

## Instructions to Tenderers

**Tender ref.: RTP/2022/009**

### **Supplies/Services to be provided**

Right To Play International Invites Registered suppliers for expressing their interest in participation for tendering for Back to School (crafts) Kit with the specifications in the attached RFT.

### **Closing date and time for submission of tenders**

All Tenders should be submitted no later than 16h00, **Thursday 1st of September 2022.**

### **Submission of tenders**

Tenders should be submitted to Right To Play Lebanon via email. Interested Suppliers are kindly requested to send their quotations via email no longer than **Thursday 1st of September 2022.**, to the email addresses mentioned below.

Email: **mzaytoun@righttoplay.com**

Email: **kdersarkissian@righttoplay.com**

Office landline: 00 961 684183 or

Mariam **00 961 79259865**

Kevork **00 961 3190093**

### **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** but exchange rate to LBP should be mentioned

### **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 RFT (Request for Tender)

### **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.

- Completed RFT constituting the Financial Offer and data sheet with brands and pictures of items (B).
- Signed fully completed the Tenderer's Declaration (C)
- Completed 'Tenderers Relevant Experience Form' (A)
- Child Safeguarding Policy + Code of Conduct (D)
- Proof of registration on Commercial Register
- Copy of registration for tax with Ministry of Finance

### **Close 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 supplier is requested to deliver the supplies within +/- 7 days

### **Clarifications**

Should any bidder need clarification on any issue pertaining to the tender they can write to [mzaytoun@righttoplay.com](mailto:mzaytoun@righttoplay.com) quoting the tender reference number **RTP/2022/009** 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/2022/009** 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](mailto:mzaytoun@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

Tender reference: **RTP/2022/009– Back to School (Crafts kit)**

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