

	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Code: hM-PU-F-11-13</b>	
	<b>INVITATION FOR BIDDINGS</b>	<b>Edition</b> 1	<b>Page</b> 1 / 17

**REF:** HIMAYA/DETERGENTS/2025/01

<b>TO</b>	Himaya ngo	
<b>Address</b>	Mount Lebanon, Fanar, St Charbel Street, St Rita Building	

<b>From (Company name)</b>	
<b>Address – Phone-email</b>	

<b>Date</b>	26/11/2024
<b>No. of pages including ANNEXES:</b>	16

**SUBJECT:** *Himaya intends to sign a long term agreement with a supplier to supply detergents to its offices across Lebanon. Contract will be for one year with a possibility of a one-year extension.*

**Manner of Bid's Submission**

Delivered in one sealed envelope to the following address:

Fanar, St Charbel Street, St Rita Building

Floor -1

**Closing deadline**

Time **05:00 pm** Date **10.12.2024**

Please return back to HIMAYA the Annexes 1, 2 and 3 filled, signed and stamped to the Address indicated.

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### Requirements

HIMAYA would like to sign a long term agreement for the supply of a number of items, as per the below description, for a period of 12 months, with the possibility of an additional 12 months' extension. Please note that the quantities are not specified as this depends on the needs during the year across the offices. The average budget to spend during the year is around 10,000\$. We expect to make around 10 orders to our offices throughout the year.

The exact quantities and items will be determined by the Purchase orders that we issue throughout the year.

Delivery of these products will be to HIMAYA offices all over Lebanon including: Fanar, Saida, Baalback, Zahle, Tripoli.

The budget to spend is an estimate and can in no case be considered a commitment from HIMAYA.

#### 1. *Supplies to be provided*

<b>Nbr</b>	<b>General description of supplies</b>	<b>Size</b>	<b>Recommended Brands</b>
1	Multi-purpose floor cleaner	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, Sanita or similar
2	Multi-purpose floor cleaner	<b>Small size</b> Min: ~ 1L Max: ~ 2L	Spartan, Sanita or similar
3	Disinfectant	<b>Big size</b> Min: ~4 Max: ~6L	Spartan, Sanita or similar
4	Disinfectant	<b>Small size</b> Min: ~1L Max: ~2L	Spartan, Sanita or similar
5	Chlorine based bleach	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, Sanita, eau de javel or similar

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6	Chlorine based bleach	<b>Small size</b> Min: ~1L Max: ~2L	Spartan, Sanita, eau de javel or similar
7	Dish washing liquid	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, Sanita or similar
8	Dish Washing liquid	<b>Small size</b> Min: ~1L Max: ~ 2L	Spartan, Sanita or similar
9	liquid hand soap	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, sanita or similar
10	Liquid hand soap	<b>Small size</b> Min: ~0.5L Max: ~1L	Spartan, sanita or similar
11	Glass spray	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, sanita or similar
12	Glass spray	<b>Small size</b> Min: ~ 0.5L Max: ~1L	Spartan, sanita or similar
13	Alcohol	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, sanita or similar
14	Alcohol	<b>Small size</b> Min: ~0.5L Max: ~1L	Spartan, sanita or similar
15	Disinfectant spray sanitizer	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, sanita or similar
16	Disinfectant spray sanitizer	<b>Small size</b> Min: ~0.5L Max: ~1L	Spartan, sanita or similar
17	WC cleaner	Min: ~0.7L Max: ~1L	Spartan, sanita, WC net or similar

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18	Freshener	Min: ~0.5L Max: ~1L	Spartan, sanita or similar
19	Kitchen & bathroom disinfectant	Min: ~0.5 L Max: ~1 L	Jif, Spartan or similar

## 2. **Technical Specifications**

The items offered should be of the same quality of the recommended brands. Similar brands offered to the ones mentioned in the table will be requested as a sample to be checked by the evaluation committee to deem if they are of similar quality or not.

## 3. **Origin**

Specify the origin of each item next to its description and attach a picture

## 4. **Delivery**

The delivery of goods will be based on Purchase order requests sent by himaya by email, which does not exceed a period of 5 days for each order. The delivery should be covering all over Lebanon.

## 5. **Guarantee/warranty**

The Supplier warrants that all the items shall conform fully to all requirements of each order, and all items shall be free from defects in material and functioning. This warranty shall remain valid from the date of the contract until a probation period of three months after the delivering of supplies.

**The Prices should remain valid for a period of 12 months (with the possibility of an additional 12 months' extension) from the date of the signing of the long term agreement**

## 6. **Inspection and testing**

This order is subject to inspection by

**Name** Himaya ngo  
 -----  
**Contact person** Edwin Nasrallah  
 -----  
**Telephone** 01-395 915    **Mobile** 03-102 949    **E-mail** Procurement@himaya.org  
 -----

## 7. **Documentation required**

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<i>Document</i>		<b>N°</b>	<b>N°</b>
Title	Note	<b>Originals</b>	<b>Copies</b>
Annexes 1 to 3 of the present Invitation to Bid (ITB)	filled in, signed and stamped by the vendor	1	1
Technical information about the requested supplies	technical specification as mentioned above (chapter 2), origin (chapter 3), warranty (chapter 5)	1	1
Certificate of Registration issued by the Lebanese Ministry of Finance			1
Commercial Certificate issued by the Chamber of Commerce			1
Official Letter (letter head) from the vendor (company) stating the name of the manager of the company with copy of ID card in attachment		1	1
List of references of same kind of supplies from previous clients		1	1

## **8. Currency**

Tenders must be presented in USD.

## **9. Methods of payment**

Payment shall be made by bank letter in Fresh USD cashed at any BLF branch. Payments will be ready for pickup by the supplier from HIMAYA HQ within 15 days after receiving the original invoices.

The supplier is required to provide a receipt upon bank letter delivery

Payments shall be made in USD.

## **10. Award Criteria**

### **Mandatory Requirements: (Pass or Fail)**

The following documents should be included in the bid in order to qualify. If they are not included the bidder will be disqualified.

- MOF registration

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- Commercial registry
- ID of owner

This bid will be awarded to the least cost bidder that meets or exceeds the mandatory requirements as well as the minimum required specifications and conditions of the supplies.

### **11. Samples**

Samples will be requested from the shortlisted suppliers to ensure the quality of the items. By submitting a Bid to this invitation the bidder agrees to send a sample of the requested items to HIMAYA's HQ office in Fanar when requested.

Items similar to the brands recommended will be also be requested to be provided for sample testing by the evaluation committee to ensure that they meet the minimum required technical specifications.

Himaya has the right to keep the samples of the winning supplier so they can be benchmarked against the supplies that will be delivered throughout the year.

### **12. Taxes and duties**

Taxes and duties should be included in the provided price offers. And will be paid on the official rate in LBP.

### **13. Acceptance and Incomplete or inconsistent offers**

HIMAYA reserves the right to accept the offer completely or in partly.

Incomplete or inconsistent offers will not be taken in consideration.

### **14. Delay in delivery**

In case of delay in deliveries for half of the orders, will be applied to the supplier a penalty of 0.1% of the value of the contract for each day of delay, except for any event of force majeure.

### **15. Rules and Ethics Clauses**

Natural or legal persons **are not entitled to participate** in competitive tendering if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
3. They have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata (i.e., against which no appeal is possible);

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4. They are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
6. They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
7. They are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a tender procedure or contract;
8. They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with the same Donor's funds;
9. They are in one of the situations allowing exclusion referred to in the **Ethics Clauses** (paragraph below) in connection with the tender or contract.

### **Ethics Clauses**

HIMAYA's POLICIES ON ANTI-PERSONNEL MINES & CHILD LABOUR:

HIMAYA require that a contractor guarantees that he is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any component produced primarily for the operation thereof, and that the contractor represents and warrants that neither he, nor any of its vendors are engaged in any practice inconsistent with the rights set forth in the UN Convention on the rights of the child.

### **FURTHER HIMAYA POLICIES:**

Any attempt by a candidate or bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its candidacy or tender and may result in administrative penalties.

Without the Contracting Authority's prior written authorisation, a contractor and his staff or any other company with which the contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the contractor.

When putting forward a candidacy or tender, the candidate or tenderer must declare that he is affected by no potential conflict of interest, and that he has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the contractor must immediately inform the Contracting Authority.

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The contractor must at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession. He must refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.

For the duration of the contract, the contractor and his staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary country.

The contractor may accept no payment connected with the contract other than that provided for therein. The contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.

The contractor and his staff are obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the contractor are confidential.

The contract shall govern the contracting parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.

The contractor shall refrain from any relationship likely to compromise its independence or that of his staff. If the contractor ceases to be independent, the Contracting Authority may, for any injury suffered by him, terminate the contract without further notice and without the contractor having any claim to compensation.

The Contracting Authority reserves the right to suspend or cancel the contract if 'corrupt practices' are discovered at any stage of the award process or during the implementation of the contract itself. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.

**Tenderers must provide a statement to the effect that they are not in any of the exclusion situations (annex 2).**

**HIMAYA's representative**

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

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_



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**Signature and stamp:** \_\_\_\_\_

**The Bidder:** \_\_\_\_\_

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

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature and stamp:** \_\_\_\_\_

**Annexes**

1. Tender Form
2. Tenderer's Declaration
3. Schedule of Price

**ANNEX 1: TENDER FORM**

**A:**

**Address: Mount Lebanon, Fanar, St Charbel Street, St Rita Building , Floor -1**

**Your ref.:** HIMAYA/DETERGENTS/2025/01 of 26/11/2024 undersigned, hereby declare that:

1. We have examined and accept in full the content of the Invitation to Bid No 01 HIMAYA/DETERGENTS/2025/01 of 26/11/2024
2. We offer to deliver, in accordance with the terms of the Invitation to Bid, without reserve or restriction:

<b>Nbr</b>	<b>General description of supplies</b>	<b>Size</b>	<b>Brand</b>
1	Multi-purpose floor cleaner	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, Sanita or similar

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2	Multi-purpose floor cleaner	<b>Small size</b> Min: ~ 1L Max: ~ 2L	Spartan, Sanita or similar
3	Disinfectant	<b>Big size</b> Min: ~4 Max: ~6L	Spartan, Sanita or similar
4	Disinfectant	<b>Small size</b> Min: ~1L Max: ~2L	Spartan, Sanita or similar
5	Chlorine based bleach	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, Sanita, eau de javel or similar
6	Chlorine based bleach	<b>Small size</b> Min: ~1L Max: ~2L	Spartan, Sanita, eau de javel or similar
7	Dish washing liquid	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, Sanita or similar
8	Dish Washing liquid	<b>Small size</b> Min: ~1L Max: ~ 2L	Spartan, Sanita or similar
9	liquid hand soap	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, sanita or similar
10	Liquid hand soap	<b>Small size</b> Min: ~0.5L Max: ~1L	Spartan, sanita or similar
11	Glass spray	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, sanita or similar
12	Glass spray	<b>Small size</b> Min: ~ 0.5L Max: ~1L	Spartan, sanita or similar
13	Alcohol	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, sanita or similar

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14	Alcohol	<b>Small size</b> Min: ~0.5L Max: ~1L	Spartan, sanita or similar
15	Disinfectant spray sanitizer	<b>Big size</b> Min: ~4L Max: ~6L	Spartan, sanita or similar
16	Disinfectant spray sanitizer	<b>Small size</b> Min: ~0.5L Max: ~1L	Spartan, sanita or similar
17	WC cleaner	Min: ~0.7L Max: ~1L	Spartan, sanita, WC net or similar
18	Freshener	Min: ~0.5L Max: ~1L	Spartan, sanita or similar
19	Kitchen & Bathroom disinfectant	Min: ~0.5L Max: ~1L	Jif, Spartan or similar

3. The total value of this tender, explicitly includes:

- the Value Added Tax (VAT)
- specifying the prices are valid for a period of 12 months
- payment schedule
- Delivery/Transportation should be included in the unit prices
- delivery to HIMAYA's 5 offices in Tripoli, Saida, Fanar, Zahle and Baalback

4. We include in attachment the needed delivering time from the signature of the contract.

5. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Position of person authorised to sign this tender:

.....

Duly authorised to sign this tender on behalf of:

.....

Place and date: .....

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Stamp of the firm/company:

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**ANNEX 2: TENDERER'S DECLARATION**

**A:**

Address:

**Ref.:** HIMAYA/DETERGENTS/2025/01 of 26.11.2024

We, the undersigned, hereby declare that:

6. We are not in any of the situations excluding us from participating in contracts which are listed in Article 14 of the Invitation for Bidding.
7. We agree to abide by the ethics clauses in Article 14 of the Invitation for Bidding and, in particular, have no potential conflict of interests with other candidates or other parties in the tender procedure at the time of the submission of this application
8. We will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by HIMAYA.
9. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Position of person authorised to sign this tender:

.....

Duly authorised to sign this tender on behalf of:

.....

Place and date: .....

Stamp of the firm/company

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**ANNEX 3: SCHEDULE OF PRICE**


**REFERENCE** HIMAYA/DETERGENT/2025/01 **Date** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

A	B	C	D	E
ART.	DESCRIPTION OF ARTICLE	Specify the Size (in L)	Specify the Brand	UNIT COSTS including delivery/transportation (USD)
1	Multi-purpose floor cleaner	<b>Big size</b>		
2	Multi-purpose floor cleaner	<b>Small size</b>		
3	Disinfectant	<b>Big size</b>		
4	Disinfectant	<b>Small size</b>		
5	Chlorine based bleach	<b>Big size</b>		

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6	Chlorine based bleach	<b>Small size</b>		
7	Dish washing liquid	<b>Big size</b>		
8	Dish Washing liquid	<b>Small size</b>		
9	liquid hand soap	<b>Big size</b>		
10	Liquid hand soap	<b>Small size</b>		
11	Glass spray	<b>Big size</b>		
12	Glass spray	<b>Small size</b>		
13	Alcohol	<b>Big size</b>		
14	Alcohol	<b>Small size</b>		

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15	Disinfectant spray sanitizer	<b>Big size</b>		
16	Disinfectant spray sanitizer	<b>Small size</b>		
17	WC cleaner			
18	Freshener			
19	Bathroom & Kitchen disinfectant			
			<b>Total</b>	
	(VAT Official rate in LBP)		<b>VAT</b>	
			<b>GRAND TOTAL</b>	

The delivery should be covering all over Lebanon.

Prices are valid until 31.12.2025

Done  
at

by

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[Tenderer's signature and stamp]