

REQUEST FOR EXPRESSION OF INTEREST
FOR THE PROVISION OF MEDICINES
TO RESTART CENTER OPERATIONS IN LEBANON
EOI/2019/001

1. Introduction about Restart center:

Restart Center for the Rehabilitation of Victims of Violence, Torture is a Non-Governmental Organization (NGO) active in the field of Human Rights; specifically, the Rights to Rehabilitation and Prevention from Torture.

As of 1996 till date, Restart Center has been ensuring effective identification and access to rehabilitation for all victims of torture and ill-treatment throughout the provision of health, psychological, social and physical rehabilitation as well as legal services to victims of Torture, War Trauma and their families.

The provision of Psychotropics, Narcotics and other General health drugs forms a major part of our services.

2. Background:

In view of the above, Restart center intends to launch a tender for the provision of medicines and another one for the establishment of a frame agreement for 3 years period

The purpose of this EOI is to assess the market and avail capacity of suppliers to deliver the items as per Restart center requirements, prior to launching a formal public tender. The items listed in Annex A represent an indication and may vary by the time of tender launch.

We would appreciate taking the time to complete the below requirements for pre-qualification if you are interested in taking part of the upcoming bidding process.

3. Description of Requirement:

3.1 Restart is seeking Expressions of Interest for the supply of Medicines in Lebanon, the delivery shall be mainly to the below listed areas, but not limited to:

- a. Tripoli
- b. Beirut

3.2 Attached you will find for your information, not binding, an indicative list of items to be supplied under Annex A– Technical Specifications –Medicines.

- 3.2 This EOI does not constitute a solicitation. Restart reserves the right to change or cancel the requirement at any time during or after the EOI. Restart also reserves the right to require compliance with additional conditions as and when issuing a formal solicitation. Submitting a reply to the EOI does not necessarily guarantee participation in the solicitation when issued.

Please confirm receipt of this EOI and your intention to submit an EOI, by the 4th of July 2019, to Marie-line Taleb at marieline@restartcenter.com.

4. Request for clarification

Vendors are required to submit any request for clarification in respect of this EOI by e-mail to Marie-line Taleb at marieline@restartcenter.com.

The deadline for receipt of questions is 23:59 hrs local time on 3rd of July 2019.

IMPORTANT: Please note that EOI submission are not to be sent to the staff member and e-mail address above

Restart plans to reply to all questions shortly after they are received.

5. General Instructions

Please note that Restart Center is committed to ensuring fairness in the selection process. Prequalification will be based on your company meeting Restart expectations for the medicines to be supplied.

- This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply medicines.
- Restart center reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- Restart center will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
- The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- Failure to submit any of the mandatory requirements might lead to disqualification from the exercise.

Restart might conduct a verification visit to prospective suppliers to assess their capability prior the selection process. Warehouse visit will be part of the verification visit.

6. Submission content

The following documents / information are to be submitted as part of your EOI submission:

- Signed declaration of expression of interest
- Duly filled in, signed and stamped Restart Vendor Registration form, here attached as Annex B.
- Company profile and organization (Location – Branches – staffing ect): State whether your company is a: Manufacturer, Authorized agent (Attach principal/manufacturer's authorization letter or Other (Please specify) along with:
 - o Commercial circular اذاعة تجارية
 - o Commercial registration شهادة تسجيل
 - o VAT registration
 - o License to sell medicines in Lebanon from Ministry of Public Health (MOPH)
 - o Financial standing: Provide certificate of non-bankruptcy and no judicial liquidation in addition to copies of the company's audited accounts for the last three (3) years
 - o Valid Good Storage and Distribution Practice (GSDP) certification
 - o Valid Good Manufacturing Process certifications for manufacturers (GMF)
 - o List of warehouse location and capacity and delivery coverage in Lebanon
 - o Confirmation on Companies capacity for weekly delivery to Beirut and Tripoli
- Technical specifications of products – provide confirmation in EOI about the item coverage and the list of certification/documentation available for each item in Annex A.

Indicate availability of respective items listed in annex A (use x to indicate available, leave blank if unavailable) in column K.

The below listed documentation are required for each of the item as applicable during the future tender technical review process of compliance with quality assurance standards. They do not need to be provided at this stage. At this stage it is essential to confirm in the EOI submission what certificates/documents can be produced among those mentioned below:

- o GMP – Good Manufacturing Practice
- o WHO (Prequalification Programme with WHO Reference number when applicable)
- o Registration/ marketing authorization (license) in the country of manufacture/origin

- Certificate proofing that offered medicines are registered in Lebanon (MOPH registration certificate)

Questionnaire:

Please provide the additional following information:

Quality assurance:

- Do you have an established Quality Assurance Quality Control (QAQC) department?
- Do you Carry out random sampling and testing of the products purchased and have a valid batch recall system?
- Is the company able to issue a batch recall should problems arise?

7. Submission of EOI

EOI should be submitted Bids should be submitted **by hand in a sealed envelope** to the secretaries at Restart Center Premises in Tripoli or Beirut with all needed supporting documents as per the below:

- **Tripoli Delivery Address:**
Attention secretary: **Saydeh Nakhoul**
Residence 5 Building, 1st floor,
Damm & Farez Street, Tripoli, Lebanon
- **Beirut Delivery Address:**
Attention secretary: **Ferial Hamdar**
Centre Bouchédid, 4th Floor,
Damascus Road, Furn El-Chebbak,
Beirut, Lebanon (Above BLOM Bank).

It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the EOI expiration deadline.

Once the deadline for submission is expired, the EOI will be automatically closed.

Closing date for receipt of EOI: 4th of July 2019 17:00 hrs Local time

IMPORTANT:

Restart may, at its discretion, extend the deadline for the submission of EOIs, by notifying all prospective parties simultaneously.

Annexes:

Annex A: Technical Specifications – Essential Medicines

Annex B: Restart center Vendor registration form