



Islamic Relief Worldwide-Lebanon

Islamic Relief Lebanon



**Islamic Relief
Lebanon**

Tender No: IRL – T2025 – 004

Date: 29/01/2025

Location: Nationwide

Project Name: 2024 Health and NFIs support to communities affected by the escalations of hostilities in Lebanon

ABOUT ISLAMIC RELIEF

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items.

After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.

Summary of Project:

Islamic Relief Lebanon is Implementing this project to support the communities affected by the escalations of hostilities in Lebanon to have access to the hygiene items and to ensure that they are able to maintain their health and hygiene with dignity and respect. This project aims to provide vulnerable communities with essential hygiene items such as soap, detergents, and menstrual hygiene products. By promoting good health practices, Islamic Relief Lebanon hopes to mitigate the spread of diseases and improve overall well-being in these affected areas. The assistance will consist of:

- **Hygiene Kit (Quantity 2000)**



**Islamic Relief
Lebanon**

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

فردان، شارع صائب سلام،
سنتر كجك الطابق 4 و 5،
بيروت، لبنان



1. SUBMISSION OF QUOTATIONS

1. Issuance of Payment occurs within 15 days after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.
الدفع بعد الفاتورة الرسمية خلال خمسة عشرة يوماً على شكل شيك بصرف بعد 48 ساعة من تاريخ إستلامه نقداً بالدولار.
2. Bank fees when cheque withdrawn are on the account of the supplier.
الرسوم البنكية عند صرف الشيك على حساب المورد
3. Prices must include VAT and it must be shown on the invoice.
الأسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة.
4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.
لن يتم إعتداد أي نموذج آخر غير هذا النموذج على أن يتم توقيعه و ختمه من قبل المتقدم لهذه المناقصة.
5. Every supplier has to fill the request for quotation and place it in a closed envelope, signed and stamped on the envelope and submitted by hand at the reception at our office located, Verdun – Saeb Salam Street – Kojok Center 5th floor – Beirut – Lebanon. We do not accept any quotation by email.
على المتقدم لهذه المناقصة ملء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف وعليه أن يتم تسليم هذا المغلف بيده في مكتب الإستقبال في مكتبنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسلة في البريد الالكتروني لن تأخذ بعين الاعتبار.
6. The deadline to fill and submit this quotation is on 19/02/2025 at 4:00 pm and any bid will not be accepted after this time.
ان مدة انتهاء صلاحية هذه المناقصة هي في 2025/02/19 الساعة 4:00 عصراً وأي مناقصة تقدم بعد هذا الوقت ستكون مرفوضة.
7. Procurement department is the only responsible department, any inquiry for clarification must be received by IRW-Lebanon in writing to email (procurement@islamicrelief-leb.org) at least 3 days before the deadline for submission of tenders. IRW-Lebanon will reply to bidders' questions at least 2 days before the deadline for submission of tenders.
قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتوصلوا مع قسم المشتريات من خلال البريد الالكتروني (procurement@islamicrelief-leb.org) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجيب خلال مدة يومين قبل اغلاق الاعلان.
8. Supplier must submit his legal papers with the request for quotation in the same envelope, in addition to a copy of the owner's ID, or his quotation will not be considered
على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالإضافة الى صورة عن هوية مالك الشركة.
9. Invoice must be official and legal.
الفاتورة يجب أن تكون قانونية بالكامل.
10. Prices must be in United states dollars. الأسعار بالدولار الأمريكي
11. Prices include delivery to any place in Lebanon at any time requested.
السعر شامل التوصيل الى أي مكان في لبنان.
12. Portfolio to be submitted attached to the quotation.
تقديم السيرة الذاتية مرفقة بالعرض المقدم.
13. Please take all the above notes into consideration, or your quotation will be disregarded.
الرجاء أخذ الملاحظات الموجودة أعلاه بعين الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.





2. SPECIFICATION OF REQUIREMENT

Main Deliverables

Deliverable	Description	Timeline
Hygiene Kit	Items need to meet the specs mentioned in the table below. All packages need to be printed with IRL logo. IRL team will be at the supplier's warehouse to check the stock available.	A total of 2000 hygiene kits (subject to increase or decrease) will be distributed nationwide. Hygiene kits need to be ready the soonest after signature of contract.
Delivery	Delivery should be done nationwide. The quantity will be distributed based on a schedule shared by IRL team where prices will be fixed as per the agreed value of the contract. The total quantity will be distributed partially, the remaining quantity will be stored at the bidder's warehouses and under his responsibility. Availability of two labors to deliver the items on filed is a must.	Schedule of distribution to be shared later on by the project team.
Team Communication	Supplier's labors need to coordinate with IRL team regarding delivery process. Labors need to receive vouchers from beneficiaries and IRL team will sign delivery note to the supplier side upon number of vouchers collected, it is the supplier's labor responsibility to hold vouchers.	During distribution.
Restrictions	Supplier's team is not allowed to communicate with beneficiaries or try to organize their movement, it is IRL team responsibility to prevent any miss communication with beneficiary.	During distribution





3. SERVICE REQUIREMENTS AND SCOPE OF WORK

#	Item	Description	Quantity	Unit Price	Total Price
1	Soap bar	Soap for personal hygiene. Wrapped bar. Non-perfumed, for normal skin. Hypoallergenic, 250g	5		
2	Antibacterial multipurpose cleaning detergent	1 litre	2		
3	Dishwashing liquid	1 litre, bottle	2		
4	Laundry washing powder	Laundry detergent, 2kg	3		
5	Shampoo	1 litre, Hypoallergenic, PH factor 5.5	1		
6	Toothpaste adult	150 ml	1		
7	Toothpaste children	100 ml, 2 types of children toothpaste (3-5 years) (6-10 years)	1		
8	Toothbrush adult	Adult size, medium hardness, individually wrapped.	2		
9	Toothbrush children	Children size, soft, individually wrapped	3		
10	Garbage bag	Plastic trash /garbage 30lt. bags, a roll of 20 pc.	2		
11	Garbage bag	Plastic trash /garbage 10lt. bags, a roll of 20 pc.	2		
12	Plastic Bucket	30 litres, with cover	1		
13	Cotton towel	100% cotton, medium size or 130cm x 75cm, 340 g. (a thick bath towel, with a rough, loose, uncut pile, very absorbent).	3		
14	Cotton towel	100% cotton, medium size or 30cm x 30cm, . (a thick bath towel, with a rough, loose, uncut pile, very absorbent).	2		
15	Tissue Paper	1 pack of 300 sheets	3		
16	Toilet paper	1 pack of 300 sheets	3		
17	Floor mop	Reusable floor mop	2		
18	Sponge for dish washing	Medium size	2		
19	Disinfectant alcohol	500 ml	1		
20	Female sanitary pads	Sanitary napkins, with wings, size and absorbent capacity - suitable for medium to high flow, each pack with 10 pieces (medium & heavy absorption) unperfumed, no gel, no plastic fiber net on the upper side each sanitary napkin wrapped separately.	4		
21		White Cartoon box (5 layers) + printing (4 sides) 250g	1		
TOTAL					
TOTAL for 2000 kits					





4. AWARD CRITERIA

Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with government tax Regulations.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
Financial capacity and company profile Company should have stable financial capacity and good profile.	10%
Working experience with INGO's in general and specifically in particular trades Companies having previous working experience with donors INGOs or NGOs in particular hygiene kits distribution.	5%
Quality of commodities Items quality should be in line with desirable beneficiaries need.	40%
Price Items price should be in line with market prices including packing, uploading, offloading transporting to distribution Points.	45%
Total	100





Agency Information:

1	Name of Agency	
2	Name of the Owner and Partner	Owner:
		Partner:
		Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Proof of financial stability such as financial turnover of last three years or bank statement.	2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024 <input type="checkbox"/>
		Bank Statement <input type="checkbox"/>
8	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
9	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

Reference List

Please provide details of 3 INGO/UN agency /any other entity for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / service provided to client			





Delivery Time

How many days, from the time of signing the Contract will it take you to start delivery?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التنفيذ ؟
--	--	---

Complete Name of the Owner:	
Agency Name:	
Signature:	
Date & Time:	
Contact Number / Address and phone number	
Agency Stamp	





**Islamic Relief
Lebanon**

Anti-Bribery and Anti-corruption

Bribery: The offering, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organization's activities.

Corruption: The misuse of entrusted power for private gain.

Islamic Relief does not allow any of its people to behave in a corrupt manner whilst carrying out Islamic Relief's work. Islamic Relief people must not give or accept bribes or facilitation payments; nor give or accept inappropriate hospitality; and must always, in acting for Islamic Relief, have the highest ethical and legal standards.

Islamic Relief has a zero-tolerance policy on anti-corruption and bribery. The rule is simple:

YOU MUST NOT OFFER OR ACCEPT BRIBES OF ANY KIND, WHETHER DIRECT OR INDIRECT.

The bribe can be of anything – be that money, inappropriate gifts or hospitality, kickbacks or facilitation payments – and of any value. The size of the bribe is irrelevant if its purpose is to influence your or their conduct in some way. A bribe is still a bribe even when it may appear normal practice in the country you are operating in.

The bribe can also be indirect as well as direct. Either way, it is still a bribe and you and/or Islamic Relief could commit a crime.

This form should be signed by all staff and vendors to ensure the protection of our team and vendors and to show their high commitments towards this policy:

Name:

Position:

Signature:



**Islamic Relief
Lebanon**

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

فردان، شارع صائب سلام،
سنتر كجك الطابق 4 و 5،
بيروت، لبنان



Islamic Relief
Lebanon

Child Protection Core Statement

Islamic Relief believes that all children have a right to personal dignity and protection from abuse and it recognizes the special responsibility and duty of care it bears to create a safe environment for children within the projects and programmes it manages and supports. The interest of child safety and protection should be paramount to any other interest which might compromise it.

تؤمن الإغاثة الإسلامية أن جميع الأطفال لهم الحق في العيش بكرامة، ولهم الحق في الحماية من أي شكل من أشكال الاعتداء، كذلك تأخذ الإغاثة الإسلامية على عاتقها مسؤولية حمايتهم وتوفير المناخ الآمن لهم في كافة أنشطتها. لذلك فإن الإغاثة الإسلامية تطلب من جميع الشركاء والموردين، ومن لهم أي علاقة بنشاطات الإغاثة الإسلامية أن يحترموا و يعملوا على رعاية وحماية الأطفال بشكل عام، بما في ذلك الإلتزام بتنفيذ سياسات وإجراءات فعالة لحماية ورعاية الأطفال وصغار السن من الإساءة والإستغلال بكافة أشكاله وبخاصة الحماية من الإساءة والإستغلال الجسدي، الجنسي، العاطفي، أو أي نوع آخر من الإساءة، وإعطائهم الحق في المشاركة في أية قرارات تتعلق بهم مع احتفاظهم بحقهم في التظلم في حالة تعرضهم لأي إساءة أو استغلال



Islamic Relief
Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

فردان، شارع صائب سلام،
سنتر كجك الطابق 5&4 ،
بيروت، لبنان



Supplier Code of Conduct

1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;
and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.





Islamic Relief
Lebanon

Modern Slavery Policy

Dear vendor,

As you may already be aware of Modern Slavery Act 2015 and the importance of this to Islamic Relief and their operations around the globe. It is imperative that our suppliers are given as much information about modern slavery and that we both work together to help eliminate this within our supply chains nationally and globally and in each and every country in which we operate. The governance team here in the UK have designed a sensitization form (attached) that will provide suppliers information about Modern Slavery and help them understand this better and why this is very important for Islamic Relief.

We therefore kindly request that you read and understand the attached Modern Slavery Sensitization Form and confirm receipt of this. Once this has been read and understood we urge you to remove all forms of modern slavery from your premises, offices and the entire supply chain.

Islamic Relief may undertake an audit at any time and perform checks to ascertain that our suppliers adhere to this legislation and that there is no evidence of Modern Slavery within your business and premises.

We hope this will not deter you in supplying goods, services or works to Islamic Relief and trust you will support us in this noble task.

If there is any further information required then please do not hesitate to contact us.

Best Regards

Procurement officer

For further information on the Modern Slavery Act 2015 please refer to the website link below;

<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>



Islamic Relief
Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

فردان، شارع صائب سلام،
سنتر كجك الطابق 4 و 5،
بيروت، لبنان