



Islamic Relief Worldwide-Lebanon

Islamic Relief Lebanon



Islamic Relief
Lebanon

Tender No: IRL - T2024 - 004

Date: 27/02/2024

Location: Nationwide

Project Name: Eid al Fitr 2024 Gifts Programme

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:

Distribution of Eid gift packs intended for 1,745 children aged below 18 years old, aligning with the spirit of celebration during Eid Al-Fitr. The selection of gifts will be thoughtful and age-appropriate to bring joy to the younger members of the community. The supply of in-kind gifts is designed to last for 8 months, providing an extended period of support for the recipients.

IRL plan to distribute under this project the following:

- **1745 Educational Kit**



Islamic Relief
Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

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 Issuance of Payment occurs within 15 days after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.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 Bank fees when cheque withdrawn are on the account of the supplier.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 be paid in USD
الأسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبيّنة على الفاتورة و تدفع بالدولار الاميركي.
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 إعتقاد 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 وعليه 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 12-03-2024 at 4:00 pm and any bid will not be accepted after this time.
المناقصة سوف تغلق في 2024-03-12 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 يجب 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





Islamic Relief Lebanon

على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالإضافة الى صورة عن هوية مالك الشركة.

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 الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.



Islamic Relief
Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

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



2. SPECIFICATION OF REQUIREMENT

Main Deliverables

Deliverable	Description	Timeline
Educational Kits	Each back bag content will be as shown in the (table) items below. All Educational kits will be labeled with IRL stickers. IRL team will be at the supplier's warehouse to plan the packaging process.	A total of 1745 educational kits (subject to increase or decrease) At least to have ready 700 kit in one week after signing of contract.
Delivery	Delivery should be available to nationwide across Lebanon. The quantity will be distributed based on a schedule shared by IRL team where prices will be fixed as per the agreed value of the contract. The total quantity will be distributed partially, the remaining quantity will be stored at the bidder's warehouses and under his responsibility.	Schedule of distribution to be shared later on by the project team.
Team Communication	Supplier's labors need to coordinate with IRL team regarding delivery process.	During distribution.
Restrictions	Supplier's team is not allowed to communicate with beneficiaries or try to organize their movement, it is IRL team responsibility to prevent any miss communication with beneficiary.	During distribution





3. SERVICE REQUIREMENTS AND SCOPE OF WORK

Educational Kits			
Item Description	Quantity	Unit price with VAT	Total price with VAT
Back bag for children (age between 6 to 10 years old, Grade 1 to 4 “Primary school classes”)	1		
Card board puzzle (500 pcs)	1		
Drawing notebook - with shapes (2 notebooks)	2		
Coloring Markers/Pencils (12 pencils per pack)	1		
Modeling clay	1		
Jumping Rope	1		
Water Bottle	1		
Small pack of sweets	1		
blue and printed logo by white or white and print logo in blue Dimensions: Approximately width 26 cm ,Length 35 cm	1		
Total			
Total for 1745 kit			





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
Financial capacity and company capital Company should have stable financial capacity and good capital.	5%
Storage and Availability Company needs to keep all the quantity requested (1745 kit) in their warehouse till the whole quantity is distributed.	5%
Working experience with INGO's in general and specifically in particular trades Companies having previous working experience with donors INGOs or NGOs in particular educational provision and distribution.	5%
Quality of commodities The educational kit quality in line with desirable educational kits by beneficiaries	40%
Price Educational kits price should be in line with market prices including packing, uploading, offloading transporting to the Distribution Points	45%
Total	100





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.	2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <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			





Islamic Relief
Lebanon

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 ؟
--	--	--

Complete Name of the Owner:	
Agency Name:	
Signature:	
Date & Time:	
Contact Number / Address and phone number	
Agency Stamp	



Islamic Relief
Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

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



**Islamic Relief
Lebanon**

Anti-Bribery and Anti-corruption

Bribery: The offering, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organization's activities.

Corruption: The misuse of entrusted power for private gain.

Islamic Relief does not allow any of its people to behave in a corrupt manner whilst carrying out Islamic Relief's work. Islamic Relief people must not give or accept bribes or facilitation payments; nor give or accept inappropriate hospitality; and must always, in acting for Islamic Relief, have the highest ethical and legal standards.

Islamic Relief has a zero tolerance policy on anti-corruption and bribery. The rule is simple:

YOU MUST NOT OFFER OR ACCEPT BRIBES OF ANY KIND, WHETHER DIRECT OR INDIRECT.

The bribe can be of anything – be that money, inappropriate gifts or hospitality, kickbacks or facilitation payments – and of any value. The size of the bribe is irrelevant if its purpose is to influence your or their conduct in some way. A bribe is still a bribe even when it may appear normal practice in the country you are operating in.

The bribe can also be indirect as well as direct. Either way, it is still a bribe and you and/or Islamic Relief could commit a crime.

This form should be signed by all staff and vendors to ensure the protection of our team and vendors and to show their high commitments towards this policy:

Name:

Position:

Signature:



**Islamic Relief
Lebanon**

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

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



Islamic Relief
Lebanon

Child Protection Core Statement

Islamic Relief believes that all children have a right to personal dignity and protection from abuse and it recognizes the special responsibility and duty of care it bears to create a safe environment for children within the projects and programmes it manages and supports. The interest of child safety and protection should be paramount to any other interest which might compromise it.

تؤمن الإغاثة الإسلامية أن جميع الأطفال لهم الحق في العيش بكرامة، ولهم الحق في الحماية من أي شكل من أشكال الاعتداء، كذلك تأخذ الإغاثة الإسلامية على عاتقها مسؤولية حمايتهم وتوفير المناخ الآمن لهم في كافة أنشطتها. لذلك فإن الإغاثة الإسلامية تطلب من جميع الشركاء والموردين، ومن لهم أي علاقة بنشاطات الإغاثة الإسلامية أن يحترموا و يعملوا على رعاية وحماية الأطفال بشكل عام، بما في ذلك الالتزام بتنفيذ سياسات وإجراءات فعالة لحماية ورعاية الأطفال وصغار السن من الإساءة والاستغلال بكافة أشكاله وبخاصة الحماية من الإساءة والاستغلال الجسدي، الجنسي، العاطفي، أو أي نوع آخر من الإساءة، وإعطائهم الحق في المشاركة في أية قرارات تتعلق بهم مع احتفاظهم بحقهم في التظلم في حالة تعرضهم لأي إساءة أو استغلال.



Islamic Relief
Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

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



Supplier Code of Conduct

1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;
and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.





Islamic Relief
Lebanon

Modern Slavery Policy

Dear vendor,

As you may already be aware of Modern Slavery Act 2015 and the importance of this to Islamic Relief and their operations around the globe. It is imperative that our suppliers are given as much information about modern slavery and that we both work together to help eliminate this within our supply chains nationally and globally and in each and every country in which we operate. The governance team here in the UK have designed a sensitization form (attached) that will provide suppliers information about Modern Slavery and help them understand this better and why this is very important for Islamic Relief.

We therefore kindly request that you read and understand the attached Modern Slavery Sensitization Form and confirm receipt of this. Once this has been read and understood we urge you to remove all forms of modern slavery from your premises, offices and the entire supply chain.

Islamic Relief may undertake an audit at any time and perform checks to ascertain that our suppliers adhere to this legislation and that there is no evidence of Modern Slavery within your business and premises.

We hope this will not deter you in supplying goods, services or works to Islamic Relief and trust you will support us in this noble task.

If there is any further information required then please do not hesitate to contact us.

Best Regards

Procurement officer

For further information on the Modern Slavery Act 2015 please refer to the website link below;

<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>



Islamic Relief
Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

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