

## ANNEX 1. CALL FOR TENDER

Date: **14.10.2020**

Tender N°: **N°001**

The **Office of HelpAge International in Lebanon** is requesting through this tender a company to provide detailed written quotations for the supply of the following products:

### **1. Hygiene kit in the quantity of 3000 pcs.**

#### **Requested in the kit:**

Item	Name of the products included in the Hygiene kit	Description/Quantity
1	Detergent	2 liters
2	Bleach	2 liters
3	Hand sanitizer	250 ml
4	Alcohol spray	500 ml
5	Liquid hand soap	500 ml
6	Surface mop	1 pack
7	Floor mop	1
8	Packaging	1 box per kit

Deliveries on the terms of CPT (carriage paid to) the warehouses:

- Makassed Association (Beirut Tarik El Jdideh): 800 kits
- Imam Sader Foundation (Airport Road): 800 kits
- Amel Association (Salim Slem): 1400 kits

#### **The answers to this tender should include the following elements:**

- A written quotation including all the product specifications, the price per unit, quantity proposed and unit, and total price;
- A sample of the product (photo);
- A certificate of origin;
- The final shelf life (sale) of the product must not be less than 6 months;
- Certified copies of registration documents, which approve the legal status of tenderer:

- a) Copies of the Certificate of Commercial Registration
- b) Certificate from the tax authority of the tax system (MOF and VAT).

#### **General Conditions:**

1. The **deadline for submitting an offer** is fixed **on 28.10.2020 at 5:00 p.m.** address of The Office of HelpAge International in Lebanon the following:  
9<sup>th</sup> Floor, CIT Building, Doura Roundabout, Beirut, PO Box 11-5520

2. Tenderers will fill, sign, stamp and return the Offer form according to HelpAge format.

3. Tenderers will sign and return all pages of the Product Specifications for which they apply.

4. The offer to the call for tender will not result in the award of a contract.

5. The offer must be submitted to HelpAge Office in a sealed envelope during the working hours (weekdays 9:00 PM till 5:00 PM) with the mention **"Tender №: 001. Not to be opened before 29.10.2020"/**

6. **Unsealed envelope and late offers will not be considered.**

7. **Ineligibility Criteria.**

If potential contractors fall into any of the following categories they must be excluded from participating in HAI procurement procedures:

a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) They have been convicted of an offence concerning their professional conduct by a court judgement;

c) They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;

d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

e) They have been the subject of a court judgement for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

8. **Exclusion Criteria**

In addition to the ineligibility criteria applied by HAI, negotiation with potential contractors may be severed at any stage during the procurement process if it is established that they meet any of the exclusion criteria below:

a) Are subject to a conflict of interest;

b) Are guilty of misrepresentation in supplying the information required by HAI as a condition of participation in the contract procedure, or fail to supply all of the information requested.

**9. Award Criteria**

The following criteria should be considered when reviewing offers:

a) Specifications of goods (**Annex 2. Offer Form**)

b) Complies with the composition of the tender offer requirements

c) Price (with/without VAT)

d) Previous experience

- e) Payment terms
- f) References
- g) Delivery time

**10.** In the case of a contract, bidders will be required to fulfill their obligations to pay taxes and other obligatory payments in accordance with the legislation of Lebanon.

Country Program Manager

A handwritten signature in blue ink that reads "Sarah".

Sarah Abou Taha