

INVITATION TO BID

Procurement of Construction Materials

ITB No.: 04/WFP/2025

Country: LEBANON

Issued on: January 20, 2025

Contents

Section 1. Letter of Invitation.....	3
Section 2. Instruction to Bidders.....	4
A. Timeline.....	4
B. General Provisions.....	4
C. Preparation of Bids.....	6
D. Submission and Opening of Bids.....	7
E. Evaluation of Bids.....	8
F. Award of Contract.....	10
Section 3. Bid Data Sheet.....	12
Section 4. Evaluation Criteria.....	14
Section 5a. Schedule of Requirements and Technical Specifications/Bill of Quantities.....	16
Section 5b. Other Related Requirements.....	17
Section 6. Returnable Bidding Forms / Checklist.....	18
Form A: Bid Submission Form.....	19
Form B: Bidder Information Form.....	20
Form C: Eligibility And Qualification Form.....	21
Form D: Delivery Schedule.....	23
Form E: Price Schedule.....	24

SECTION 1. LETTER OF INVITATION

The Polish Center for International Aid (PCPM) with funding from the World Food Program (WFP) is aiming to sustainably improve the resilience and wellbeing of individuals, communities and systems that are currently affected by the compounded crises, contributing to long-term food stability, in 10 sites distributed over 4 villages in Jurd Al Qayteh and 1 location in Sahl Akkar, Akkar (Fneideq, Mechmech, Hweich, Qrayat, Nahr Al Ostwan). It adopts a holistic, multistakeholder, area-based approach to respond to the three pillars identified by WFP:

- Natural resource management
- Food system strengthening
- Income and employment

The general objective of the project is to improve land and water management, strengthen resilience of individuals, communities, and systems through improving land and water productivity.

PCPM hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Qualification Form
 - o Form D: Delivery Schedule
 - o Form E: Price Schedule

Interested candidates are requested to prepare the bid in accordance with the requirements and procedures set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to lebanon.procurement@pcpm.org.pl, indicating the willingness to be a part of this bid. This will enable you to receive amendments or updates to the ITB. Should you require any further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

PCPM looks forward to receiving your Bid and would like to thank you in advance for your interest in PCPM procurement opportunities.

Issued by:

Name: Zeina el Jorr
Title: Senior Procurement Officer
Date: January 20, 2025

Approved by:

Name: Eliette Abboud
Title: Project Coordinator
Date: January 20, 2025

SECTION 2. INSTRUCTION TO BIDDERS

A. TIMELINE		
EVENT	DATE	TIME*
Site visit (if any)	N/A	N/A
Information meeting (if any)	N/A	N/A
Deadline for requesting clarification from PCPM	3 February 2025, by email to the following address: lebanon.procurement@pcpm.org.pl	4:00 p.m.
Last date for PCPM to issue ITB clarification	5 February 2025	5:00 p.m.
Deadline for submitting tenders	10 February 2025	1:00 p.m.
Interviews (if any)	N/A	N/A
Offers opening	10 February 2025	2:00 p.m.
Deadline for providing clarifications on submitted bids (non-material deviations)	13 February 2025	COB
Completion date for evaluating technical offers	17 February 2025	COB
Deadline for collecting samples from prospective suppliers	19 February 2025	COB
Notification of award	25 February 2025	5:00 p.m.
Contract signature	28 February 2025	8:00 a.m.
Start date	01 March 2025	10:00 a.m.
* All times are in the time zone of the country of the contracting authority		
B. GENERAL PROVISIONS		
1. Introduction	<p>1.1. Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by PCPM. This ITB is conducted in accordance with the PCPM Standard Operating Procedures (SOP) on Contracts and Procurement.</p> <p>1.2. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by PCPM. PCPM is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3. PCPM reserves the right to cancel the procurement process at any stage without any liability of any kind for PCPM, upon notice to the bidders.</p>	
2. Fraud & Corruption,	2.1. PCPM strictly enforces a policy of zero tolerance on proscribed	

<p>Gifts & Hospitality</p>	<p>practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of PCPM vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2. Bidders/vendors shall not offer gifts or hospitality of any kind to PCPM staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3. In pursuance of this policy, PCPM:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a PCPM contract.</p> <p>2.4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf</p>
<p>3. Eligibility</p>	<p>3.1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to PCPM whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2. It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by PCPM.</p>
<p>4. Conflict of Interests</p>	<p>4.1. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>(a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by PCPM to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p> <p>(b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</p> <p>(c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of PCPM.</p> <p>4.2. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to PCPM, and seek PCPM's confirmation on whether or not such conflict exists.</p> <p>4.3. Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <p>(a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family</p>

	<p>members of PCPM staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and</p> <p>(b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p>
C. PREPARATION OF BIDS	
5. General Considerations	<p>5.1. In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2. The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the PCPM accordingly.</p>
6. Cost of Preparation of Bid	<p>6.1. The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether their Bid is selected or not. PCPM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1. The Bid, as well as any and all related correspondence exchanged by the Bidder and PCPM, shall be written in the language (s) specified in the BDS (English).</p>
8. Documents Comprising the Bid	<p>8.1. The Bid shall comprise of the duly filled forms A-E found at the end of the present ITB and all specified attachments, including a risk matrix (on vendor's own template) provided by the vendor to mitigate delays or changes related to the challenging context in Lebanon (fuel, electricity, items scarcity, transportation etc.).</p>
9. Documents Establishing the Eligibility & Qualifications of the Bidder	<p>9.1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to PCPM's satisfaction.</p>
10. Delivery & Price Schedules	<p>10.1. The Delivery Schedule and Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p>
11. Currencies	<p>11.1. All prices shall be quoted in the currency of USD as indicated in the BDS.</p>
12. Only One Bid	<p>12.1. The Bidder shall submit only one Bid, in its own name.</p> <p>12.2. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> (a) they have at least one controlling partner, director or shareholder in common; or (b) any one of them receive or have received any direct or indirect subsidy from the other/s; or (c) they have the same legal representative for purposes of this ITB; or (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder

	<p>regarding this ITB process; or</p> <p>(e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
13. Bid Validity Period	<p>13.1. Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by PCPM and rendered non-responsive.</p> <p>13.2. During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
14. Extension of Bid Validity Period	<p>14.1. In exceptional circumstances, prior to the expiration of the Bid validity period, PCPM may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Bid.</p> <p>14.2. If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>14.3. The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
15. Clarification of Bid (from the Bidders)	<p>15.1. Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than the specified channel, even if they are sent to a PCPM staff member, PCPM shall have no obligation to respond or confirm that the query was officially received.</p> <p>15.2. PCPM will provide the responses to clarifications through the method specified in the BDS.</p> <p>15.3. PCPM shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of PCPM to extend the submission date of the Bids, unless PCPM deems that such an extension is justified and necessary.</p>
16. Amendment of Bids	<p>16.1. At any time prior to the deadline of Bid submission, PCPM may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>16.2. If the amendment is substantial, PCPM may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
17. Alternative Bids	<p>17.1. Unless otherwise specified in the BDS, alternative Bids shall not be considered.</p>
D. SUBMISSION AND OPENING OF BIDS	
18. Submission	<p>18.1. The Bidder shall send a scan of a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS to the email address lebanon.procurement@pcpm.org.pl. The Bid shall be sent as a password-encrypted PDF file comprising all required forms and attachments. A password to the file shall only be sent upon the deadline for submissions in a separate email message</p>

	<p>from the same email address which was used to send the Bid itself.</p> <p>18.2. The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>18.3. Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the PCPM General Contract Terms and Conditions.</p>
19. Deadline for Submission of Bids & Late Bids	<p>19.1. Complete Bids must be received by PCPM in the manner, and no later than the date and time, specified in the BDS. PCPM shall only recognise the actual date and time that the bid was received by PCPM.</p> <p>19.2. PCPM shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
20. Withdrawal, Substitution, & Modification of Bids	<p>20.1. A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>20.2. A Bidder may withdraw, substitute or modify its Bid by sending a scan of a written notice to PCPM, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>20.3. Bids requested to be withdrawn shall be deleted from PCPM's hardwares and email inboxes.</p>
21. Bid Opening	<p>21.1. PCPM will open the Bid in the presence of an ad-hoc committee formed by PCPM of at least three (3) members.</p>
E. EVALUATION OF BIDS	
22. Confidentiality	<p>22.1. Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>22.2. Any effort by a Bidder or anyone on behalf of the Bidder to influence PCPM in the examination, evaluation and comparison of the Bids or contract award decisions may, at PCPM's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing PCPM's vendor sanctions procedures.</p>
23. Evaluation of Bids	<p>23.1. PCPM will conduct the evaluation solely on the basis of the Bids received.</p> <p>23.2. Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> (a) Preliminary Examination including Eligibility (b) Arithmetical check and ranking of bidders who passed preliminary examination by price. (c) Qualification assessment (if pre-qualification was not done) (d) Evaluation of prices, delivery timeframe and reliability of a Bidder (e) Quality assessment based on provided samples <p>Detailed evaluation will be focussed on the 3 to 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary.</p>

<p>24. Preliminary Examination</p>	<p>24.1. PCPM shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. PCPM reserves the right to reject any Bid at this stage.</p>
<p>25. Evaluation of Eligibility & Qualification</p>	<p>25.1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>25.2. In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> (a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; (b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; (c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; (d) They are able to comply fully with the PCPM General Terms and Conditions of Contract; (e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and (f) They have a record of timely and satisfactory performance with their clients.
<p>26. Evaluation of Technical Bid & Prices</p>	<p>26.1. The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, PCPM may invite technically responsive Bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<p>27. Due Diligence</p>	<p>27.1. PCPM reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> (a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; (b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; (c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; (d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; (e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;

	(f) Other means that PCPM may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. Clarification of Bids	<p>28.1. To assist in the examination, evaluation and comparison of Bids, PCPM may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>28.2. PCPM's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by PCPM in the evaluation of the Bids, in accordance with the ITB.</p> <p>28.3. Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by PCPM, shall not be considered during the review and evaluation of the Bids.</p>
29. Collection of Samples	<p>29.1. Upon evaluation in accordance with point 26.1 above, suppliers deemed prospective will be invited to provide samples of goods as listed in the Schedule of Requirements.</p> <p>29.2. PCPM reserves the right to contact only the selected suppliers who pass the Preliminary Examination, are eligible to participate in the Bid and offer competitive prices as well as a satisfactory delivery schedule.</p> <p>29.3. Assessment of provided samples will be done by the evaluation committee with possibility of including external experts to support the quality assessment. The goods will be assessed (each item in the sample, as listed in the Schedule of Requirements) and each sample will be graded based on a scoring matrix.</p>
F. AWARD OF CONTRACT	
30. Right to Accept, Reject, Any or All Bids	30.1. PCPM reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for PCPM's action. PCPM shall not be obliged to award the contract to the lowest priced offer.
31. Award Criteria	31.1. Prior to expiration of the period of Bid validity, PCPM shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Other Related Requirements, has offered the lowest price along with an acceptable time of delivery.
32. Debriefing	32.1. In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from PCPM. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for PCPM procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
33. Right to Vary Requirements at the Time of Award	33.1. At the time of award of Contract, PCPM reserves the right to vary the quantity of goods and/or services, by up to a maximum forty per cent (40%) of the total offer, without any increase in the unit price or other terms and conditions.
34. Contract Signature	34.1. Within seven (7) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to PCPM. Failure to do so may constitute sufficient ground for the annulment of the award, and on which event, PCPM may award the Contract to the Second highest rated or call for new Bids.

35. Liquidated Damages	35.1. PCPM shall apply Liquidated Damages for the damages and/or risks caused to PCPM resulting from the Contractor's delays or breach of its obligations as per Contract.
36. Payment Provisions	36.1. Payment conditions shall be governed by the Contract with a successful Bidder.

SECTION 3. BID DATA SHEET

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid in the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section 2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	19	Alternative Bids	Shall not be considered
5	13	Bid Validity Period	60 days
6		Advanced Payment upon signing of contract	To be determined in the contract
7	34	Liquidated Damages	Will be imposed as follows: <ul style="list-style-type: none"> ● Percentage of contract price per day of delay: 1% ● Max. number of days of delay 30, after which PCPM may terminate the contract.
8		Performance Security	Not Required
9	11	Currency of Bid	United States Dollar
10	15	Deadline for submitting requests for clarifications/ questions	03/02/2025, 4:00 p.m.
11	15	Contact Details for submitting clarifications/questions	E-mail address: lebanon.procurement@pcpm.org.pl
12	15	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email
13	19	Deadline for Submission	10/02/2025, 1:00 p.m.
14	18	Allowable Manner of Submitting Bids	<input type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15	18	Bid Submission Email Address	lebanon.procurement@pcpm.org.pl
16	21	Date, time and venue for the opening of bid	10/02/2025, 2:00 p.m. at PCPM premises in Kobayat, Akkar, North Lebanon
17	25, 26 & 30	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
18		Expected date for commencement of Contract	01/03/2025 10 a.m.

19		Maximum expected duration of contract	5 months
20	30	PCPM will award the contract to:	One Proposer Only
21		Delivery of the goods	<p>The goods shall be delivered within the period specified in the contract but no later than 24 March 2025 based on the submitted by PCPM Purchase Orders.</p> <p>Failure to deliver the goods in the stipulated time frame will be considered a delay and a penalty will be applied as specified above.</p>
22	35	Method of payment	<p>The payment shall be made via bank transfer from PCPM offshore bank account in Poland to the vendor's offshore bank account (Local or Foreign. In case of bank accounts in Lebanon: on the vendor's 'fresh money' account").</p>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria:

- Appropriate signatures
- Minimum Bid documents provided along with **a risk matrix (on vendor's own template) to mitigate delays or changes related to the challenging context in Lebanon (fuel, electricity, items scarcity, transportation, hostilities etc.)**.
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated based on a scoring matrix as per the below criteria:

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Export/Import Licenses, if applicable 	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form C: Eligibility and Qualification Form

¹ Non-performance, as decided by PCPM, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where the employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form C: Eligibility & Qualification Form
Previous Experience	One year or more of relevant experience.	Form C: Eligibility & Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 10 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form C: Eligibility & Qualification Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form E. Price comparison shall be based on the total price offered by the Bidder, including production costs, all relevant taxes, charges, imports cost and delivery to the PCPM's warehouse in the Lebanese Republic.	Form E: Price Schedule Form
Quality assessment	Assessment of provided samples will be done by the evaluation committee with possibility of including external experts to support the quality assessment. Only shortlisted bidders will be requested to provide a sample. The samples shall be delivered to the PCPM office within 3 working days from the date of the request. The goods will be assessed (each item in the sample, as listed in the Schedule of Requirements) and each sample will be graded based on a scoring matrix.	Sample of Goods provided by the bidder

SECTION 5A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS/BILL OF QUANTITIES

Please take note, that only Bids stipulating **the delivery of the goods to PCPM's warehouses in Akkar (PCPM warehouses in 4 separate villages in Jord el Qaytea union)** and **assigning all imports-related costs and procedures to the Bidder** shall be considered. The goods should be delivered as soon as possible but not later than 24 March 2025.

SPECIFICATION AND QUANTITY OF CONSTRUCTION TOOLS

REF	ITEM	DESCRIPTION	UNIT	QUANTIT Y
1	Cement - أسمنت	25 MPA as per Libnor. Specifications, in accordance with recognized National or International standards (e.g. LIBNOR, AASHTO, ACI).	Tons	201.4
2	Sand - رمل عمار	As per Libnor. Specifications, in accordance with recognized National or International standards (e.g. LIBNOR, AASHTO, ACI).	m ³	374
3	Gravel - بحص وسرك	50% / 50% As per Libnor. Specifications, in accordance with recognized National or International standards (e.g. LIBNOR, AASHTO, ACI).	m ³	460
4	Sub-base	Diameters range from 5 cm to 15 cm with approximate height of 20 cm, for reparation of existing agricultural road	m ³	1956
5	Base Course	Diameters range from 0 cm to 5 cm with approximate height of 20 cm, for reparation of existing agricultural road	m ³	1956
6	Steel Rods - حديد عمار	Diam 10 mm - Prime hot rolled steel deformed bars Grade B500B – Ukraine country of origin.	Tons	28.5
7	Gate Valves	Black Steel sluice gate valves Painted with primer <ul style="list-style-type: none"> ● Steel equal angles: 3x3 cm, thickness 3 mm ● Steel flats: 3 cm, thickness 3 mm ● Steel board: thickness 2 mm ● Steel frame 	Pcs	150

The bidder should take into consideration that the quantities to be ordered might vary up to 10% depending on the need and field conditions.

SECTION 5B. OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements in the preceding Tables, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfilment of the requirements:

Delivery Term	DAP
Exact Address of Delivery/Installation Location	PCPM's warehouses in Akkar, North Lebanon in Jord el Qayteaa warehouses (4 locations in 4 separate villages) and Kobayat warehouse.
Customs clearing shall be done by:	Supplier
Inspection upon delivery	PCPM will make a full inspection of the quantity and quality of goods upon delivery
Installation Requirements	N/A
Testing Requirements	N/A
Payment Terms	To be specified by the contract
Conditions for Release of Payment	<input type="checkbox"/> Pre-shipment inspection <input checked="" type="checkbox"/> Inspection upon arrival at destination <input type="checkbox"/> Installation <input type="checkbox"/> Testing <input type="checkbox"/> Training on Operation and Maintenance <input type="checkbox"/> Others <i>[pls. specify]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
All documentation shall be in this language	English

SECTION 6. RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS.

Have you duly completed all the Returnable Bidding Forms?	
Form A: Bid Submission Form	<input type="checkbox"/>
Form B: Bidder Information Form	<input type="checkbox"/>
Form C: Qualification Form	<input type="checkbox"/>
Form D: Delivery Schedule Form	<input type="checkbox"/>
Form E: Price Schedule Form	<input type="checkbox"/>
Risk matrix (on vendor's own template) provided by the vendor to mitigate delays or changes related to the challenging context in Lebanon (fuel, electricity, items scarcity, transportation, hostilities etc.).	<input type="checkbox"/>
Have you attached the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

FORM A: BID SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	[Insert date]
ITB reference:	04/WFP/2025		

We, the undersigned, offer to supply the goods and related services required for the implementation of the humanitarian project in accordance with your Invitation to Bid No. 04/WFP/2025 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a PCPM staff member within the last year, if said PCPM staff member has or had prior professional dealings with our firm in his/her capacity as PCPM staff member within the last three years of service with the PCPM;
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to PCPM.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the PCPM.

We offer to supply the goods and related services in conformity with the Bidding documents, and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should PCPM accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Contact person that PCPM may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> • Company Profile, which should not exceed five (5) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured • Certificate of Incorporation/ Business Registration • Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder • Trade name registration papers, if applicable • Authorization to sign the Bid on behalf of the Bidder, or Power of Attorney. • Local Government permit to locate and operate in assignment location, if applicable • Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country • Bidders to confirm the availability of extra items in case were needed during the implementation of the project (up to 10% of the stipulated quantities in Section 5A). Bidders to submit a signed confirmation letter. • Bidders to confirm the availability of their stock for the requested material for at least 30% from the tender total value. Bidders to submit a signed confirmation letter. • Bidders to confirm the replacement of any damaged items. Bidders to submit a signed confirmation letter. • Bidders to confirm the delivery of items stipulated in Section 5A by 24 March 2025. Bidders to submit a signed confirmation letter.

FORM C: ELIGIBILITY AND QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	04/WFP/2025		

History of Non-Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non - performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Sale

Please list only 3 previous similar contracts successfully executed in the last 10 years.

List only those contracts for which the Bidder was legally contracted or subcontracted by the Client as a company. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

FORM D: DELIVERY SCHEDULE

Name of Bidder:	[Insert Name of Bidder]	Date:	[Insert Date]
ITB reference:	04/WFP/2025		

Steel Rods – حديد عمار & Gate Valves

Should be delivered to PCPM warehouses in one batch in Jord el Qayteaa region (4 separate villages) as soon as possible but not later than 24 March 2025.

Cement – أسمنت Coarse aggregate - خليط خشن

Should be delivered in separate batches on a weekly basis during the period of 4-5 months starting the 1 of March 2025.

Please indicate the time required (in days) for the final completion of the procurement, from contract's signature to the **delivery to PCPM's warehouses in 4 separate villages in Jord el Qayteaa union (and potentially in PCPM Kobayat warehouse)**. Should the contract be awarded, it will specify the indicated timeframe. Please take note that the delivery shall occur as soon as possible but not later **than 24 March 2025**.

FORM E: PRICE SCHEDULE

Name of Bidder:	[Insert Name of Bidder]	Date:	[Insert date]
ITB reference:	04/WFP/2025		

The Bidder is required to prepare the Price Schedule following the below format, including a detailed cost breakdown of all goods and related services.

Currency of the Bid: United States Dollars

Price Schedule

REF.	ITEM	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST
1	Cement أسمنت	25MPA as per Libnor. Specifications, in accordance with recognized National or International standards (e.g. LIBNOR, AASHTO, ACI).	Tons	201.4		
2	Sand رمل عمار	As per Libnor. Specifications, in accordance with recognized National or International standards (e.g. LIBNOR, AASHTO, ACI).	m ³	374		
3	Gravel بحص وسرك	50% / 50% As per Libnor. Specifications, in accordance with recognized National or International standards (e.g. LIBNOR, AASHTO, ACI).	m ³	460		
4	Sub-base	Diameters range from 5 cm to 15 cm with approximate height of 20 cm, for reparation of existing agricultural road	m ³	1956		
5	Base Course	Diameters range from 0 cm to 5 cm with approximate height of 20 cm, for reparation of existing agricultural road	m ³	1956		
6	Steel Rods حديد عمار	Diam 10mm - Prime hot rolled steel deformed bars Grade B500B – Ukraine country of origin.	Tons	28.5		
7	Gate Valves	Black Steel sluice gate valves Painted with primer Black Steel sluice gate valves Painted with primer <ul style="list-style-type: none"> Steel equal angles: 3x3 cm, thickness 3 mm 	Pcs	150		

		<ul style="list-style-type: none"> • Steel flats: 3 cm, thickness 3 mm • Steel board: thickness 2 mm • Steel frame 				
DELIVERY COST (DELIVERY to PCPM WAREHOUSES IN 4 SEPARATE VILLAGES IN JORD EL QAYTEH)						
TAXES, CHARGES, CUSTOM FEES (if applicable)						
GRAND TOTAL						

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____