

 arcenciel.org participer au développement	LOGISTIC	Document #	Ref# : LOG – SOP002- A004	
	Instruction and Conditions for Invitation to Tender	Revision #	01	
		Revision Date	16/12/2022	Page 1 of 4

Tender Reference Name: *Intensive Training Program*

Tender Reference Number: *TND-LOG-2024-3385-LY-S*

Contracting Authority: arcenciel, Jisr El Bacha, John Kennedy Street

Tenderer / Bidder: Person, Firm or Company/Co-operative / Consortium submitting a tender/ bid against this “Instruction and Conditions for Invitation to Tender”

1. Services to be provided

- 1.1 The subject of the contract is to provide 50 youth with disabilities (Physical, hearing, Visual, Intellectual and Mental) with the needed life / soft and technical skills to work on achieving personal goals, developing skills and planning career moves within an inclusive supportive environment by providing them with tailored intensive technical training as per the needs of each one of them
- 1.2 The services must comply fully with the technical specifications set out in the tender dossier and conform in all respects with the details mentioned in the Terms of Reference (TOR)

2. Time Table

Deadline for requesting clarifications from the Contracting Authority	17 January 2024	15:00
Last date on which clarifications are issued by the Contracting Authority	19 January 2024	15:00
Deadline for sending the submission form	22 January 2024	15:00
Tender Submission	24 January 2024	15:00
Opening Session	25 January 2024	
Award Decision*	08 February 2024	
Contract Signature	09 February 2024	

All times are in the time zone of the country of the Contracting Authority provisional date

**Dates may be subject to change*

3. Eligibility for Participation

- 3.1 Local tenderers shall be a company or Individual that has legal representation in Lebanon and has a registration number at the Ministry of Finance.

 arcenciel.org participer au développement	LOGISTIC	Document #	Ref# : LOG – SOP002- A004	
	Instruction and Conditions for Invitation to Tender	Revision #	01	
		Revision Date	16/12/2022	Page 2 of 4

4. **Type of Contract**

- Training Service Contract

5. **Currency**

Tenders must be presented in USD

6. **Period of Validity**

- 6.1 Tenderers shall be bound by their tenders for a period of **60 days** from the deadline for the submission of tenders.
- 6.2 In exceptional circumstances and prior to the expiry of the original tender validity period, the contracting authority may ask tenderers in writing for an extension of this period of **30 days**
- 6.3 Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.
- 6.4 The successful tenderer will be bound by his tender for a further period of **120 days** following receipt of the notification that he has been selected.

7. **Language of Tenders**

The tenders, all correspondence, and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.

8. **Submission of Tender Dossier**

The Contracting Authority must receive the tenders before the deadline specified in the letter of invitation to tender. They must include all the documents specified in point 9 of these Instructions and be hand-delivered to the following address: arcenciel, Jisr El Bacha, John Kennedy Street, 1st floor (<https://maps.app.goo.gl/c9A7zr41S9XMb9Pc9>), or sent electronically to procurement@arcenciel.org

9. **Content of Tenders**

Failure to fulfill the below requirements will constitute an irregularity and may result in the rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier.

N.B.: All documents sent by email should be signed and stamped and in PDF format

Administrative Documents

1. Annex 06 Commitment letter: Please fill the document with the required information, sign and stamp it.
2. Annex 07 Financial Identification Form. Please fill in your information, sign, and stamp.
3. The personal identity of the Owner / CEO / General Manager
4. Commercial Circular (إذاعة تجارية)
5. Commercial Registration. (شهادة تسجيل)
6. Tax certificate

 arcenciel.org participer au développement	LOGISTIC	Document #	Ref# : LOG – SOP002- A004	
	Instruction and Conditions for Invitation to Tender	Revision #	01	
		Revision Date	16/12/2022	Page 3 of 4

Technical Documents

7. Company’s Portfolio with a narrative describing company’s history and profile including company overall experience and relevant experience in the given sector company portfolio and prominent clients
8. Professional portfolio of staff including their CVs and experiences
9. Methodology / Technical Proposal

Financial Documents

10. Annex 03 – BOQ duly filled / signed and stamped

10. Additional information before the deadline for submission of tenders

Tenderers may submit questions in writing to the following address Procurement@arcenciel.org up to **7 days** before the deadline for submission of tenders, specifying the tender reference and the contract.

Any prospective tenderers seeking to arrange individual meetings with the Contracting Authority during the tender period may be excluded from the tender procedure.

11. Evaluation of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures, and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

a- Administrative Evaluation

For each required document missing, we will deduct 1 point from the evaluation. In case the company registration is not submitted the candidate offer will not be considered.

b- Technical Evaluation

	Criteria	Maximum Score
1	Company's History and Reputation (Overall company experience, relevant experience in the given sector company portfolio and prominent clients)	10
2	Staff competencies (experts CVs and experiences (as per TOR requirements)	10
3	Methodology / Technical Proposal	10
4	Interview	20

 arcenciel.org participer au développement	LOGISTIC Instruction and Conditions for Invitation to Tender	Document #	Ref# : LOG – SOP002- A004	
		Revision #	01	
		Revision Date	16/12/2022	Page 4 of 4

Total Score	50
--------------------	-----------

N.B.: Interviews will only be performed to shortlisted candidates.

c- Financial Evaluation

	Criteria	Maximum Score
1	Financial Offer	50
Total Score		50

12. General Terms and Conditions:

All Tenderers shall acknowledge that the arcenciel General Terms and Conditions for Supply Contracts or Service Contracts, or Works Contracts, as applicable, are accepted.

13. Queries about this Tender

For queries on this Invitation to Tender, please contact arcenciel, Procurement Contact on Procurement@arcenciel.org