPOSALS

The Consultants are requested to submit:

- One Original and 4 (four) copies of the Technical Proposal; and
- One electronic copy of the Technical Proposal on a CD or a USB stick; and
- One Original copy of the Financial Proposal,

No later than 6 September 2022 at 12:00 PM (Beirut time) to the following address:

Ministry of Agriculture - Beirut, Lebanon
Pascale Milan Tel: +9611 849621 Mobile: +9613435495
Email: pascalefmilan@gmail.com

Please note electronic submission of proposals via electronic mail is not acceptable

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL".

The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate.

An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. The Ministry of Agriculture shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

SERVICES AGREEMENT

If you are selected by the Ministry of Agriculture as the Consultant, you will be required to enter into a standard form of service contract, a copy of which is attached to this RFP. You are permitted to provide in your Proposal comments to the form of services agreement, however we note that comments are discouraged and any material comments to substantive provisions of the form of services agreement will be negative reflected in the evaluation of the Proposal. Such comments should be provided in a marked version of the form of services agreement, and contained in the Technical Proposal.

REQUEST OF CLARIFICATIONS

The Consultants may request a clarification relating to this RFP up to 5 (five) days before the proposal submission deadline. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail to the Ministry of Agriculture address shown below in the paragraph "Submission of Proposals". The Ministry of Agriculture will respond by electronic mail to such requests and will send copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants.

Should the Ministry of Agriculture deem it necessary to amend the RFP as a result of a clarification, it shall do so by issuing an addendum in writing or by standard electronic means. The Addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments.

EVALUATION OF PROPOSALS

The proposals will be evaluated under quality and cost based selection (QCBS) scheme. The evaluation of the Technical Proposals will be expedited and the public session for opening the Financial Proposal is expected to take place during the week of the first week of July .

Technical Score

The Technical Proposals will be evaluated on the basis of their responsiveness to the RFP and in terms of the experience of the firm and the proposed professional staff with particular attention to similar assignments.

Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score of 70% (including by reason of any deductions due to comments to the form of services agreement).

Financial Score

The lowest Financial Proposal (Fmin) will be given a financial score (Sf) of 100 points.

The financial scores (Sf) of the other Financial Proposals will be computed using the following formula:

$Sf = 100 \times Fmin/F$, in which Sf is the financial score, Fmin is the lowest price and F the price of the proposal under consideration.

Final Score

Using the weights indicated below (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal), responsive proposals will be ranked according to their combined technical (St) and financial (Sf) scores:

$$S = (St * T) + (Sf * P)$$

Weights

The weights given to the Technical and Financial Proposals are:

$$T = 0.7$$

$$P = 0.3$$

$$(T + P = 1)$$

The Client has full discretion to accept or reject any proposal for any reason, terminate the process or take any other action with respect to the described transaction, the process of appointing the Consultant or any other related matter, without any liability to any party, including the recipients of this letter.

The Client shall have the sole and exclusive right to select the successful bidders, to discontinue the bidding process and to take any other action, all as it determines to be in its best interests and without regard to the Consultant's financial or other interests.