

**CBPF-LHF Project (Bidder Response Document)**

Center Coordinator – AICA / CBPF-LHF PROJECT

**1. Bidder Information**

Individual Name	
Address	
Phone Number	
Email Address	
Tax Identification Number (TIN) (if applicable)	

**2. Compliance Confirmation**

Please confirm compliance with the mandatory requirements:

Requirement	Yes/No	Comments
Are you ready to comply with AICA's procurement procedures if recruited?		
Do you accept AICA's Term of Reference conditions?		
Can you provide all required documents (CV, cover letter, certificates...)?		
Do you accept to have (8.5% Non-Residential Tax) deducted from your salary in compliance with the Lebanese labor law?		

### 3. Technical Proposal (40%)

Provide details on how you meet the required qualifications:

Requirement	Bidder's Response / Attached (Yes - No)
Curriculum Vitae (CV) (10%)	
Cover Letter (10%)	
Relevant Certificates (10%)	
Language Proficiency (Arabic & English, French is a plus) (10%)	

### 4. Acknowledgment of the Announced Price (10%)

The bidder acknowledges and agrees to the fixed monthly rate of **\$600 per center over 11 months**, subject to **8.5% Non-Residential Tax deduction** as per Lebanese labor laws.

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

Bidder Signature: \_\_\_\_\_

### 5. References (20%)

Provide at least two references from previous employers / NGOs:

Reference Name / Project Name	Year of Implementation	Organization	Contact Information

### 6. Declaration & Signature

By submitting this response, I confirm that all information provided is accurate and that I agree to comply with all the conditions outlined in the **Invitation to Tender (ITT)**.

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

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

Authorized Signature: \_\_\_\_\_



7.For Official Use Only

Reviewed by AICA	Date	Comments