PART C – SUBMISSION PART

Please submit in the Envelope A (Administrative and Technical offer):

**Appendix A: Tender Application Form**

**Appendix B: Qualification Form**

**Appendix C: Declaration Form**

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

* + **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.**

Please submit in Envelope B (Financial Officer)

**Appendix G – 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 **Supply and Deliver Refreshment** Reference **LBN-1010-026.**
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 F.
4. This tender is valid for a period of **ninety (90)** days from the final date for submission of tenders, i.e., until 21/12/2024
5. We hereby confirm we have read, understand and we accept the “Terms of Reference” described in Part B –**Technical Specifications. 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** is 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**

* **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.**

**Appendix G– 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. **Jafra** supports 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**

**Bidder requested documents / forms:**

* **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**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Description | Unit | Brand | General remarks: |
| 1. | Small Water 500 ml | Piece |  |  |
| 2. | Instant coffee bag (2 in 1) | Sachet 11g |  |  |
| 3. | Black Ceylon Tea Bags | Bag 200 g (100 Pieces) |  |  |
| 4. | White Sugar 5KG | Bag (5KG per bag) |  |  |
| 5. | Brownies classic cake 60 g | Piece |  |  |
| 6. | Carton Juice (apple - pineapple - orange - mango) 100% pure pressed fruit | Piece 125ml |  |  |
| 7. | Carton Cups without lid 90 oz | Piece |  |  |

**Please send pictures of the items being priced and add the brand and remarks if any in the table above.**

**يرجى إرسال صور العناصر التي يتم تسعيرها وإضافة العلامة التجارية والملاحظات إن وجدت في الجدول أعلاه.**