

	<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 / 11

**REF:** HIMAYA/SOCIAL MEDIA/2023/01

<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>	21/03/2023
<b>No. of pages including ANNEXES:</b>	15

**SUBJECT:** himaya ngo intend to work with a PR & Digital Agency to handle all of himaya's PR needs as well as himaya's social media management.

**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 **04.04.2023**

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 a firm offer for the following purpose:

#### **1. Technical Specifications:**

##### **WEBSITE & WRITING:**

- Generate/write/update content for himaya's website when needed.
- Coordinate with the web-developer for all matters related to himaya's website.
- Gather needed data and write himaya's external newsletters using MailChimp, on a monthly basis
- Write crowd-funding campaigns when needed.
- Proofread content when needed.

##### **SOCIAL MEDIA:**

- Elaborate himaya's social media strategy in coordination with relevant parties and review it on a yearly basis.
- Develop social media campaigns as per the action plan to increase followers' engagement and awareness about violence against children.
- Submit impact reports by the end of each social media campaign using the set format.
- Submit monthly In-Sight reports and visibility reports to sponsors when needed.
- Submit a monthly social media calendar for approval within the set deadline
- Manage the online ads plan and budget.
- Generate visuals, and short videos for social media.
- Provide a 100% response rate with a 24 hour response time on all social media platforms.
- Coordinate with relevant parties in order to get the information needed to develop the needed content for social media and any other writing process.
- On-ground presence during key events for coverage purposes.
- Identify & develop needed procedures and policies related to social media when needed.
- Contact different online platforms & online influencers/bloggers (events, fb pages, websites etc.), to advertise events or campaigns.
- Upload all interviews, advertising and other videos related to **himaya** on the Youtube channel and share them on Facebook and on **himaya's** website when needed.

##### **Media:**

- Secure media appearances and maintain positive media relations.
- Centralize all media contacts in the CommFund department's contact list and update the Media Appearances tracker on a regular basis.
- Receive all requests for media appearances and refer them to the right person in coordination with the CommFund manager.

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- Initiate contact with media outlets and reporters.
- Send out press releases when needed.

The above material are required in both languages Arabic and English

**2. Delivery**

Monthly

**3. Guarantee/warranty**

The prices shall be fixed for a period of 12 months and a contract will be prepared regarding this matter (subject for renewal).

**4. 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

**5. Documentation required**

<b>Document</b>		<b>N°</b>	<b>N°</b>
<b>Title</b>	<b>Note</b>	<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

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<i>Document</i>		<b>N°</b>	<b>N°</b>
Title	Note	<b>Originals</b>	<b>Copies</b>
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

#### **6. Currency**

Tenders must be presented in USD.

#### **7. Methods of payment**

Payment shall be made by Fresh USD through a Bank Transfer issued from Himaya or through a Cash Service Provider.

Payments shall be made in USD.

#### **8. Acceptance of the offer**

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

#### **9. Taxes and duties**

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

#### **10. Incomplete or inconsistent offers**

Incomplete or inconsistent offers will not be taken in consideration.

#### **11. Delay in delivery**

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

#### **12. Rules and Ethics Clauses**

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

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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.

### **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.

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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.

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.

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

**Annexes**

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

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**ANNEX 1: TENDER FORM**

**A:**

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

**Your ref.:** HIMAYA/SOCIAL MEDIA/2023/01 of 21/03/2023 undersigned, hereby declare that:

1. We have examined and accept in full the content of the Invitation to Bid No 01 HIMAYA/SOCIAL MEDIA/2023/01 of 21/03/2023
2. We offer to deliver, in accordance with the terms of the Invitation to Bid, without reserve or restriction:

Code	General description	Unit

3. The total value of this tender, explicitly includes:
  - the Value Added Tax (VAT)
  - specifying the prices are valid till
  - 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/ SOCIAL MEDIA /2023/01 of 21.03.2023

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/ SOCIAL MEDIA /2023/01 **Date** 21/03/2023

**Project Title:** Social Media Support

A	B	C	D
ART.	DESCRIPTION	UNIT	UNIT COSTS USD
		<b>Total</b>	
	(VAT Official rate in LBP)	<b>VAT</b>	
		<b>GRAND TOTAL</b>	

Prices are valid until 30.04.2023

Done \_\_\_\_\_ by \_\_\_\_\_  
at \_\_\_\_\_

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[Tenderer's signature and stamp]