PART C – SUBMISSION PART

**Appendix A: Tender Application Form**

**Appendix B: Qualification Form**

**Appendix C: Declaration Form**

**Appendix D: Bidder requested documents / forms**

**As individual:**

* + **Master Degree Certificate**
  + **Curriculum Vitae**
  + **Copy of Personal ID / Passport**
  + **Copy of MoF Number certificate (if any)**
  + **Copy of VAT Number (if any)**

**As Company:**

* + **Registration Certificate**
  + **Commercial Circular**
  + **Copy of MoF Number certificate**
  + **Copy of VAT Number (if any)**
  + **Copy or Owner/s or Board members IDs / Passports**

**Appendix E: Bidder References**

**APPENDIX F: Technical proposal & Working Methodology.**

**Appendix G: Terms Of Reference.**

**Appendix H – Financial Offer**

**PART C – APPENDIX A**

**TENDER APPLICATION FORM**

Date: .....................

##### I - SUBMITTED BY

Name of bidder: […………………………………………]

Partners name if any:

**II - CONTACT PERSON (for this tender)**

Name : […………………………………………]

Address : […………………………………………]

Telephone : […………………………………………]

Fax : […………………………………………]

E-mail : […………………………………………]

**III - BIDDER’S DECLARATION(S)**

*To be completed and signed by the bidder.*

In response to your letter of invitation to tender for the above tender, we the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to tender **Consultancy Contract for Business Trainer** Reference **LBN-1010-025**
2. We hereby accept its provisions in their entirety, without reservation or restriction.
3. We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction the service detailed in Part C Appendix G.
4. This tender is valid for a period of **ninety (90)** days from the final date for submission of tenders, i.e., until 00/00/0000
5. We hereby confirm we have read, understand and we accept the “Terms of Reference” described in Part B – Terms of Reference**.** Our offer has been designed according to these specificities requested by Jafra.
6. We hereby confirm we have read the Contract elements described in Annex I – Contract Template and accept these conditions in full. In case our offer is awarded the Contract, we accept to sign a contract written on this base.
7. We are making this application in our own right and for this tender. We confirm that we are not tendering for the same contract in any other form.
8. We are providing evidence of our registration/statute.
9. We agree to abide by the standard ethics clauses and have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application.
10. We will inform Jafra immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this contract.
11. We note that Jafra not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should Jafra do so.

**IV - CONTENT OF THE BID**

We understood that a complete bid to submit to Jafra must include:

**Appendix A: Tender Application Form**

**Appendix B: Qualification Form**

**Appendix C: Declaration Form**

**Appendix D: Bidder requested documents / forms**

**As individual:**

* + **Master Degree Certificate**
  + **Curriculum Vitae**
  + **Copy of Personal ID / Passport**
  + **Copy of MoF Number certificate (if any)**
  + **Copy of VAT Number (if any)**

**As Company:**

* + **Registration Certificate**
  + **Commercial Circular**
  + **Copy of MoF Number certificate**
  + **Copy of VAT Number (if any)**
  + **Copy or Owner/s or Board members IDs / Passports**

**Appendix E: Bidder References**

**Appendix F: Technical Proposal and working methodology.**

**Appendix G– Terms Of Reference.**

**Appendix H – List of Previous Trainings**

**Appendix I – Financial Offer**

Name and first name: […………………………………………]

Duly authorised to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX B**

**QUALIFICATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. We want some information about your company** | | |  |  |
| **Company Name** | |  | | |
| **Legal Form** | |  | | |
| **Founded (Year)** | |  | | |
| **Established in (Country)** | |  | | |
| **Bank Details** | **Account Holder** |  | | |
| **Bank Name** |  | | |
| **IBAN** |  | | |
| **BIC** |  | | |
| **Swift** |  | | |
| **Currency** |  | | |
| **VAT-Registration Number** | |  | | |
| **Physical Address** | **Street, Building, Floor,** |  | | |
| **City, Country** |  | | |
| **Telephone** |  | | |
| **Name of Chief Executive Officer (CEO)** | |  | | |
| **Place and Date of Birth of CEO** | |  | | |
| **Name of Owner** | |  | | |
| **Place and Date of Birth of Owner (if individual)** | |  | | |
| **Website** | |  | | |
| **Sales & Marketing Contact** | |  | | |
|
|
| **Range of Services provided by the Company (Company Portfolio)** | |  | | |
|
|
|
| **For internal use of Jafra only** | |  | | |
|
|
|
|

**2. Policy Statement Jafra**

1. Jafrasupports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption.

* Human Rights
  + Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
  + Principle 2: make sure that they are not complicit in human rights abuses.
* Labour
  + Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
  + Principle 4: the elimination of all forms of forced and compulsory labour;
  + Principle 5: the effective abolition of child labour; and
  + Principle 6: the elimination of discrimination in respect of employment and occupation.
* Environment
  + Principle 7: Businesses should support a precautionary approach to environmental challenges;
  + Principle 8: undertake initiatives to promote greater environmental responsibility; and
  + Principle 9: encourage the development and diffusion of environmentally friendly technologies.
* Anti-Corruption
  + Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages : <https://www.unglobalcompact.org>

By signing the Supplier Declaration, the approval and compliance with these principles is explicitly confirmed.

1. Jafra renounces all forms of terrorism and money laundering

Jafra renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, Jafra is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of Jafra to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Jafra will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this."

Name and first name: […………………………………………]

Duly authorised to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX C**

**DECLARATION FORM**

I/We, […………………………………………] (name of company) hereby declare that:

* I/We are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
* I/We have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
* I/We comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed. We assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation and occupational safety and health.
* I/We have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the International Humanitarian Aid Community,
* No serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the International Humanitarian Aid Community,
* I/We are providing you with all the information required in connection with participation in a tender,
* In respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
* I/We have not been excluded as a contract partner by the European Community due to ethical issues,
* I/We assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
* I/We respect basic social rights and condemn child labour,
* I/We are informed that WHH will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union

Name and first name: […………………………………………]

Duly authorised to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – APPENDIX D**

**REQUESTED DOCUMENTS / FORMS**

**As individual:**

* **Master Degree Certificate**
* **Curriculum Vitae**
* **Copy of Personal ID / Passport**
* **Copy of MoF Number certificate (if any)**
* **Copy of VAT Number (if any)**

**As Company:**

* **Registration Certificate**
* **Commercial Circular**
* **Copy of MoF Number certificate**
* **Copy of VAT Number (if any)**
* **Copy or Owner/s or Board members IDs / Passports**

**PART C – APPENDIX E**

**BIDDER’S REFERENCES**

Name at least 3 Customer References: either customers in the Humanitarian sector, or customers which used similar services. Briefly present the customer, the nature of the consultant, the period, and the outcome of the deal.

Contact details is requested too for the 3 references customers.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Year | Project Name | Location | Contract Value in USD | Status | Completion date | Contact Person | Telephone | Email |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Please design the table into landscape and submit it in PART C – APPENDIX E BIDDER’S REFERENCES**

**PART C – APPENDIX F**

**TECHNICAL PROPOSAL & WORKING METHODOLOGY**

It must include a proposal work methodology of the services as per the requested deliverables detailed in the **Part B – 1.** **Terms of Reference.**

**PART C – APPENDIX G**

**TERMS OF REFERENCE**

**Terms of Reference (TOR) – Business Trainer**

**1. Background:**

Jafra for Relief and Youth Development (Jafra) and Deutsche Welthungerhilfe e. V. (WHH), conducting a project supported by BMZ for “Strengthening women's livelihoods and increasing the resilience of vulnerable communities engaged in smallholder and subsistence farming” with a specific focus on the Palestinian camps in Beirut and in the South.

For which Jafra is seeking a consultant to provide his/her expertise and guidance to support in establishing food distribution business for its food products produced under the activities of the project.

Jafra is looking to assign a business trainer to provide selected participants with business development and entrepreneurship skills.

**2. Qualifications:**

* More than 2 years of experience in the delivering business development trainings
* Master’s degree in the business sector
* Fluency in presenting Arabic and English materials
* Training of Trainers (TOT) certificate

**3. Objectives:**

The main objectives of this business trainer assignment are as follows:

* Provide participants with basic skills and knowledge required to establish and maintain a successful business by providing a complete and comprehensive training cycle that fulfills the following topics:
  + Marketing and branding
  + Financial management
  + Accounting
  + Strategic management
  + Research and development
  + People management
  + Legal consideration
  + Supply chain management
  + Negotiating
  + Networking

**4. Scope of Work:**

The consultant is expected to undertake the following tasks:

* Develop a curriculum and handouts for the training materials
* Deliver 5 training cycles, 3 days period each; for agriculture roof owners (20 participant)
* Deliver 17 training cycles, 4 days period each; for food processing participants (11 to 12 participants each cycle) over a 3-year period.
* Provide a narrative report for each training cycle conducted.
* Validate action plans and PowerPoint Presentations submitted by the food processing participants.
* Provide an evaluation for the training participants

I have read, understand and fully accept the Terms of Reference and designed my technical proposal based on it.

Name and first name: […………………………………………]

Duly authorised to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company:

**PART C – Appendix H – List of Previous Trainings**

List of Previous Trainings:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Training Name | Training Sub Topics | In cooperation with | Location | Training Period | Targeted Sector | Training Language |
| Example | Business Development | Digital Marketing  Costing | Jafra | Shatila Camp | 3-days | Farmers | Arabic |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Name and first name: […………………………………………]

Duly authorized to sign this tender on behalf of: […………………………………………]

Place and date: […………………………………………]

Stamp of the firm/company: