



## INVITATION TO BID

REF: SHIFT/2024/010

<b>TO</b>	Shift Social Innovation Hub
<b>Address – email</b>	Tripoli – Qobbeh – Bakkar Street – Facing Army Officers Club

<b>From</b>	
<b>Address</b>	

<b>Date</b>	15-11-2024
<b>No. of pages including ANNEXES:</b>	15

### ***SUBJECT:***

#### **Manner of Bid's Submission**

delivered in one sealed envelope  
to the following address:

Tripoli – Qobbeh – Bakkar Street – Facing Army Officers Club  
Block A - 2nd Floor in person to Jihad Omar

#### **Closing deadline**

Time **12 PM** Date **25/11/2024**

Please return back Annexes 1, 2 and 3 filled, signed and stamped to the address indicated.

#### **Requirements**

SHiFT organization invites your company to make a firm offer for the following purpose:

##### **1. *Supplies to be provided***

This bid aims at finding a supplier to sign with a framework agreement to supply Shift with food kits. The total quantity of food kits is around 2,000 kits that will be delivered on a rolling basis for around 6 months. Each kit will include the following items:



Unit	Quantity	Description	Brand	Unit price	Total
900 Gram	2	أرز مصري Egyptian rice			
900 Gram	2	سكر Sugar			
900 Gram	2	برغل خشن Bulgur			
Kilo	1	ملح Salt			
900 Gram	2	فول Bean			
900 Gram	2	حمص Humus			
Can of 400 Gram	3	حمص و فول Hummus Bean and			
900 Gram	1	عدس أخضر Green lentil			
900 Gram	1	عدس أحمر Red lentil			
Packet of 300 Gram	3	معكرونة Pasta			
Kilo	2	طحين Flour			
500 Gram	1	شعيرية Vermicelli			
700 ML	3	زيت نباتي Vegetable oil			
660 Gram	1	رب البندورة Tomato paste			
Packet of 25	2	شاي Tea			
Can of 400 Gram	2	بازلاء Pea			
Can of 160 Gram	4	تونة Tuna			



Can	4	سردين Sardine			
400 Gram	1	حليب مجفف Dry milk			
Carton Box	1	تعليب Packaging			
Total					

## 2. Technical Specifications

SHiFT would like to use your company's services for a period of 6 Months.

## 3. Origin

No Limits

## 4. Delivery

Upon the request of Shift, supplier should be able to deliver within 5 calendar days of each order.

## 5. Guarantee/warranty

The supplier warrants that all the requested data shall conform fully to all requirements of this order, shall be free from defects in material and functioning. This warranty shall remain valid from the date of the contract until a probation period of three months after the delivering of supplies.

## 6. Payment Schedule

Payment will be made two weeks after delivery.

## 7. Selection Criteria:

The selection of the vendor will primarily be based on Competitive price, quality, and administrative compliance.



# Scoring for administrative documents for sealed Bid

Date:	
Bid Reference:	
Description	
Number of Panel List:	
Number of Bidders:	

Documents	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
Sealed File						
Not Marked						
Reference number available						
Bid submitted on time						
Cover Letter						
Bid Form Signed						
Registration Certificate						
Financial Registration						
Tax registration (TVA)						
Bank Account Number						
List of Previous Projects/Supplies/Suppliers						
Authorizing Letter (letter head) from the vendor (company) stating the name of the authorized person of the company with copy of ID card in attachment for receiving the payment						
ID of Authorized Person to sign						
A statement confirming that the bidder has no conflicts of interest that could compromise the impartiality of the bid (attached)						
Assess the proposed delivery schedule and timeline to ensure it aligns with project needs. )to be						



calculated as (10-(the day for delivery))						
SCORE	0	0	0	0	0	0

Administration score (50%)	0.00%	0.00%	0.00%	0	0	0
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Signatures of Panel List:					
Member 1	Member 2	Member 3	Member 4	Member 5	Member 6
Name and Signature	Name and Signature	Name and Signature	Name and Signature	Name and Signature	Name and Signature

**Final Decision:**

8. Selected vendors are required to read, understand, and abide by the organization’s Code of Conduct and PSEA policy (Prevention from Sexual Exploitation and Abuse)
9. Selected vendors are expected to deliver all over Lebanon.

**10. Inspection and testing**

This order is subject to inspection by

**Name** SHiFT- Social Innovation Hub

**Contact person** Jihad Omar

**Telephone** 71875929

**E-mail** jihad.omar@shiftsih.org



### 11. Documentation required

<i>Document</i>		N° Originals	N° Copies
Title	Note		
Annexes 1 to 3 of the present Invitation to Bid (ITB)	filled in, signed and stamped by the vendor	1	1
Technical information about the requested supplies	Upon request	1	1
Commercial invoice	Including description of the service, price per unit in USD, subtotal and total	1	1
Certificate of Registration issued by the Lebanese Ministry of Finance			1
Commercial Certificate issued by the Chamber of Commerce			1
Authorizing Letter (letter head) from the vendor (company) stating the name of the authorized person of the company with copy of ID card in attachment for receiving the payment		1	1
List of references of same kind of supplies from previous clients		1	1

### 12. Currency

Tenders must be presented in USD.

### 13. Methods of payment

A contract will be signed between SHiFT and the Contractor as follows:

Payment shall be made by bank transfer/Bank letter/Whish.

Payments shall be made in USD.

### 14. Acceptance of the offer

SHiFT reserves the right to accept the offer completely or partly.

### 15. Taxes and duties

Taxes and duties should be included in the provided price offers.

### 16. Incomplete or inconsistent offers

Incomplete or inconsistent offers will not be taken in consideration.



### 17. *Delay in delivery*

In case of delay in delivery, will be applied to the Contractor a penalty of 0.1% of the value of the contract for each day of delay, except for any event of force majeure.

### 18. *Rules and Ethics Clauses*

Natural or legal persons **are not entitled to participate** in competitive tendering if:

1. 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 or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
3. They have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata (i.e., against which no appeal is possible);
4. They are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
6. They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
7. They are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a tender procedure or contract;
8. They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with the same Donor's funds;
9. They are in one of the situations allowing exclusion referred to in the **Ethics Clauses** (paragraph below) in connection with the tender or contract.

### **Ethics Clauses**

SHiFT's POLICIES ON ANTI-PERSONNEL MINES & CHILD RIGHTS:

SHiFT requires that a contractor guarantees that he is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any component produced primarily for the operation thereof, and that the contractor represents and warrants that neither he, nor any of its vendors are engaged in any practice inconsistent with the rights set forth in the UN Convention on the rights of the child.

### **FURTHER SHiFT POLICIES:**

Any attempt by a candidate or bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its candidacy or tender and may result in administrative penalties.

Without the Contracting Authority's prior written authorisation, a contractor and his staff or any other company with which the contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project.



This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the contractor.

When putting forward a candidacy or tender, the candidate or tenderer must declare that he is affected by no potential conflict of interest, and that he has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the contractor must immediately inform the Contracting Authority.

The contractor must at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession. He must refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.

For the duration of the contract, the contractor and his staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary country.

The contractor may accept no payment connected with the contract other than that provided for therein. The contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.

The contractor and his staff are obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the contractor are confidential.

The contract shall govern the contracting parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.

The contractor shall refrain from any relationship likely to compromise its independence or that of his staff. If the contractor ceases to be independent, the Contracting Authority may, for any injury suffered by him, terminate the contract without further notice and without the contractor having any claim to compensation.

The Contracting Authority reserves the right to suspend or cancel the contract if 'corrupt practices' are discovered at any stage of the award process or during the implementation of the contract itself. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.





Tenderers must provide a statement to the effect that they are not in any of the exclusion situations (annex 2).

SHiFT's representative

Date: 15/11/24

Name: Gheith Bittar

Title: Executive Director

Address: Qobbeh, Bakkar Street, Tripoli, Lebanon

Signature and stamp: \_\_\_\_\_



SHiFT | SOCIAL INNOVATION HUB

The Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_

**Annexes**

1. Tender Form
2. Tenderer's Declaration
3. Schedule of Price



## ANNEX 1: TENDER FORM

**A:**

Address:

**Your ref.:** SHIFT/2024/010 of (15/11/24) undersigned, hereby declare that:

1. We have examined and accept in full the content of the Invitation to Bid No01 SHIFT/2024/010 of (15/11/24)
2. We offer to deliver, in accordance with the terms of the Invitation to Bid, without reserve or restriction:

Unit	Quantity	Description	Brand	Unit price	Total
900 Gram	2	أرز مصري Egyptian rice			
900 Gram	2	سكر Sugar			
900 Gram	2	برغل خشن Bulgur			
Kilo	1	ملح Salt			
900 Gram	2	فول Bean			
900 Gram	2	حمص Humus			
Can of 400 Gram	3	حمص و فول Bean and Hummus			
900 Gram	1	عدس أخضر Green lentil			
900 Gram	1	عدس أحمر Red lentil			
Packet of 300 Gram	3	معكرونة Pasta			
Kilo	2	طحين Flour			
500 Gram	1	شعيرية Vermicelli			
700 ML	3	زيت نباتي Vegetable oil			



660 Gram	1	رب البندورة Tomato paste			
Packet of 25	2	شاي Tea			
Can of 400 Gram	2	بازلاء Pea			
Can of 160 Gram	4	تونة Tuna			
Can	4	سردين Sardine			
400 Gram	1	حليب مجفف Dry milk			
Carton Box	1	تعليب Packaging			
Total					

3. The total value of this tender, explicitly includes:

- Specifying the prices are valid till
- Include a warranty from the vendor
- Include all risk insurance (passengers and compulsory)
- Include regular car maintenance
- Include car replacement in case of accident or break down
- Payment schedule

4. We include in attachment the needed delivering time from the signature of the contract.

5. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and position of person authorised to sign this tender:

.....

Duly authorised to sign this tender on behalf of:

.....

Place and date: .....

Stamp of the firm/company:





**ANNEX 2: TENDERER'S DECLARATION**

**A:**

Address:

**Ref.:** SHIFT/2024/010

We, the undersigned, hereby declare that:

- 6. We are not in any of the situations excluding us from participating in contracts which are listed in Article 14 of the Invitation for Bidding.
- 7. We agree to abide by the ethics clauses in Article 14 of the Invitation for Bidding and, in particular, have no potential conflict of interests with other candidates or other parties in the tender procedure at the time of the submission of this application
- 8. We will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by SHiFT.
- 9. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Position of person authorised to sign this tender:

.....

Duly authorised to sign this tender on behalf of:

.....

Place and date: .....

Stamp of the firm/company



### ANNEX 3: SCHEDULE OF PRICE

REFERENCE Shift/2024/010

Date 15/11/2024

Project Title: SHIFT

Unit	Quantity	Description	Brand	Unit price	Total
900 Gram	2	أرز مصري Egyptian rice			
900 Gram	2	سكر Sugar			
900 Gram	2	برغل خشن Bulgur			
Kilo	1	ملح Salt			
900 Gram	2	فول Bean			
900 Gram	2	حمص Humus			
Can of 400 Gram	3	فول و حمص Bean and Hummus			
900 Gram	1	عدس أخضر Green lentil			



900 Gram	1	عدس أحمر Red lentil			
Packet of 300 Gram	3	معكرونة Pasta			
Kilo	2	طحين Flour			
500 Gram	1	شعيرية Vermicelli			
700 ML	3	زيت نباتي Vegetable oil			
660 Gram	1	رب البندورة Tomato paste			
Packet of 25	2	شاي Tea			
Can of 400 Gram	2	بازلاء Pea			
Can of 160 Gram	4	تونة Tuna			
Can	4	سردين Sardine			
400 Gram	1	حليب مجفف Dry milk			



Carton Box	1	تعليب Packaging			
Total					

Prices are valid until

Done at

by

\_\_\_\_\_

[Tenderer's signature and stamp]

