



INVITATION TO BID

REF: SHIFT/2024/016

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

From	
Address	

Date	14-11-2024
No. of pages including ANNEXES:	13

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

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:

+961 6 391 205

info@shiftsih.org

www.shiftsih.org

Office 1 - Tripoli, Qobbe facing the Officers Club.
Office 2 - Beirut, Mar Mikhael, Al Rabbat Street, "Elie Maaloule" building, 1st floor.



1. *Supplies to be provided*

Unit	Description	Specifications	Quantity	Unit Cost	Total Cost
Pc	Student desk	Fix chair Seat and back: plywood Plywood:12mm thickness Writing tablet made in plywood and white formaica(thickness of formaica 0.6 mm, overall thickness 19mm) Epoxy powder coating Color to be decided	325		
Pc	ECE tables	Plastic-colored-semi circle tables	24		
Pc	ECE Chairs	Plastic-colored	250		
Pc	Storage box	X-Large size with wheels	15		
Pc	Class Cabinet	Wooden cabinet 2 doors Glass doors Size 90*40*200 cm	10		
Pc	White board	100*150 cm	24		
Pc	Cubby for ECE classes	Hand made in Lebanon wooden MDF open shelves storage size 0.90/1.20/0.40	10		
Pc	Cork boards	120*90 cm	24		

2. *Technical Specifications*

SHiFT would like to use your company's services for a period of One years with a potential of a one-year renewal based on performance.

3. *Origin*

No Limits

4. *Delivery*

Within 3 days from the signature of the purchase 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 is done once the invoice is submitted by the supplier to the authorizing party within a period of One month and based on a provided statement.

7. Selection Criteria:

The selection of the vendor will primarily be based on Competitive price and administrative compliance (50% price and 50% 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

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	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°	N°
Title	Note	Originals	Copies
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: 14/11/24

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/2024/016 of (14/11/24) undersigned, hereby declare that:

1. We have examined and accept in full the content of the Invitation to Bid No01 SHIFT/2024/016 of (14/11/24)
2. We offer to deliver, in accordance with the terms of the Invitation to Bid, without reserve or restriction:

Unit	Description	Specifications	Quantity	Unit Cost	Total Cost
Pc	Student desk	Fix chair Seat and back: plywood Plywood:12mm thickness Writing tablet made in plywood and white formaica(thickness of formaica 0.6 mm, overall thickness 19mm) Epoxy powder coating Color to be decided	325		
Pc	ECE tables	Plastic-colored-semi circle tables	24		
Pc	ECE Chairs	Plastic-colored	250		
Pc	Storage box	X-Large size with wheels	15		
Pc	Class Cabinet	Wooden cabinet 2 doors Glass doors Size 90*40*200 cm	10		
Pc	White board	100*150 cm	24		
Pc	Cubby for ECE classes	Hand made in Lebanon wooden MDF open shelves storage size 0.90/1.20/0.40	10		
Pc	Cork boards	120*90 cm	24		



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

- The Value Added Tax (VAT)
- 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/2024/016

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/2024/016**

Date **14/11/2024**

Project Title: **SHIFT**

Unit	Description	Specifications	Quantity	Unit Cost	Total Cost
Pc	Student desk	Fix chair Seat and back: plywood Plywood:12mm thickness Writing tablet made in plywood and white formaica(thickness of formaica 0.6 mm, overall thickness 19mm) Epoxy powder coating Color to be decided	325		
Pc	ECE tables	Plastic-colored-semi circle tables	24		
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Pc	White board	100*150 cm	24		
Pc	Cubby for ECE classes	Hand made in Lebanon wooden MDF open shelves storage size 0.90/1.20/0.40	10		
Pc	Cork boards	120*90 cm	24		





Unit costs and total price shall include VAT.

Prices are valid until

Done at

by

[Tenderer's signature and stamp]

+961 6 391 205

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