

2. Tender Dossier Document

August, 2022

Date: _____

Subject: **Printing and Visibility Services**

Dossier Reference No.: **LEB-DEL-0060**

To: [Supplier] _____

Name of Responsible: _____

Preamble

"Terre des Hommes Italy" has received a grant from various donors such as UNICEF, AICS, EU and many others for the implementation of humanitarian actions, and intends to apply a portion of those grants for payments under this contract/agreement. No party other than **"Terre des Hommes Italy"** (hereinafter: TDH IT) shall derive any rights from the grant or have any claim to its proceeds.

In the framework of the above-mentioned intervention, TDH IT hereby solicits your bid for the supply and delivery of requested items or services as per a **Financial and Technical Bid document and Annexes where specifications and technical requirements are detailed**.

The intention with this process is to sign a **"Framework Agreement"** with the successful bidders to define the commercial conditions applicable to the purchase of specifically identified goods/services, during one year from the date of the signature and/or a maximum amount of USD 339,999.00; Please note that this Framework Agreement will NOT be in itself a commitment to purchase but simply states the conditions that would apply IF **"Terre des Hommes Italy"** decides to place an order. As such, there is no commitment and no exclusivity.

General Provisions

1. It is strongly recommended to read this invitation to bid and its annexes thoroughly. Failure to observe the procedure may result in disqualification from the evaluation processes.
2. Bidders shall adhere to all the requirements of this OLT, including annexes. This OLT is conducted in accordance to the TDH IT Procedure Manual.
3. Terre des hommes Italy reserves the right to cancel the tender award procedures when:
(a) the tender has not been successful, there have not been a qualitatively and/or financially suitable offer or no offers have been received;

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- (b) The project's economic figures have fundamentally changed;
- (c) exceptional causes beyond anyone's control have made the contract's completion impossible;
- (d) when all the technically suitable offers exceed the financial resources available;
- (e) when a series of irregularities has been discovered in the procedures that impede fair competition between the participants.

There are no circumstances in which Terre des hommes Italy can be held responsible for damages, of any kind (in particular loss of earnings) in relation to the tender's cancellation, even if Terre des hommes Italy had been informed of possible damages. The tender notice's publication does not commit Terre des hommes Italy to carrying out the announced project or program. TDH IT strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of TDH IT vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation (TDH IT Anti-Fraud policy).

- 4. The cost of preparing a bid and of negotiating a contract is not reimbursable nor can it be included as a direct cost of the assignment.
- 5. Only offers complying with the minimal technical requirements specified by TDH IT will be considered.
- 6. All the items requested must be covered by a warranty for at least 1 year (if applicable).
- 7. Delivery Time and Cost shall be specified in the Financial Offer.
- 8. The Bids must be sealed and submitted together in an envelope by hand, which shall:
 - i. Bear the name of the Bidder;
 - ii. Be addressed to "Terre des Hommes Italy"; as follows:

**Terre des Hommes Italy;
Supply Chain Manager;**

And be delivered to any of the following addresses:

- 1. TDH IT Office, Baabda, Ain Street, Najem Building # 63, 4th Floor.
- 2. TDH IT Office, Zahle, Ksara, Dallah Building, Facing Chatean Ksara, 3rd Floor.
- 3. TDH IT Office, Tyr, Al-Watanieh Str, Farah halawi Bldg. 4th Floor.

- iii. Bear a warning not to open before the time and date for Bid opening as specified in the OLT.
9. A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission. Bids requested to be withdrawn shall be returned unopened to the Bidders except if the withdraw request was after the bid has been opened.

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Bid Submission:

Deadline for submission: the bid has to be submitted by Thursday 8th of September 2020 at 13h00 the latest. Bids received after this deadline will be rejected.

All submitted Bids must include the following documents duly stamped and signed (all pages):

1. Open Local Tender Dossier, Financial and Technical Bids (if applicable), Bidder Registration Form and other Criteria, by filling the Annexes and/or providing a Pro-Forma containing all requested information, printed in headed letter paper.
2. Registration to the Ministry of Finance.
3. VAT registration (if any).
4. Signed "TDH IT Child Protection Policy", "Code of Conduct" and the "Antifraud Policy".
5. To insure that sufficient information is available, the bidder shall submit any descriptive material, such as catalogs and any other relevant information, the company deems would enhance the comprehension of the offer. TDH IT will not take into consideration any information about the items/services not clearly detailed inside the offers submitted.

Please take note of the following requirements and conditions pertaining to the supply and delivery of the requested good(s):

Preferred Currency of Quotation	US Dollars
All documentation, including catalogs, instructions and operating manuals, shall be in these languages	English (Preferred) Arabic
Unit Price	Must be VAT Exclusive (Without VAT) Fixed for one (1) year
Taxes and VAT	The bid must clearly show when VAT is applicable to the priced items. In the case of exemptions, Bidders shall use the applicable rate instead of the standard rate to each project accordingly (VAT exemption Certificate will be shared and attached on Contract Signing).
Period of Validity of Quotes starting the Submission Date	120 days at least In exceptional circumstances, TDH IT may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in the ITB. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the original Bid.

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Partial Quotes	Permitted (100% of the requested list) Bidders can provide Substitute Items in the compliance table (Technical Offer) unless specified otherwise.
Payment Terms	<ul style="list-style-type: none"> • Two weeks after the reception of the invoices for the orders issued during that month. • Invoices must 100% match and reflect the Purchase Orders (P.O) issued in that month, in terms of the exact quantities, amounts, deliveries and applicable taxes. • Delivery notes must be submitted when the deliveries are taking place, signed by the required person(s).
Annexes to this Open Local Tender	<ul style="list-style-type: none"> • OLT Dossier • Financial & technical Bid • Bidder Registration Form and Other Criteria • Child Protection Policy and Code of Conduct • Antifraud Policy
Contact Person for inquiries (Written inquiries only)	a.hachem@tdhitaly.org m.valline@tdhitaly.org

TDH IT reserves the right to not award the agreement to the lowest priced offer, if the second lowest price among the responsive offers is found to be significantly more superior, and the price is higher than the lowest priced compliant offer, And the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

The contact person is officially designated by TDH IT. If inquiries are sent to other person(s) or address(es), even if they are TDH IT staff, TDH IT shall have no obligation to respond nor can TDH IT confirm that the query was received.

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Evaluation of BIDS:

TDH IT will conduct the evaluation solely on the basis of the Bids received. Evaluation of Bids shall be undertaken in the following steps:

a) Preliminary examination including Eligibility;

1. Bidder Registration in Country; Certificate of registration/incorporation, Tax Compliance, VAT, Business permit or relevant membership.
2. Bidder's confirmation of compliance with the attached conditions of OLB, Anti-Fraud and Corruption, Child Protection Policy and TDH IT Code of Conduct.
3. Conflict of Interest.
4. Bid Validity period.
5. Payment Terms.
6. Warranty period and replacement of defected items
7. Minimum five (3) years' experience Previous experience with NGOs

b) Evaluation of Technical Bids: (Criteria B, weight 45%)

- 1- Quality of Bidder's products including brands and samples to submit **(Criteria B1, weight 35%)**
- 2- Availability of items listed in the OLB **(Criteria B2, weight 5%)**
- 3- Bidder's responsiveness in emergencies. (including Replacement of items, delay of payments, emergency delivery, Price revision) **(Criteria B3, weight 5%)**

Bonus criteria:

- 1- Additional options to specific items.
- 2- Additional experience with NGOs is a bonus.

c) Evaluation of Financial Bids: (Criteria D, weight 55%)

Bidder's prices should demonstrate an economically advantageous position for TDH IT; Fixed prices for the period of the agreement/contract; preferred at least 12 months.

1. Prices **(Criteria C1, weight 45%)**
2. Installation Costs **(Criteria C2, weight 5%)**
3. Payment and Delivery Costs **(Criteria C3, weight 5%)**

The Preliminary examination is to determine whether the Bids 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. TDH IT reserves the right to reject any Bid at this stage.

TDH IT may request any Bidder for a written clarification of its Bid.

Contract Signing

Within fifteen (15) days from the date of awarding a Winner, the successful Bidder(s) shall sign and date the Contract/Framework agreement and return it to TDH IT after being reviewed and accepted.

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In specific cases, and according to the type and value of the items/services being procured, TDH IT may call for a Contract Signing meeting that involves both parties to join in.

Signatures

Terre des Hommes ITALY	Bidder:
Name and Position (in English, in capital letters)	Name and Position (in English, in capital letters)
Stamp and signature	Stamp & Signature

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