

ANNEX 1. CALL FOR TENDER

Date: **29.01.2021**

Tender N°: **N°002**

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 kits and PPEs in the quantity of 600 packages

(each hygiene kit includes: 1 detergent, 1 bleach, 1 hand sanitizer, 1 alcohol spray, 1 liquid soap, 1 pack of surface mops, 1 floor mop, 1 box of face masks, 1 box of gloves).

2. Elderly kits in the quantity of 300 packages

(each elderly kit includes: 3 packs of elderly diapers, 4 hand soaps, 1 shower gel, 4 underwear, 1 pyjama, 1 pair of slippers, 1 box of face masks. 1 hand sanitizer, 1 towel).

Requested in the kit:

Item	Name of the products included in the Hygiene and Elderly kits	Description	Quantity
1	Detergent	2 liters	600 pcs
2	Bleach	2 liters	600 pcs
3	Hand sanitizer	250 ml	600 pcs
4	Alcohol spray	250 ml	600 pcs
5	Liquid hand soap	500 ml	600 pcs
6	Surface mops	pack of 3	600 packs
7	Floor mop	1 per kit	600 pcs
8	Medical face masks	Box of 50	600 boxes
9	Powder free surgical gloves	Box of 100	600 boxes
10	Elderly diapers	Package of 10	900 packs
11	Hand soap	4 soaps per kit	1200 pcs
12	Shower gel	500 ml	300 pcs
13	Elderly underwear	4 underwear per kit	1200 pcs
14	Pyjamas	1 per kit	300 pcs
15	Slippers	1 pair per kit	300 pcs
16	Medical face masks	Box of 50	300 boxes
17	Hand sanitizer	500 ml	300 pcs
18	Towel	1*80 cm	300 pcs
19	Packaging	1 box per kit	900 boxes

* HelpAge International will be responsible for delivering the 900 kits to its partner.

* Payment for selected supplier will be made through a bank transfer in fresh USD.

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 12.2.2021 at 5:00 p.m.** address of The Office of HelpAge International in Lebanon the following: 1st Floor, Hotel De Ville, Sodeco, St.75, behind French Embassy, Beirut.
- 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 AM till 5:00 PM) with the mention **"Tender N°: 002. Not to be opened before 13.2.2021"/**
- 6. Unsealed envelopes, late offers, and offers with incomplete documents 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



Sarah Abou Taha