

## General Terms and Conditions

We request full conformity with all conditions/ general terms as mentioned below and would like to point out that non-conformity could lead to the exclusion of your offer.

1. The offer shall be sent as PDF files to the following email:

LB\_quotation@giz.de

Latest by Friday, June 18, 2021 till 23:59 o'clock (Beirut Local Time).

Note: Sending your offers to any other email address or non-compliance with any of the mentioned conditions will result in rejecting your participation in this tender.

2. One PDF file shall be sent for the Technical Offer/Proposal and another PDF file for the Financial Offer. Your PDF files shall be named as follows:
  - a) The name (or company name)/ Technical offer/ Our inquiry number: 91151937
  - b) The name (or company name)/ Financial offer/ Our inquiry number: 91151937
3. The offers shall be submitted in English language only.
4. The offers shall be signed & stamped.
5. The financial offer must be in USD only (USD) excluding taxes, should be valid at least for Three Months after the submission date (Please mention it in your offer).
6. You shall not be reimbursed for your submitted offers.

Technical and Financial offers/Proposals (in two Separate PDF files),

1. Technical Offer/Proposal which consists of:
  - Technical proposal shall be sent as PDF file including the complete and detailed description of the items as per the inquiry,
  - Technical proposal shall be Signed and Stamped.
  - Company's Portfolio or background
  - Company's legal documents (Company/expert registration and commercial circular, etc...)
  - Kindly note that any price indication of any item in the technical offer may this lead to disqualify the bidder.
2. Financial Offer, which should consist of:
  - Financial Offer in USD excluding Taxes/VAT (Feel free to request the Excel financial offer format sheet from LB\_quotation@giz.de)
  - Financial Offer includes the date and the company's Tax registration number at the Ministry of Finance
  - Financial offer shall indicate clearly the price of the overall tender and the price for each of each item.
  - Bank account details of the company inside Lebanon and/or outside Lebanon
  - Please note that ProVte project is exempted from VAT.

Others:

- Please note that in case you did not receive any notification in writing within 2 weeks after the deadline for submitting the offers/quotations, it shall indicate that your offer has not been accepted. You shall not receive a separate notice to this effect.
- The bidders shall not be reimbursed for their submitted offers.
- Non-compliance may result in your bid not to be considered.

P.S. The timing and dates mentioned above are subject to change depending on the development of the situation of COVID-19.