

Letter of Invitation to Tender

Tender Notice

Ref # RTP/2022/004

Date: April 21, 2022

Project Title: Education Project – Digital Smart Boards, Projectors & Installation Works

Introduction:

Right To Play International is a global organization, headquartered in Toronto, Canada, that uses the transformative power of play to educate and empower children facing adversity. Through sports and games, Right To Play helps children build essential life skills and a better future, while driving social change in their communities with lasting impact.

General Conditions:

As part of our project “EDUCATION” we are looking for a supplier to purchase and install Digital Smart Boards & Projectors as per the attached BOQ.

For clarifications on this process, do not hesitate to contact the Logistics Department. Interested Suppliers are kindly requested to send their quotations by email together with **all signed & stamped documents** listed in the tender not later than **April 29th, 2022** to the address mentioned below.

*Logistics Officer: Marian Zaytoun - Email: mzaytoun@righttoplay.com

Mobile: 70/259865 (Monday to Friday 10am till 4pm)

*Logistics Coordinator: Kevork Dersarkissian - Email: kdersarkissian@righttoplay.com

Mobile: 03/190093 (Monday to Friday 10am till 4pm)

Instructions to Tenderers

Tender ref.: **RTP/2022/004**

Supplies/Services to be provided

Right To Play International Invites Registered suppliers for expressing their interest in participation for tendering for Digital Smart Boards, Projectors & Installation Works as per the specifications in the attached BOQ.

Closing date and time for submission of tenders

All Tenders should be submitted no later than **12h00, Friday 29th of April 2022.**

Submission of tenders

Tenders should be submitted as email with all requested documents to:

*Logistics Officer: Marian Zaytoun - Email: mzaytoun@righttoplay.com

*Logistics Coordinator: Kevork Dersarkissian - Email: kdersarkissian@righttoplay.com

– Rehabilitation Works in 3 different lots: Beirut, South and North. Not to be discussed **before 12 h00, 2nd May 2022.** Upon receipt and in the presence of the tenderer a Right To Play International staff member will Confirm receiving each supplier documents by Email.

Language of offers

All tenders should be received in English. The contract as well as all correspondences and documents relating to this tender exchanged by the tenderer and Right To Play Int'l, shall be written in English unless specified otherwise in the tender documents.

Period of validity of offers

Bids shall remain valid for a period of not less than 30 days after the deadline for submission. A tenderer may opt to offer more than the stated days.

Currency

The currency in which all tender submissions should be received is USD /TTC

Type of contract

This contract shall be a fixed term contract as per this tender document and specific to the schedules of rates and specifications stated in the BOQ.

Content of tenders

Your tender bid must include the following documentation so please use the list below as a 'Checklist' for you bid before submitting your tender to Right To Play Int'l.

- (a) Completed BOQ constituting the Financial Offer
- (b) Signed fully completed the Tenderer's Declaration
- (c) Completed 'Tenderers Relevant Experience Form'
- (d) Proof of registration on Commercial Register
- (e) Copy of registration for tax with Ministry of Finance

Closed tender

This is a close tender, it will be arranged and finalized only with Right To Play committee presence with no external guests & members

Evaluation of tenders

The Tender Evaluation Committee will evaluate and compare the bids in the following manner:

- (a) Preliminary examination; to determine substantially responsive bids i.e. which are properly signed, include all requested documentation and conform to specifications and the terms and conditions.
- (b) Administrative Evaluation; substantially responsive bids will then be evaluated to ensure that all requested documentation is valid as follows;
 - i. Authentication of the validity of the documents
 - ii. Validity of offers and terms of payments
 - iii. Cross checking with the past experience of the bidders
 - iv. Type and nature of the company registration
 - v. Product & Service quality

(c) Financial Evaluation will be carried out based solely on the financial offers of the tenderers. The financial offer must include any discounts for the award or other price modifications offered by tenderers. All financial offers should reflect the best offer tenderers are willing to offer.

(d) The Evaluation Committee will award the contract to the bidder whose bid has been determined to be substantially responsive, administratively and technically acceptable and who has offered a competitive evaluated bid price and quality.

Deliverables:

After signing the contract by the two parties, the contractor is requested to deliver the work as per The timelines and schedule drafted and developed by the contractor

Clarifications

Should any bidder need clarification on any issue pertaining to the tender they can write to mzaytoun@righttoplay.com AND kdersarkissian@righttoplay.com quoting the tender reference number **RTP/2022/004** in the subject line. Where possible, any clarification given to one tenderer will also be communicated to all other tenderers regardless of whether they requested the information.

Cancellation of the tender procedure

Right To Play International reserves the right to change or cancel this tender process. Right To Play International also reserves the right to require compliance with additional conditions as and when issuing the final contract. Condition for cancellation may include matters such as non-receipt of a minimum number of bids, a dramatic change in specification of the material, the costs exceeding budgetary limits or the project being cancelled.

Appeals Process

Following confirmation of successful or unsuccessful offer, if a supplier or potential supplier has an issue which they feel requires a complaint, they can lodge their complaint to the following email address quoting the tender reference number **RTP/2022/004** in the subject line.

Country Director,

Rtp.lebanon@Righttoplay.com

Please note that only appeals sent to this email address will be responded to, this email address should **not** be used to make enquiries about the tender, all enquiries must be sent to the email address mzaytoun@righttoplay.com AND kdersarkissian@righttoplay.com

Data protection

Right To Play Int’l guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Right To Play Int’l guarantees confidentiality of the procurement process.

Donor

Right To Play Int’l in Lebanon is funded for this tender by EQIE.

The donors or their agents have rights of access to Right To Play Int’l or any of its contractors or suppliers for audit purposes. Submission of a tender assumes supplier or contractor acceptance of this condition.

Tenderer’s Relevant Experience

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Please complete the table below using the format to summarise the major relevant works/services carried out



in the course of the past 3 years by the tenderer. The number of references to be provided must not exceed 10 for the entire tender.

Company Name	Contact Details in Company	Total contract value	Dates	Description of Contract