

	QUALITY MANAGEMENT SYSTEM	Code: hM-PU-F-11-13	
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REF: HIMAYA/HYGIENE/2023/02

TO	Himaya ngo	
Address	Mount Lebanon, Fanar, St Charbel Street, St Rita Building	

From (Company name)	
Address – Phone-email	

Date	25.01.2023
No. of pages including ANNEXES:	15

SUBJECT: *himaya ngo intend to supply Hygiene products to implement its program all over Lebanon.*

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 **08.02.2023**

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

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Requirements

The office of HIMAYA Lebanon in Fanar invites your company to make an offer for the following purpose:

1. Supplies to be provided

No	General description of supplies	Brand	Sizes	Quantity (per pack/ per pc)
1	Floor mat	Vileda	60cm X80 cm	Quantity of pcs in each bag to specify by the supplier
2	Sponge big	Vileda	XL	Quantity of pcs in each bag to specify by the supplier
3	Tissue paper (soft)		200 sheet	Quantity of pcs in each bag to specify by the supplier
4	Interfold		100 gr	Quantity of pcs in each bag to specify by the supplier
5	Roll paper biggest size		300 gr	Quantity of pcs in each bag to specify by the supplier
6	Small bins for office		Metal	Quantity of pcs in each bag to specify by the supplier
7	Bins for toilet with foot handles		5 L	Quantity of pcs in each bag to specify by the supplier
8	Disposable masks	3 layers	50 masks per box	Quantity of pcs in each bag to specify by the supplier
9	Squeegee with handle	Vileda		Quantity of pcs in each bag to specify by the supplier

 Pour l'innocence en danger	QUALITY MANAGEMENT SYSTEM		Code: hM-PU-F-11-13	
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10	Broom with handle			Quantity of pcs in each bag to specify by the supplier
11	dustpan			Quantity of pcs in each bag to specify by the supplier
12	Toilet brush			Quantity of pcs in each bag to specify by the supplier
13	Microfiber			Quantity of pcs in each bag to specify by the supplier
14	Gloves with Powder	Latex	Box of 100	Quantity of pcs in each bag to specify by the supplier
15	Gloves without Powder	Latex	Box of 100	Quantity of pcs in each bag to specify by the supplier
16	Trash Bags		Small	Quantity of pcs in each bag to specify by the supplier
17	Trash bags		Medium	Quantity of pcs in each bag to specify by the supplier
18	Trash Bags		Large	Quantity of pcs in each bag to specify by the supplier
19	Trash Bags		X-large	Quantity of pcs in each bag to specify by the supplier

2. **Technical Specifications**

HIMAYA would buy from your company a number of items, as per the above description, for a period of 12 months , from February 10th ,2023 till February 10th 2024. Please note that the quantities are not specified as this depends on the needs. The average budget to spend during the year is around **20,000\$**

3. **Origin**

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

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4. **Delivery**

The delivery of goods will be based on Purchase order requests sent by himaya, which does not exceed a period of 3 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 month (valid for extension) from February 10th ,2023 till February 10th , 2024.

6. **Inspection and testing**

This order is subject to inspection by

Name	Himaya ngo		
Contact person	Marie Aimee Farah		
Telephone	01-395 915	Mobile	79-301 052
		E-mail	Procurement@himaya.org

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7. Documentation required

<i>Document</i>		N°	N°
Title	Note	Originals	Copies
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 Fresh USD through a Bank Transfer issued from Himaya
Payments shall be made in USD.

10. Acceptance of the offer

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

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11. Taxes and duties

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

12. Incomplete or inconsistent offers

Incomplete or inconsistent offers will not be taken in consideration.

13. 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.

14. 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);
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.

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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.

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.

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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: _____

Signature and stamp: _____

The Bidder: _____

Date: _____

Name: _____

Title: _____

Address: _____

Signature and stamp: _____

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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/HYGIENE/2023/02 of 25/01/2023 undersigned, hereby declare that:

1. We have examined and accept in full the content of the Invitation to Bid No 02 HIMAYA/HYGIENE/2023/02 of 25/01/2023
2. We offer to deliver, in accordance with the terms of the Invitation to Bid, without reserve or restriction:

No	General description of supplies	Brand	Sizes	Quantity (per pack/ per pc)
1	Floor mat	Vileda	60cm X80 cm	Quantity of pcs in each bag to specify by the supplier
2	Sponge big	Vileda	XL	Quantity of pcs in each bag to specify by the supplier
3	Tissue paper (soft)		200 sheet	Quantity of pcs in each bag to specify by the supplier
4	Interfold		100 gr	Quantity of pcs in each bag to specify by the supplier
5	Roll paper biggest size		300 gr	Quantity of pcs in each bag to specify by the supplier

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6	Small bins for office		Metal	Quantity of pcs in each bag to specify by the supplier
7	Bins for toilet with foot handles		5 L	Quantity of pcs in each bag to specify by the supplier
8	Disposable masks	3 layers	50 masks per box	Quantity of pcs in each bag to specify by the supplier
9	Squeegee with handle	Vileda		Quantity of pcs in each bag to specify by the supplier
10	Broom with handle			Quantity of pcs in each bag to specify by the supplier
11	dustpan			Quantity of pcs in each bag to specify by the supplier
12	Toilet brush			Quantity of pcs in each bag to specify by the supplier
13	Microfiber			Quantity of pcs in each bag to specify by the supplier
14	Gloves with Powder	Latex	Box of 100	Quantity of pcs in each bag to specify by the supplier
15	Gloves without Powder	Latex	Box of 100	Quantity of pcs in each bag to specify by the supplier
16	Trash Bags		Small	Quantity of pcs in each

				bag to specify by the supplier
17	Trash bags		Medium	Quantity of pcs in each bag to specify by the supplier
18	Trash Bags		Large	Quantity of pcs in each bag to specify by the supplier
19	Trash Bags		X-large	Quantity of pcs in each bag to specify by the supplier

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

- the Value Added Tax (VAT)
- specifying the prices are valid till 10.02.2024
- include a warranty from the vendor YES / NO
- payment schedule

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:

Stamp of the firm/company:

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ANNEX 2: TENDERER'S DECLARATION

A:

Address:

Ref.: HIMAYA/HYGIENE/2023/02 of 25.01.2023

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/HYGIENE/2023/02 **Date** _____

Project Title: _____

A	B	C	D	E	F
ART.	DESCRIPTION OF ARTICLE	Sizes	Brand	Quantity of pcs in a bag	UNIT COSTS USD
1	Floor mat	Vileda	60cm X80 cm		
2	Sponge big	Vileda	XL		
3	Tissue paper (soft)		200 sheet		
4	Interfold		100 gr		
5	Roll paper biggest size		300 gr		
6	Small bins for office		Metal		
7	Bins for toilet with foot handles		5 L		

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8	Disposable masks	3 layers	50 masks per box		
9	Squeegee with handle	Vileda			
10	Broom with handle				
11	dustpan				
12	Toilet brush				
13	Microfiber				
14	Gloves with Powder	Latex	Box of 100		
15	Gloves without Powder	Latex	Box of 100		
16	Trash Bags		Small		
17	Trash bags		Medium		
18	Trash Bags		Large		
19	Trash Bags		X-large		

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			Total		
			Transportation per delivery		
	(VAT Official rate in LBP)		VAT		
			Grand TOTAL		

The Prices should be per bag and the quantities of the pcs in each bag are specified by the supplier.
The delivery should be covering all over Lebanon.
Prices are valid until 10.02.2024

Done
at

by

[Tenderer's signature and stamp]