



### Invitation to Tender

Developmental Action without Borders, NABAA, is a nonpolitical, non-profit Lebanese organization that works with Palestinian and Lebanese communities. NABAA aims to create an environment where all people, regardless of their gender, religion, race, age and nationality live together with dignity and peace. Indeed, NABAA's main objective is to empower local communities and to support the members to speak for their rights and better their lives. NABAA's vision is building a society that respects human rights and whose members are decision makers, which can be achieved through empowering local communities and marginalized groups, including women, children, youths and refugees in order to play an effective role in their society.

**Contracting Authority:** Developmental Action without Borders- NABAA has received grants from the United Nations office of the Coordination of Humanitarian Affairs (OCHA-LHF), in order to implement a project titled "Meeting the Immediate Lifesaving Needs to foster the resilience of vulnerable population affected by Ein El Helwi conflict". The intervention aims at Meeting the Immediate Basic Food Needs and resilience of 1175 displaced and in conflict zone households; (937 PRL, 183 Lebanese, 24 PRS, 19 SRS and 12 migrants) by ensuring access to basic needs including Food items, and protection cash assistance. Indeed, this will enable mitigating against their increased vulnerability and Critical food insecurity as a result of the long displacement period. The 8 – months - project is designed in an integrated manner to achieve the objectives of the emergency plan for Ein al-Helwi, taking into account other services provided by other partners and agencies to avoid any overlapped assistance. The project consists of two main components: food security and protection, which constitute the most urgent need in Ein El-Helwi. For instance, what exacerbated the crisis and made it more complex is the emergency in the regions of southern Lebanon and its psychological, and economic effects on all its residents.

The agreement includes the provision of **3525 Wash kits – Hygiene kits (3 rounds of Hygiene kits 1175 parcels each round) as detailed below:**

Description	Unit	No. of Units	Unit Cost (USD)	Taxes	Total Cost (USD) including taxes
Soap Bar	Bar - pack of 6 (100g) each	21150			
Laundry Washing powder	bag - 4Kg	3525			
Cleaning Liquid	item -800 ml	3525			
Shampoo	item -400 ml	7050			
Toothpaste adult	item -120 ml	3525			
Toothpaste Children	item -75 ml	3525			
Tooth Brush adult	item	14100			
Tooth Brush Children	item	14100			
Comb	item	3525			
Garbage bag	1pack - medium size	3525			
Cleaning clothes	item	7050			
HH Dishwashing gloves	item	3525			
Bleach	item (1L)	3525			

Alcohol antiseptic 70% ethanol	500 ml	3525			
Heavy duty Gloves	pack	7050			
Sanitary Pad	Pack	7050			
Cartoon	Pack	3525			
<b>Total</b>					\$ -

Other related costs : -----  
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**CLOSING DATE: Deadline for bids submission is 11-12-2023 at 3:00 pm Beirut Time. All bids submitted after that date will be rejected.**

**The process:** suppliers from local market are invited to participate in this tender on the basis of;

- The ability to provide one complete kit, including the whole described items altogether in the kit.
- The ability to deliver the kits to Nabaa organization within one-week maximum.
- The quality of items and the score list achieved by the selection committee.
- The described kit including the whole required items should be attached as a sample with the pricing list, in order to facilitate the comparison, as the selection committee members need the tangible materials to do the comparison and not just the pricing list or the photo of the materials.

**All offers should include:**

- Legal documents to be submitted (Commercial registry, VAT registration document)
- Financial Proposal signed, and stamped (printed)
- Technical proposal signed, and stamped (items specifications)
- Signed version of this invitation printed
- Offer validity
- Payment method

**Other notes to be taken into consideration:**

- VAT should be taken into consideration; this amount will be paid separately in Lebanese pounds according to the official rate as per the country
- Bank charges: NABAA will not be responsible for any bank charges whether local or at intermediate bank. Bidders must take this issue into consideration when submitting offers.
- NABAA will not be responsible for any costs related to customs, facilitation fees. Bidders must take this issue into consideration when submitting offers.
- Expiry date for the requested item should minimum be one year
- The requested items will be stored in the suppliers' stores- where houses, and the supplier should take care of the packaging, NABAA will be monitoring these packages (parcels on regular basis) by the quality control officer and the monitoring officer.

**How to Apply:** All interested and eligible firms are requested to submit their offers in person and not by email in a sealed envelope and a sample to: NABAA HQ (Saida, Awali area, behind center point shopping center, Al Jawhara building 10A 1st floor);

For more information about address Phone #: 00961 7 732 614

**Contact person:** Mohammed Hussein Salim- procurement and logistics officer

Email Address: [procurementofficer@nabaa-lb.org](mailto:procurementofficer@nabaa-lb.org)

Phone# 00961 71 165056

All submitted offers will be opened in presence of the selection committee under the authority of the quotation open protocol at NABAA.

**The offers will be subjected to a scoring criteria detailed below on different levels:**

- 1- Administrative evaluation 15%
- 2- Technical evaluation 40%
- 3- Financial evaluation 45%