



**Islamic Relief Worldwide-Lebanon**

Islamic Relief Lebanon

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**Islamic Relief**  
Lebanon

<b>Tender No: IRL - T2023 - 028</b>
<b>Date: 20/03/2023</b>
<b>Location: Lebanon</b>
<b>Project Name: Eid El Fitr Project</b>

## ABOUT ISLAMIC RELIEF

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items. After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.

## Summary of Project:

Eid-ul Fitr Gifts is part of Islamic Relief Lebanon's seasonal programming where vulnerable households, especially orphans receive clothing vouchers to celebrate the holy occasion. Eid-ul Fitr Gifts 1444 (2023) will benefit around 470 households with a total of 1,100 clothing vouchers in Bekaa, North, Beirut and Akkar governorates. The assistance consists of:

- **Clothing voucher (1,100)**

The above items will be distributed to 470 families nationwide.



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Verdun, Saeb Salam Street,  
Kojok Center 4<sup>th</sup> floor & 5<sup>th</sup> floor  
Beirut, Lebanon

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فردان، شارع صائب سلام،  
سنتر كجك الطابق 5&4 ،  
بيروت، لبنان



## 1. SUBMISSION OF QUOTATIONS

1. Issuance of Payment occurs **within 15 days** after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.  
الدفع بعد الفاتورة الرسمية خلال خمسة عشرة يوماً على شكل شيك يصرف بعد 48 ساعة من تاريخ إستلامه نقداً بالدولار.
2. Bank fees when cheque withdrawn are on the account of the supplier.  
الرسوم البنكية عند صرف الشيك على حساب المورد
3. Prices must include VAT and it must be shown on the invoice, will pay in Lebanese Pound with the exchange rate of 15,000 LBP.  
الأسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبيّنة على الفاتورة و تدفع باليرة اللبنانية على سعر صرف 15,000 ل ل.
4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.  
لن يتم إعتداد أي نموذج آخر غير هذا النموذج على أن يتم توقيعه و ختمه من قبل المتقدم لهذه المناقصة.
5. Every supplier has to fill the request for quotation and place it in a closed envelope, signed and stamped on the envelope and submitted by hand in the locked box that's found beside the reception office at our office located, Verdun – Saeb Salam Street – Kojok Center 5th floor – Beirut – Lebanon. We do not accept any quotation by email.  
على المتقدم لهذه المناقصة ملء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف و عليه أن يضع هذا المغلف بيده في الصندوق المقفل الموجود بجانب مكتب الإستقبال في مكتبنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسله في البريد الالكتروني لن تأخذ بعين الاعتبار.
6. The tender will be closed on **03/04/2023** at 4:00 pm and any bid will not be accepted after this time.  
المناقصة سوف تغلق **2023/04/03** الساعة 4:00 عصراً وأي مناقصة بعد هذا الوقت ستكون مرفوضة.
7. Procurement department is the only responsible department, any inquiry for clarification must be received by IRW-Lebanon in writing to email (procurement@islamicrelief-leb.org) at least 3 days before the deadline for submission of tenders. IRW-Lebanon will reply to bidders' questions at least 2 days before the deadline for submission of tenders.  
قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتصلوا مع قسم المشتريات من خلال البريد الالكتروني ( procurement@islamicrelief-leb.org ) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجيب خلال مدة يومين قبل اغلاق الاعلان.
8. Supplier must submit his legal papers with the request for quotation in the same envelope, in addition to a copy of the owner's ID, or his quotation will not be considered  
على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالإضافة الى صورة عن هوية مالك الشركة.





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9. Invoice must be official and legal.  
الفاتورة يجب أن تكون قانونية بالكامل.
10. Prices must be in United states dollars. الأسعار بالدولار الأمريكي.
11. Prices include delivery to any place in Lebanon at any time requested.  
السعر شامل التوصيل الى أي مكان في لبنان.
12. Portfolio to be submitted attached to the quotation.  
تقديم السيرة الذاتية مرفقة بالعرض المقدم.
13. Please take all the above notes into consideration, or your quotation will be disregarded.  
الرجاء أخذ الملاحظات الموجودة أعلاه بعين الاعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.





## 2. SPECIFICATION OF REQUIREMENT

IRL is looking to contract a cloth store that will provide vouchers that will be distributed to beneficiaries, vouchers will be for 1,100 beneficiaries. Beneficiaries will be free to buy through this voucher with the agreed-on amount during the contract period from any branches related to the contracted store.

The requested cloth store preferably to have several branches across Lebanon to cover all the areas for South, North (and Akkar), Beirut, Mount Lebanon and Beqaa. In addition, store need to provide the voucher holder with a wide cloth collection with no age range or gender limit.

### Main Deliverables

Deliverable	Description	Timeline
Cloth Voucher	The voucher holder will be free to buy any cloth items he needs. (This voucher will cover cloth items only). Vouchers will cover the cost of goods as per the mentioned agreed on amount.	Voucher will be valid till end of the contract.
Delivery	Voucher holder will be free to buy from any of your branches across Lebanon.	Voucher will be valid till end of the contract.
Team Communication	Supplier's team need to communicate in a good respectful manner with vouchers holders.	During beneficiary presence at the store.
Restrictions	Prevent any miss communication with beneficiary.	During beneficiary presence at the store.





### 3. SERVICE REQUIREMENTS AND SCOPE OF WORK

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Item	Quantity	Unit Price	Total Price with VAT
Shirt / Sweater	1		
Jacket	1		
Jeans	1		
Shoes	1		
Socks	1		
<b>Total</b>			

**NOTE#1:** Voucher holder will not be limited to the above – mentioned items in the above table, however it is a random pricing sample to have a competitive financial bid evaluation by bidders.

Pricing needs to take into consideration quality of cloth will be verified by technical committee during sampling phase,

**NOTE#2:** stores should take into consideration the wide age and gender range: kid, adult, male and female.





## 4. AWARD CRITERIA

Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with government tax Regulations.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
<b>Financial capacity and company capital</b> Company should have stable financial capacity and good capital.	5%
<b>Working experience with INGO's in general and specifically in particular trades</b> Companies having previous working experience with donors INGOs or NGOs in particular cloth items.	5%
<b>Store Branches</b> Store need to have several branches across Lebanon in all districts to cover a wider range of regions.	10%
<b>Quality of commodities</b> Store has good quality cloths and different varieties.	40%
<b>Price</b> Items price should be in line with market prices.	40%
<b>Total</b>	<b>100</b>





**Agency Information:**

1	Name of Agency	
2	Name of the Owner and Partner	Owner:
		Partner:
		Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Proof of financial stability such as financial turnover of last three years or bank statement.	2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/>
		Bank Statement <input type="checkbox"/>
8	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
9	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

**Reference List**

Please provide details of 3 INGO/UN agency /any other entity for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / service provided to client			







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**Delivery Time**

How many days, from the time of signing the Contract will it take you to start delivery?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التنفيذ ؟
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<b>Complete Name of the Owner:</b>	
<b>Agency Name:</b>	
<b>Signature:</b>	
<b>Date &amp; Time:</b>	
<b>Contact Number / Address and phone number</b>	
<b>Agency Stamp</b>	



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