

INVITATION TO TENDER (ITT)

Section 1

Date: 19/07/2023
Tender Number: PCL-IL-Tender-00015
Project Title: Invitation to tender for the Rehabilitation of El Mina Park in North Lebanon

Dear Mr./Ms.,

INJAZ Lebanon (IL) is pleased to invite you to submit a bid for the Rehabilitation of El Mina Park in North Lebanon as part of our project. Our goal in this procurement is to acquire high-quality contractor that meet our specific needs and requirements, while also ensuring value for money and timely installation. If bidders require any clarifications regarding the tender, they must submit their questions in writing to INJAZ Lebanon at least 5 working days prior to the submission deadline. The bidder is solely responsible for all costs and expenses associated with the preparation and submission of their tender proposal, and INJAZ Lebanon shall not be liable for any such costs or expenses. Please ensure that your tender proposal is delivered to the address specified in the Instructions to Bidders no later than 31 July, 2023 as indicated in the procurement notice. We look forward to receiving your submission.

Yours sincerely, INJAZ Lebanon Procurement Department

This ITB document Contains the following:

- Section 1: Invitation to Tender
- Section 2: Bid Data Sheet
- Section 3: Terms and Conditions
- Section 4: Bidding Form
- Section 5: Scope of Work
- Section 6: Checklist
- Section 7: Detailed BoQ Form

**Section 2
Bid Data Sheet**

1. Instructions

Schedule and Deadline for Submission

The Deadline for submission of bids is 31 July, 2023. Late bids will not be accepted.

The date of Invitation to Bid	19/07/2023	10.00 am
The deadline for sending email expressing your interest	25/07/2023	5.00 pm
The deadline for asking INJAZ Lebanon for any clarification	28/07/2023	5.00 pm
The last date on INJAZ Lebanon issued clarification	28/07/2023	5.00 pm
The deadline for submitting bids (receiving date, not sending date) From Monday to Friday between 9.00 am and 17.00 pm	31/07/2023	5.00 pm
Opening of the tender by INJAZ Lebanon	02/08/2023	10.00 am
Notification of award to the successful tenderer	03/08/2023	10.00 am
The signing of the agreement	TBD	

**Please be aware that the dates mentioned are subject to change and INJAZ Lebanon (IL) reserves the right to modify this schedule.*

Format for Submitting the Bid

Please ensure that your bids meet the specifications described below while submitting your proposals:

Interest bidders are required to send an email expressing their interest in this tender prior to submitting a proposal. The email should be sent to (firas@injaz-lebanon.org) and include the tender reference number **PCL-IL-Tender00015** and the bidder's company name in the subject line. This email is mandatory and must be received by **25 July, 2023** to be considered for the tender process.

The Bid documents (Administrative and BOQ) must be submitted in a sealed envelope, marked only with the tender reference number **PCL_IL_TENDER_00015** either by hand delivery at INJAZ Lebanon Head Office at Bechara El Khoury, Beirut Digital District (BDD), Berytech 1294, 4th Floor or North Office at Dam w Farez, Tripoli, Lebanon, Park Centre, 2nd floor, Mostafa Al Rafei Street, From Monday to Friday between 9.00 and 17.00 no later than **31, July, 2023** on the due date indicated above, and by email (Administrative and BoQ) to be sent to firas@injaz-lebanon.org Subject **PCL_IL_TENDER_00015**

Any questions or clarifications are addressed via firas@injaz-lebanon.org

Evaluation criteria

The evaluation and selection criteria process will be based on the following criteria for suppliers:

Step 1: Administrative compliance check

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 3 terms and conditions, and Section 4 Bidding Form completed, signed and stamped.
2. Bidder has included a copy of their valid commercial registration, VAT registration and Ministry of Finance registration.

Step 2: Financial Proposal

1. Based on Financial proposal on BOQ (Please check the BOQ and related documents) Section 7.

Step 3: Relevant experience

1. Relevant experience in executing playgrounds and public spaces

Section 3 General Terms and Conditions

1. Eligible Bidders

- 1.1. Only bidders who meet the specified criteria and requirements will be considered for the Tender. INJAZ Lebanon reserves the right to reject any bids that do not meet the eligibility criteria.
- 1.2. Bidders must comply with all applicable laws and regulations.
- 1.3. Any falsification or misrepresentation of information by bidders may result in disqualification.
- 1.4. INJAZ Lebanon reserves the right to conduct site visits, inspections of bidders of their facilities.
- 1.5. INJAZ Lebanon reserves the right to request additional information or clarification from bidders at any time during the evaluation process.
- 1.6. Bidders must keep their proposals valid for a period of at least 60 days from the deadline for submission.
- 1.7. All information provided by bidders will be kept confidential and used only for the purpose of evaluating bids. Bidders are not allowed to disclose any information related to the tender to any third party without the prior written consent of INJAZ Lebanon.
- 1.8. Bidders must submit their technical-financial and administrative documents separately in sealed envelopes clearly marked “Technical-financial proposal”, while the envelope marked only with **PCL_IL_TENDER_00015** respectively. Late or incomplete bids will not be considered.
- 1.9. Bids will be evaluated based on the criteria and weighting specified in the tender document. INJAZ Lebanon reserves the right to reject any bids that do not meet the requirements or to cancel the tender at any stage of the evaluation process.
- 1.10. The contract will be awarded to the bidder who meets all the requirements and has the highest overall score based on the evaluation criteria. The decision of INJAZ Lebanon will be final and binding.
- 1.11. The successful bidder will be required to sign a contract with INJAZ Lebanon that includes the terms and conditions of the tender, as well as any additional terms and conditions that may be required.
- 1.12. Payment will be made to the successful bidder based on the agreed-upon terms and schedule specified in the contract.
- 1.13. The successful bidder will be required to provide a warranty period as specified in the document Annexes and contract.
- 1.14. INJAZ Lebanon will not be held liable for any delay or failure in the performance of the contract by events beyond its control, such as natural disasters, wars, or government actions.
- 1.15. Any disputes arising from the tender or contract will be resolved through negotiation between the parties. If no agreement can be reached, the dispute will be referred to arbitration in accordance with the laws of Lebanon.
- 1.16. INJAZ Lebanon reserves the right to accept the whole bid or part of any bid.

2. Cost of Bidding

- 2.1. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and INJAZ Lebanon shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Clarification of bidding documents

3.1. A prospective Bidder requiring any clarification on the Bidding Document shall contact INJAZ Lebanon in writing. INJAZ Lebanon will respond in writing to any request for clarification before the deadline for clarification of bids. INJAZ Lebanon shall forward copies of its response to all Bidders who have sent an email expressing their interest.

4. Amendment of bidding documents

4.1. At any time, prior and until 48 hours prior to the deadline for submission of bids, INJAZ Lebanon may amend or cancel the Bidding Document by informing the bidders in writing.

4.2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, INJAZ Lebanon can, at his discretion, extend the deadline for the submission of bids.

5. Language of bid

5.1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.

5.2. Supporting documents and printed literature that are part of the bid may be in another language.

5.3. Copies of official documents such as business registration, tax documents, can be provided in their issuance language.

6. Documents comprising the bid

6.1. The forms must be filled out in their original format without any modifications, and no replacements will be permitted. All requested information must be provided in the designated spaces without leaving any blank spaces.

6.2. The Bidders submission must include all the mandatory documents outlined in section 2.

7. Bid Price

7.1. Bidders who are subject to VAT must include the applicable VAT amount in their offers.

7.2. All bidder is obligated to submit their pricing in US Dollars (USD).

8. Alternative Bids

8.1. Bidders must submit proposals that meet the requirements specified in the bidding documents. Bidders are responsible for carefully reviewing and understanding all requirements before submitting their proposal.

8.2. If all envelopes are not sealed and marked as required, INJAZ Lebanon might decide to reject the bid.

9. Deadline for submission of Bids

9.1. Bids must be received by INJAZ Lebanon at the address given and no later than the date and time indicated

9.2. INJAZ Lebanon shall not consider any bid that arrives after the deadline for submission. Any bid received by INJAZ Lebanon after the deadline for submission of bids shall be declared late and rejected.

10. Clarification on Bids

10.1 INJAZ Lebanon may, at its discretion, request any Bidder to provide clarifications regarding their bid. All communication between INJAZ Lebanon and the Bidder regarding the request for clarification and its response should be in writing. No revisions to the substance or price of the bid shall be allowed, except for the correction of errors.

11. Evaluation of Bid

11.1. INJAZ Lebanon shall examine the legal documentation stated in section 2 and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria:

11.2. Completion and inclusion of requested information and supporting documents (Administrative compliance).

11.3. Price in comparison to INJAZ Lebanon estimated rate (Financial evaluation).

11.4. INJAZ Lebanon reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.

12. Restriction on Russian Products

12.1. In relation to regulatory requirements and other considerations, it is important to acknowledge and comply with restrictions on the use, purchase, or importation of Russian products. As such, we kindly request your confirmation that none of the materials provided under this tender originate from Russia, and you will refrain from knowingly procuring any Russian products through this agreement. This restriction applies specifically to the materials supplied for the implementation of the project.

13. Payment conditions

13.1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/ Over the counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon

13.2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged on the supplier)

14. Signing of Contract

14.1. Upon receipt of the Letter of Acceptance, INJAZ Lebanon shall call the successful Bidder to sign the Contract.

14.2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to INJAZ Lebanon.

Please print, sign, and stamp the terms and conditions and add it to the technical form

**Section 4
Bidding From**

Bidder's General Business Details

Please provide information against each requirement.

a) General Information

Company name:	
Any other trading names of company:	
Registered name of company (If different):	
Nature of primary business/trade:	
Primary contact name:	
Job Title:	
Phone:	
Email:	
Registered Address:	
Business license number:	
Registration date:	
Legal status of company (e.g., Partnership, private, limited company, etc.)	

b) Owners/Managers/Employee

Please list the person/s who would be involved with INJAZ Lebanon in the event of contract award:

Employee Name	Job title	Phone Number	Email

**Add more lines if needed.*

a) Company bank account details

Beneficiary name:

Beneficiary account no:

Beneficiary bank:

Bank Branch:

SWIFT:

IBAN #:

Bank Address:

b) References

Please provide at least three client references.

Name	Contact Person	Phone Number	Email
1.			
2.			
3.			

**Add more lines if needed.*

By submitting this offer, we, the bidder, certify that it is a real proposal with the intent to be competitive. We also confirm that we are qualified to participate in public procurement and that we meet the requirements outlined in the invitation to bid. We confirm that the prices provided are fixed and firm for the entire time that they are in effect and won't change or be revised.

We, the bidder, attest that the documents included in this offer are those we have verified in accordance with Section 2

We agree that INJAZ Lebanon may verify the information provided in this form itself or through a third party as it may deem necessary.

Please print, sign, and stamp the bidding form and add it to the technical form

Section 5 Scope of Work

1. ABOUT INJAZ LEBANON

INJAZ Lebanon (IL) is a non-profit non-governmental educational organization dedicated to educating youth about work readiness, entrepreneurship, and financial literacy through experiential hands-NJAZ Lebanon will respond to all queries received in writing at least 2 working days prior to the submission deadline. on programs that help inspire a culture of entrepreneurialism and business innovation among youth in Lebanon. INJAZ Lebanon is an affiliate of INJAZ Al-ARAB and JA Worldwide, one of the world's largest and most-impactful youth-serving NGOs.

2. Objectives

INJAZ Lebanon invites you to submit a bid for the Rehabilitation of El Mina Park in North Lebanon as part of our project. Our goal in this procurement is to acquire high-quality contractor that meet our specific needs and requirements, while also ensuring value for money and timely installation.

3. Scope of Work

The objective of this project is to restore the Mina Public Garden through a comprehensive rehabilitation effort. The scope of work encompasses both the fabrication and installation of games and skateboards as specified in the BOQ and Drawings.

For the further details refer to the BoQ and the supporting drawings.

4. Duration of Works

The contracting company is expected to commence the works immediately after Contract signature (no later than 5th August, 2023). The overall execution timeframe for the whole project is spread over a period of 1 month, effective from contract signature date. The deadline to complete works is **September 14th 2023**. Extensions, if deemed necessary, can only be granted through mutual agreement between INJAZ Lebanon and the contracting company. Urgent cases that could justify delays of works are mainly due to security reasons, in case of any conflicts.

5. Standard of Performance

The Contractor shall perform the required services and carry out his obligations with all due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in performing such type of activities and with professional engineering and contracting standards recognised. The Contractor shall observe sound management, and technical engineering practices, and employ appropriate advanced technologies and safe and effective equipment, machinery, materials and methods. The Contractor shall operate and maintain the equipment and machinery involved in the implementation activities in accordance with the relevant laws, standards, regulations and legislation, as well as the manuals and guidelines as provided by the manufacturers and suppliers of the equipment and machinery.

6. Site Safety:

The Contractor shall be responsible for implementing strict safety measures on site in view of the type of works being implemented; the Contractor shall provide and erect protection items required by site conditions or as requested by CA to protect persons, onsite and offsite property, as required and as supplementary to such items that have been left in place; ascertain legal and other requirements. The Contractor shall maintain protection in place until work is complete and danger of damage has ceased; at such time as approved by CA, remove protections.

7. Warranty:

The Contractor shall provide standard warranty (1 year) on all the goods and services provided.

8. Site Access

The Contractor shall plan the access routes to use during the Contract duration. The Employer will not accept any claim whatsoever if The Contractor raises a claim related to not being aware of the site conditions and its surroundings as well as The Employer will not guarantee either the suitability or availability of any chosen road and will not be held responsible or subject to any claim in respect of non-suitability or non-availability of any such route.

9. Contractor obligation with the municipality and official authorities:

The Contractor should always coordinate & inform any concerned authorities for any temporary blockage of roads or any road found necessary to execute the works. The contractor shall coordinate closely with the department of traffic at the Beirut municipality. The Contractor is responsible to set meeting & follow up any issue related to this project with the local & national authorities. Any amount resulted from the above is to be borne by the contractor.

10. Contractor's Resources:

The Contractor shall utilise all necessary resources, manpower, machinery and equipment etc. in order to perform the required works in a proper, safe and timely manner. The Contractor should employ, to the maximum extent possible, the necessary labour force (skilled and/or unskilled) from within the project area. The contractor is responsible to secure the power source needed to implement the project on site.

11. First aid Facilities:

The contractor shall provide and maintain adequate first aid facilities on the site in accordance with the public health authorities in republic of Lebanon and the Lebanese Labour Code. Any accident occurs, the contractor is responsible and should immediately notify CA in writing.

12. Quantities mentioned in the bill of quantities:

Quantities included in the Breakdown of Lump Sum shall not be re-measured after

execution. The Contract is a lump sum contract. The Contractor shall during tender phase, verify and check the quantities for any discrepancies or mistakes. In case of discrepancies, the Contractor shall during the tender phase raise this issue to CA by sending a table showing the location of discrepancies for CA's verification. CA will assess and answer The Contractor's query with the amended quantities if there is any.

13. Reporting of the projects:

The contractor shall submit the following reports: · Weekly report; · Progress report to be submitted with each payment. This progress report must include: a) Photographic records b) The updated timeline (Gantt chart) c) Brief description of the goods and services delivered to date. Failure to provide the above shall result in holding the interim & final payments until providing the above.

14. Management modalities:

INJAZ will provide design detailed drawings upon contract signature.

INJAZ will directly supervise the works of the Contractor. The Contractor should always be in close communication with INJAZ for approval before implementation, throughout all phases of the project.

The liquidate damages if The Contractor fails to handover the project on time is 0.5% for each day of delay.

15. Terms of Payment

Payments will be made via bank transfers in USD (fresh dollars) to the winning contractor's bank account.

Payment will be paid according to the following:

20% upon receiving detailed work plan with timeline (Gantt chart), the safety procedure to be followed on site and completion of 20% of works (as per the approved work plan and upon validation from INJAZ).

40% upon completion of 60% of works (as per the approved work plan and upon validation from INJAZ).

40% upon completion of all works (as per the approved work plan and upon validation from INJAZ).

**Section 6
Checklist**

Document Description	Cross Ref.	Check	Number of Documents
General Terms and Condition	Section 3	<input type="checkbox"/>	
Bidding Form	Section 4	<input type="checkbox"/>	
Company Profile	Section 4	<input type="checkbox"/>	
VAT Registration	Section 4	<input type="checkbox"/>	
Business License	Section 4	<input type="checkbox"/>	
MOF	Section 4	<input type="checkbox"/>	
Quality Certificate (e.g., ISO, etc.) and or other certificates		<input type="checkbox"/>	
Statement of Satisfactory Performance or contact details from the Top Two (2) Clients obtained in the past three (3) years		<input type="checkbox"/>	
Detailed BoQ		<input type="checkbox"/>	
Checklist		<input type="checkbox"/>	

Section 7
Detailed BoQ Form

The Bidders are required to prepare the Detailed BoQ in the folder linked below should be used. The Detailed BoQ should be submitted also in Excel by email to the address stated in section 2.

[Related documents](#)

Thank you