

**DATE: 13/1/2025**  
**INVITATION TO BID: No. ITB/AICA/2025/1/001**  
**FOR (Access Basic &/or Access Advanced &/or and Python classes) Python Module Training under HFABF2**  
**CLOSING DATE AND TIME: 21/1/2025 – 14:00 PM**

**INTRODUCTION**

The Alawite Islamic Charity Association (AICA), founded in 1950 and registered under Decree No. 4500/1950, is a leading non-governmental / faith-based organization based in Lebanon. With over seven decades of active humanitarian engagement, AICA has been at the forefront of advocating for localization in humanitarian and development work, emphasizing the vital role of local communities, businesses, and stakeholders in achieving sustainable and impactful interventions. AICA's areas of intervention span Food Security, Health, Education, Livelihood Support, WASH, Basic Assistance, Shelter Coordination, and Emergency Response. Through its local partnerships, AICA continues to strengthen community resilience, promote social justice, and advocate for inclusive access to essential services without discrimination. AICA strongly believes that empowering local service providers and fostering community-driven solutions are key to building resilient communities and ensuring long-term positive outcomes. AICA prioritizes working with local partners and suppliers to promote local economic growth, ensure cultural appropriateness, and enhance the efficiency and accountability of its programs. AICA's running programs cover the T5 (including Tripoli and Minieh-Danniyeh) and Akkar region, in the Northern of Lebanon. AICA reserves the right to reject incomplete or non-compliant bids. This ITB process adheres strictly to **AICA's Procurement Manual (2024)**, which outlines the organization's procurement guidelines, including transparency, competitive bidding, and fairness principles.

**1. REQUIREMENTS**

The selection of service providers will be based on a **competitive bid process** as described in **AICA's Procurement Manual (2024)**, ensuring fair evaluation and value for money. The needed firm is requested to offer the provision of ICDL certified Access Basic and/or Access Advanced and/or Python ICDL Training in North Lebanon. The Tender Opening and Evaluation Committee (**TOEC**), composed of representatives from AICA's logistics, finance, and program teams, will oversee the bid opening and evaluation process to ensure compliance with AICA's procurement policies.

**IMPORTANT:** Exact content is detailed in Annex A of this document. It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process. *Note: this document is not construed in any way as an offer to contract with your firm.*

**2. BIDDING INFORMATION:**

**2.1. TB DOCUMENTS:** The following annexes form integral part of this Invitation to Bid:

**Annexes A:** Technical Specifications/ Specs and regulations

**Annex B:** Financial Offer Form (Official Quotation / Unit price must be calculated per day)

**Annex C:** Trainer Registration Form (ID, MOF)

**Annex D:** Confirmation letter -- Validation of Payment

**Annex E:** Confirmation letter -- Blacklists

**Annex F:** Technical Evaluation Sheet

**2.2 REQUESTS FOR CLARIFICATION:** Bidders are required to submit any request for clarification in respect of this ITB by e-mail to [proc.log.officer@aica-lb.org](mailto:proc.log.officer@aica-lb.org). AICA Procurement Team will compile all clarification requests received from bidders. Responses to these requests will be provided within **two (2) working days** from the date of receipt, and no later than the **submission deadline**. To ensure **fairness and equal access to information**, AICA may share any clarification and its corresponding response with **all invited bidders simultaneously**.

**IMPORTANT:** Please note that Bid Submissions not to be sent to the e-mail address above, **it should be delivered physically to AICA's HQ procurement office**.

**2.3 YOUR OFFER:** Your **offer shall be prepared in English only**

**IMPORTANT:** Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other AICA staff other than the submission e-mail address will result in disqualification of the offer. Any bid submitted via unauthorized channels or to unauthorized AICA staff will result in immediate disqualification. Bids must be submitted in accordance with the instructions in Section 2.6 (Submission of Bid).

Your offer shall comprise the following two sets of documents:

- **Technical offer 60%** - **Financial offer 40%**

**2.4.1 Content of the TECHNICAL OFFER (60%):**

**IMPORTANT:** No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required. The **(TOEC)** will evaluate the technical offer to ensure it meets AICA's technical specifications and organizational needs. The technical details of the products requested by AICA can be found in Annex A. Your technical offer should clearly state whether or not the goods/services you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given. **The technical offer must include a completed Technical Evaluation Sheet (Annex F)**, detailing how the bidder meets the required technical specifications.

**Production/Delivery Capacity:** The bidder shall state the mobilization time (if no set up time is required) and total lead-time for the whole quantity.

**Inspection:** Inspection might be randomly conducted by AICA team.

**Warranty:** The bid shall include defects and liability period with terms of warranty.

**Start Date:** The Start date of the implementation will be **February 2025**.

**2.4.2 Content of the FINANCIAL OFFER (40%):**

Your separate **financial offer** must contain an overall offer in a single currency in **US Dollars**.

The following details shall be provided for each item:

**Unit costs:** The bidder shall quote the **unit price/day**. Any quantity or other discounts (e.g., volume discounts) shall be clearly indicated (Item, Unit Cost, Quantity, Total Cost, Discount). You are requested to hold your offer valid for **30 days from the deadline for submission**. AICA team will make its best effort to select a company within this period. Only the financial offers of bidders who pass the technical evaluation will be opened and considered. Financial offers from disqualified bidders will remain sealed and confidential.

**Payments Terms:** 100 % after completion. **The payment will be released in up to 30 working days after service completion**. Bank Transfer fees are on behalf of the bidder him/herself

**2.5 BID EVALUATION:**

**1.1 ESSENTIAL CRITERIA**

These are criteria which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. These criteria are scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

1. The Bidder confirms it is fully qualified, licensed and/pr registered to trade with AICA (including compliance with all relevant

local Country legislation).

This includes the Bidder submitting the following requirements:

- Legitimate business address (if available)
- Tax registration number & certificate (if available), if not then **8.5%** will be deductible from the full quotation amount
- Business registration certificate
- Copy of owner ID or passport

2. Bidder's willingness to accept 100 % payment to be paid until the maximum of 30 days from submission of invoice (after complete delivery) with all valid supporting documents is favored. Payment method will be by Bank Letter or bank transfer.

**Bidders to submit a confirmation letter (ANNEX D).**

3. The Bidder and its staff agree to comply with AICA's policies listed below, throughout this tender process and during the term of any contract awarded.

1- AICA Code of Conducts

2- Protection Against Sexual Exploitation and Abuse (PSEA)

3- Child Safeguarding

4- Whistleblowing

5- Anti-Fraud, Corruption, and Bribery

6- Conflict of Interest

**Bidders are obligated to read and sign on each of the mentioned policies above.**

4. Bidders to confirm that they are not any prohibited parties or on Government blacklists. **Bidders to submit a signed confirmation letter (ANNEX E).**

## 1.2 Reference Checks

Bidder provides satisfactory client references in similar tasks, at least 3 letters of reference (or more) from governmental bodies or International or Local organizations or entities within the last 02 years. Weightage (10%)

The **(TOEC)** will use a scoring matrix Annex F to assess the technical offers. The scoring will be based on predefined criteria, including the bidder's relevant experience, capacity, and compliance with AICA's technical specifications.

## 2.6. SUBMISSION OF BID:

The offers must be at the bidder's official letter head, clearly identifying his/her company. The **(TOEC)** will oversee the opening and evaluation of submitted bids to ensure compliance with AICA's procurement policies. The bid opening process will follow the guidelines set in **AICA's Procurement Manual (2024)**.

Bids should be submitted in a sealed envelope to: AICA Office: **2nd Floor, Eid Center, Alshamal Street, Jabal Mohsen, Tripoli, Lebanon**

The Technical and Financial offers shall be clearly separated.

**IMPORTANT:** The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

**IMPORTANT:** Any bid received after deadline stated above or sent to another AICA address may be rejected. AICA may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously. Late submissions will not be accepted under any circumstances. Bidders are responsible for ensuring that their bids reach the specified address before the deadline.

Please indicate on the envelope:

- Name of your firm with the title of the attachment

For example: *1st envelop: Name of company/trainer - Financial Documents*

*2nd envelop: Name of company/trainer - Technical Documents*

يرجى تحديد المحتوى على المغلف إسم الشركة / المؤسسة مع عنوان المرفقات مثلاً: على المغلف الأول يكتب إسم الشركة/ المؤسسة -

المستندات المالية , على المغلف الآخر يكتب إسم الشركة/المؤسسة - المستندات التقنية

AICA will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

#### 2.7 BID ACCEPTANCE:

AICA may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. All bidders must declare any potential **conflicts of interest** during the tender process. AICA reserves the right to disqualify any bid that violates **AICA's Anti-Fraud, Bribery, and Corruption Policy**, as outlined in the **Procurement Manual**. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods. AICA may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by AICA at its own initiative or in response to a clarification requested by a prospective supplier. Please note that AICA is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to AICA general principles, including economy and efficiency and best value for money. AICA reserves the right to disqualify any bid that presents a conflict of interest.

#### 2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS:

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance with the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by AICA's relevant focal point.