

**INJAZ LEBANON (IL)**  
**INVITATION to Bid for the supply of a Truck with a Crane-Bus-Backhoe  
Loader**

## SECTION 1 Cover Letter

**Lebanon, June 8, 2023**

**Subject: Purchase of Multiple Vehicles, Including 2 Buses, 2 Trucks and Backhoe Loader.**

### **ABOUT INJAZ LEBANON**

INJAZ Lebanon (IL) is a non-profit non-governmental educational organization dedicated to educating youth about work readiness, entrepreneurship, and financial literacy through experiential hands-NJAZ Lebanon will respond to all queries received in writing at least 2 working days prior to the submission deadline. on programs that help inspire a culture of entrepreneurialism and business innovation among youth in Lebanon. INJAZ Lebanon is an affiliate of INJAZ Al-ARAB and JA Worldwide, one of the world's largest and most-impactful youth-serving NGOs.

Dear Mr/Ms

INJAZ Lebanon (IL) is pleased to invite you to submit a bid for the procurement of several vehicles as part of our ongoing project. Our goal in this procurement is to acquire high-quality **second-hand vehicles** that meet our specific needs and requirements, while also ensuring value for money and timely delivery.

Potential suppliers are not required to provide all of the vehicles listed in this tender. Suppliers may submit a proposal for one or more of the vehicles listed, depending on their capabilities and available resources.

If bidders require any clarifications regarding the tender, they must submit their questions in writing to INJAZ Lebanon at least 3 working days prior to the submission deadline.

The bidder is solely responsible for all costs and expenses associated with the preparation and submission of their tender proposal, and INJAZ Lebanon shall not be liable for any such costs or expenses.

Please ensure that your tender proposal is delivered to the address specified in the Instructions to Bidders no later than **June 15,2023**, as indicated in the procurement notice. We look forward to receiving your submission.

Yours sincerely,

INJAZ Lebanon Procurement Department

**This ITB document contains the following:**

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## Section 2 Bid Data Sheet

### 1. Instructions

#### Schedule and Deadline for Submission

The deadline for submission of bids is **June 15, 2023**. Late bids will not be accepted.

Deadlines	Date	Time
The date of Invitation to Bid	08 - 06 - 2023	14:00
The deadline for asking INJAZ Lebanon for any clarifications	12 - 06 - 2023	18:00
The last date on INJAZ Lebanon issued clarifications	13 - 06 - 2023	18:00
The deadline for submitting bids (receiving date, not sending date) From Monday to Thursday between 9.00 and 17.00	15- 06 - 2023	18:00
Opening of the tender by INJAZ Lebanon	16 - 06 - 2023	10:00
Notification of award to the successful tenderer	16 - 06 - 2023	05:00
The signing of the agreement	TBD	-

*\*Please be aware that the dates mentioned are subject to change and INJAZ Lebanon reserves the right to modify this schedule.*

#### Format for Submitting the Bid

Please ensure that your bids meet the specifications described below while submitting your proposals:

The bidding process consists of **two separate** proposals Technical and Financial

**The technical proposal** must include all the technical specifications outlined in Section 2-Step 1&2. **(Labeled as technical proposal).**

**The financial proposal** must include the proposed price for the vehicles, offered by the bidder. **(Labeled as financial proposal).**

The Bid documents (Administrative-Technical-Financial) must be submitted in a **sealed envelope, marked only with the tender reference number PCL\_IL\_TENDER 0009** by hand delivery at INJAZ Lebanon Head Office at Bechara El Khoury, Beirut Digital District (BDD), Berytech 1294, 4th Floor or North Office at Dam w Farez, Tripoli, Lebanon, Park Center, 2nd floor, Mostafa Al Rafei Street, From Monday to Thursday between **9.00** and **17.00** no later than **June 15, 2023**, on the due date indicated above

Any questions or clarifications are addressed via [firas@injaz-lebanon.org](mailto:firas@injaz-lebanon.org)

## **Evaluation Criteria**

The evaluation and selection process will be based on the following criteria for suppliers:

### **Step 1: Administrative compliance check**

1. Bidder has included a copy of their valid commercial registration, VAT registration and Ministry of Finance registration.
2. Sections 3 terms and conditions, and Section 4 Bidding Form completed, signed, and stamped.

### **Step 2: Technical Evaluation**

1. Bidders will be evaluated based on their ability to meet the technical requirements outlined in:
  - Annex 1 (BUS) Section 5 signed and stamped.
  - Annex 2 (Truck with Crane) Section 6 signed and stamped.
  - Annex 3 (Backhoe Loader) Section 7 signed and stamped.

### **Step 3: Financial Evaluation**

1. Bids will be evaluated based on the total price.
2. Annex 4. Section 8 – Financial proposal form.

### SECTION 3

#### INJAZ Lebanon Invitation to Bid - Terms and Conditions

##### 1. Eligible Bidders

- 1.1. Only bidders who meet the specified criteria and requirements (section 2) will be considered for the Tender. INJAZ Lebanon reserves the right to reject any bids that do not meet the eligibility criteria.
- 1.2. Bidders must comply with all applicable laws and regulations.
- 1.3. Any falsification or misrepresentation of information by bidders may result in disqualification.
- 1.4. INJAZ Lebanon reserves the right to conduct site visits, inspections of bidders of their facilities.
- 1.5. INJAZ Lebanon reserves the right to request additional information or clarification from bidders at any time during the evaluation process.
- 1.6. Bidders must keep their proposals valid for a period of at least 30 days from the deadline for submission.
- 1.7. All information provided by bidders will be kept confidential and used only for the purpose of evaluating bids. Bidders are not allowed to disclose any information related to the tender to any third party without the prior written consent of INJAZ Lebanon.
- 1.8. Bidders must submit their technical and financial proposals separately in sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal”, while the envelope marked only with **PCL\_IL\_TENDER 0009** respectively. Late or incomplete bids will not be considered.
- 1.9. Bids will be evaluated based on the criteria and weighting specified in the tender document. INJAZ Lebanon reserves the right to reject any bids that do not meet the requirements or to cancel the tender at any stage of the evaluation process.
- 1.10. The contract will be awarded to the bidder who meets all the requirements and has the highest overall score based on the evaluation criteria. The decision of INJAZ Lebanon will be final and binding.
- 1.11. The successful bidder will be required to sign a contract with INJAZ Lebanon that includes the terms and conditions of the tender, as well as any additional terms and conditions that may be required.
- 1.12. Payment will be made to the successful bidder based on the agreed-upon terms and schedule specified in the contract.

- 1.13. The successful bidder will be required to provide a warranty period as specified in the document Annexes and contract.
- 1.14. INJAZ Lebanon reserves the right to accept the whole bid or part of any bid.

## **2. Cost of Bidding**

- 2.1. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and INJAZ Lebanon shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **3. Clarification of bidding documents**

- 3.1. A prospective Bidder requiring any clarification on the Bidding Document shall contact INJAZ Lebanon in writing. INJAZ Lebanon will respond in writing to any request for clarification before the deadline for clarification of bids.

## **4. Amendment of Bidding document**

- 4.1. At any time, prior and until 48 hours prior to the deadline for submission of bids, INJAZ Lebanon may amend or cancel the Bidding Document by informing the bidders in writing.
- 4.2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, INJAZ Lebanon can, at his discretion, extend the deadline for the submission of bids.

## **5. Language of Bid**

- 5.1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
- 5.2. Supporting documents and printed literature that are part of the bid may be in another language.
- 5.3. Copies of official documents such as business registration, tax documents, can be provided in their issuance language.

## **6. Documents Comprising the Bid**

- 6.1. The forms must be filled out in their original format without any modifications, and no replacements will be permitted. All requested information must be provided in the designated spaces without leaving any blank spaces.
- 6.2. The Bidders submission must include all the mandatory documents outlined in section 2.

## **7. Bid price**

- 7.1. Bidders who are subject to VAT must include the applicable VAT amount in their offers.
- 7.2. All bidders are obligated to submit their pricing in US Dollars (**USD**).

## **8. Alternative Bids**

- 8.1. Bidders must submit proposals that meet the requirements specified in the bidding documents section 2 Bid Data Sheet. Bidders are responsible for carefully reviewing and understanding all requirements before submitting their proposal. Unless otherwise stated in Section 2, the Bid Data Sheet, alternative proposals will not be taken into consideration.

### **Sealing and Marking of the Bid**

- 8.2. The Bidder shall enclose their bid as per section 2 Bid Data Sheet
- 8.3. The envelope(s) shall:
  - 8.4. Be addressed to the head office, INJAZ Lebanon, in the location specified in Section 2 – Bid Data Sheet – Format for submitting the Bid.
  - 8.5. Marked by **PCL\_IL\_TENDER 0009**  
No other markings should be on the envelope.
  - 8.6. If all envelopes are not sealed and marked as required, INJAZ Lebanon might decide to reject the bid.

## **9. Deadline for submission of Bids**

- 9.1. Bids must be received by INJAZ Lebanon at the address given and no later than the date and time indicated in section 2 – The Bid Data Sheet.
- 9.2. INJAZ Lebanon shall not consider any bid that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet.

## **10. Clarification of Bids**

- 10.1. INJAZ Lebanon may, at its discretion, request any Bidder to provide clarifications regarding their bid. All communication between INJAZ Lebanon and the Bidder regarding the request for clarification and its response should be in writing. No revisions to the substance or price of the bid shall be allowed, except for the correction of errors.



### 11. Evaluation of Bid

- 11.1. INJAZ Lebanon shall examine the legal documentation stated in section 2 step 1.2 and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria:
- 11.2. Completion and inclusion of requested information (Technical) and supporting documents (Administrative compliance). Price in comparison to INJAZ Lebanon estimated rate (Financial evaluation).
- 11.3. INJAZ Lebanon reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.

### 12. Signing of Contract

- 12.1. INJAZ Lebanon shall call the successful Bidder to sign the Contract.
- 12.2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to INJAZ Lebanon.

Signature	
Stamp	
Name	
Position	
Date	

**SECTION 4  
Bidding Form**

Bidder's General Business Details

Please provide information against each requirement.

**a) General Information**

Company name:	
Registered name of company (If different):	
Nature of primary business/trade:	
Primary contact name:	
Job Title:	
Phone:	
Email:	
Registered Address:	
Business license number:	
Registration date:	

**b) Owners/Managers/Employee**

Please list the person/s who would be involved with INJAZ Lebanon in the event of contract award:

Employee name	Job title	Phone Number	Email

*\*Add more lines if needed.*

**c) Company bank account details:**

Beneficiary name:

Beneficiary account no:

Beneficiary bank:

Bank Branch:

SWIFT:

IBAN:

Bank Address:

**d) References**

Please provide at least three client references.

<b>Client/Company name</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Email</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

*\*Add more lines if needed.*

By submitting this offer, we, the bidder, certify that it is a real proposal with the intent to be competitive. We also confirm that we are qualified to participate in public procurement and that we meet the requirements outlined in the invitation to bid. We confirm that the prices provided are fixed and firm for the entire time that they are in effect and won't change or be revised.

We, the bidder, attest that the documents included in this offer are those we have verified in accordance with Section 2 – Administrative – Technical and Financial.

We agree that INJAZ Lebanon may verify the information provided in this form itself or through a third party as it may deem necessary.

**Please print, sign, and stamp the bidding form and add it to the technical form**

**Section 5**  
**Annex 1 - Technical Proposal – Bus (1)**

Requirements		Answers
<b>Brand</b>	Well-Known Brand	
<b>Bus capacity</b>	The bus must have the capacity to carry a minimum of 33 and a maximum of 38 passengers	Number of seats ( )
<b>Safety</b>	Front Seat Airbag	
	Emergency Exit	
<b>Comfort</b>	Air Conditioning	
	Heating System	
<b>Audio systems</b>	Speakers	
<b>Engine</b>	Engine type (4 Cylinder)	
<b>Fuel Type</b>	Diesel	
<b>Transmission</b>	Manual transmission system	
<b>Bus age</b>	The Year of Manufacture between 2014 - 2018	
<b>Kilometres</b>	The odometer reading (In Kilometres) within the range 10,000km and 100,000km	
<b>Customs</b>	Cleared for import into Lebanon. Please provide us with the legal documents (Customs Certificate)	
<b>Warranty</b>	Warranty for at least 2 months (Mechanical)	
<b>Delivery Date</b>	Please provide the estimated delivery date	

<b>Prepared by:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Stamp:</b>	

### Bus (2)

Requirements		Answers
<b>Brand</b>	Well-Known brand	
<b>Bus capacity</b>	The bus must have the capacity to carry a minimum of 33 and a maximum of 38 passengers	Number of seats ( )
<b>Safety</b>	Front Seat Airbag	
	Emergency Exit	
<b>Comfort</b>	Air Conditioning	
	Heating System	
<b>Audio systems</b>	Speakers	
<b>Engine</b>	Engine type (4 Cylinder)	
<b>Fuel Type</b>	Diesel	
<b>Transmission</b>	Manual transmission system	
<b>Bus age</b>	The Year of Manufacture between 2014 - 2018	
<b>Kilometres</b>	The odometer reading (In Kilometres) within the range 10,000km and 100,000km	
<b>Customs</b>	Cleared for import into Lebanon. Please provide us with the legal documents (Customs Certificate)	
<b>Warranty</b>	Warranty for at least 2 months (Mechanical)	
<b>Delivery Date</b>	Please provide the estimated delivery date	

<b>Prepared by:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Stamp:</b>	

**Section 6**  
**Annex 2 - Technical Proposal - Truck with Crane (1)**

Requirements		Answers (Numbers, Yes , No)
<b>Brand</b>	Well-known brand	
<b>Transmission</b>	Manual gearbox transmission system	
<b>Fuel Type</b>	Diesel	
<b>Engine</b>	Engine Type 4 Cylinders	
	350 Horsepower	
<b>Customs</b>	Cleared for import into Lebanon. Please provide us with the legal documents (Customs Certificate)	
<b>Crane</b>	The lifting capacity of the crane must fall within the range of 2 to 5 tons	
	Hydraulic System	
<b>Rotation</b>	Rotation angle 360°	
<b>Year of Manufacture</b>	The Year of Manufacture between 2014 - 2020	
<b>Kilometres</b>	The odometer reading (In Kilometres) within the range of 10,000 to 150,000 kilometres	
<b>Warranty</b>	Warranty for at least 2 months (Mechanical)	
<b>Delivery Date</b>	Please provide the estimated delivery date	

<b>Prepared by:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Stamp:</b>	

### Truck with Crane (2)

Requirements		Answers (Numbers, Yes, No)
<b>Brand</b>	Well-known brand	
<b>Transmission</b>	Manual gearbox transmission system	
<b>Fuel Type</b>	Diesel	
<b>Engine</b>	Engine Type 4 Cylinders	
	350 Horsepower	
<b>Customs</b>	Cleared for import into Lebanon. Please provide us with the legal documents (Customs Certificate)	
<b>Crane</b>	The lifting capacity of the crane must fall within the range of 2 to 5 tons	
	Hydraulic System	
<b>Rotation</b>	Rotation angel 360°	
<b>Year of Manufacture</b>	The Year of Manufacture between 2014 - 2020	
<b>Kilometres</b>	The odometer reading (In Kilometres) within the range of 10,000 to 150,000 kilometres	
<b>Warranty</b>	Warranty for at least 2 months (Mechanical)	
<b>Delivery Date</b>	Please provide the estimated delivery date	

<b>Prepared by:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Stamp:</b>	



**Section 7**  
**Annex 3 - Technical Proposal - Backhoe Loader**

<b>Requirements</b>		<b>Answers (Numbers, Yes, No)</b>
<b>Type</b>	Backhoe Loader JCB 3CX	
<b>Engine type</b>	Equipped with a turbocharged 100HP engine of the Perkins Turbo type	
<b>Year of Manufacture</b>	The Year of Manufacture between 2000-2005	
<b>System of Loader</b>	Hydraulic System	
<b>Transmission type</b>	Transmission system for the equipment: 4 forward and 4 reverse gears powershift transmission.	
<b>Warranty</b>	Warranty for at least 2 months	
<b>Delivery Date</b>	Please provide the estimated delivery date	

<b>Prepared by:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Stamp:</b>	

**Section 8**  
**Annex 4 - Financial Proposal**

*Financial Proposal Form*

Date:

Company Name:

Name:

To:

Offer to purchase the following vehicle:

Model:

Year:

Vehicle identification Number:

For the following price \$: (.....) before VAT.

In letters:

(.....)

Plus, applicable VAT or any additional charges:

(.....)

Total: (.....)

This offer shall expire in (.....)

Dated:

Sign and Stamp (.....)

**Please print, sign, and stamp the bidding form and add it to the financial form**

**Section 9**  
**Annex 5 – Pictures for all the vehicles required**

