

## Instructions to Tenderers

**Tender ref: RTP20230701- Back to School Kit**

### Supplies/Services to be provided:

Right To Play International invites registered suppliers to express their interest in participating in the tender for the provision of back-to-school kits. Please refer to the attached Request for Tender (RFT) for detailed specifications.

### Closing date and time for submission of tenders:

All tenders must be submitted no later than **16:00 PM on Thursday, 19th July 2023.**

### Submission of tenders:

Tenders should be submitted via email to Right To Play Lebanon. Interested suppliers are requested to send their quotations to the following email address no later than **Thursday, 19th July 2023:**

Email: **lbprocurement@righttoplay.com**

Subject: **Tender Proposal reference: RTP20230701**

### Language of offers:

All tenders must be submitted in English. The contract, as well as all correspondences and documents relating to this tender exchanged by the tenderer and Right To Play International shall be written in English unless specified otherwise in the tender documents.

### Period of validity of offers:

Bids shall remain valid for a period of not less than 30 days after the deadline for submission. Tenderers may opt to offer a longer validity period if desired.

### Currency:

All tender submissions should be received in USD.



### Type of contract:

This contract shall be a fixed-term contract as per the tender document and specific to the schedules of rates and specifications stated in the RFT (Request for Tender).

### Content of tenders:

To ensure that your bid is complete, please include all the required documentation in one file:

- Request to Tender (attached as a PDF) - signed and stamped in USD.
- Data Sheet
- Relevant Experience
- Signed Tenderer's Declaration.
- Registration and Legal permits.

### Close tender:

This is a closed tender and will be arranged and finalized only in the presence of the Right To Play committee, without external guests or members.

### Evaluation of tenders:

The Tender Evaluation Committee will evaluate and compare the bids based on the following criteria:

- **Meeting Required Specifications:** Bids will be evaluated to determine if they meet the required specifications outlined in the tender documents.
- **Value for Money:** The committee will assess the overall value for money offered by the tenderers, considering factors such as pricing, quality, and additional benefits or services provided.
- **Legally Registered:** Tenderers will be evaluated based on their legal registration status and compliance with all applicable laws and regulations.
- **Reliability of Supply:** The ability of the tenderers to reliably supply the required goods or services within the specified timelines will be assessed.
- **Availability and Delivery:** The committee will consider the availability and delivery capabilities of the tenderers to ensure timely provision of the back-to-school kits.
- **Supplier Performance:** The past performance of the tenderers, including their track record in delivering similar projects and their adherence to contractual obligations, will be evaluated.

### Deliverables:

After signing the contract by both parties, the supplier is requested to deliver an agreed part of the supplies within less than 7 days, the rest of the items will be determined alter (please see transportation timeline below).



#### Clarifications:

If any bidder requires clarification on any issue pertaining to the tender, they can send an email to **mzaytoun@righttoplay.com**, quoting the tender reference number **RTP20230701** in the subject line. Any clarifications provided to one tenderer will be communicated to all other tenderers, regardless of whether they requested the information. The deadline for inquiries is the **14th of July 2023**.

#### Cancellation of the tender procedure:

Right To Play International reserves the right to change or cancel this tender process. Right To Play International also reserves the right to require compliance with additional conditions when issuing the final contract. Conditions for cancellation may include matters such as non-receipt of a minimum number of bids, a dramatic change in material specifications, costs exceeding budgetary limits, or the project being canceled.

#### Appeals Process:

Following confirmation of a successful or unsuccessful offer, if a supplier or potential supplier has an issue that requires a complaint, they can lodge their complaint via email to the following address, quoting the tender reference number **RTP20230701** in the subject line:

Email: **rtp.lebanon@righttoplay.com**

Please note that this email address should only be used for appeals, not for making inquiries about the tender. All inquiries must be sent to the email address **mzaytoun@righttoplay.com**.

#### Data protection:

Right To Play International guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Right To Play International guarantees confidentiality of the procurement process.

#### Donor:

Right To Play International in Lebanon is funded for this tender by LDS Project. The donors or their agents have rights of access to Right To Play International or any of its contractors or suppliers for audit purposes. Submission of a tender assumes the supplier or contractor's acceptance of this condition.



## Tenderer's Relevant Experience

Tenderers are required to provide a table summarizing their major relevant works/services carried out in the past 3 years. Please include the following information: **Company Name, Contact Details, Total contract value, Dates, and Description of Contract.**

Please create a table using the format provided above and include it as part of your tender submission. Ensure that all information provided is accurate and complete.

## Data Sheet

Tenderers are requested to submit a data sheet as part of their tender submission. The data sheet should include the following information:

**Pictures:** Please provide clear pictures of the items included in the back-to-school kit. The pictures should accurately represent the products and their condition.

**Brands:** Specify the brands of the items included in the kit. If multiple brands are included, please indicate the brand for each item.

Please ensure that the data sheet is complete and includes accurate information. The data sheet should be submitted along with the other required documentation as outlined in the tender instructions.

## Tender declaration

Tenderers are reminded to fill out and include the attached **Tenderer's Declaration** as part of their tender submission. The Tenderer's Declaration is a crucial document that verifies your compliance with the requirements outlined in the tender. It is important to carefully review and complete all sections of the declaration to ensure its accuracy.

Please ensure that the Tenderer's Declaration is signed and dated before including it in your tender submission. Failure to include a completed and signed Tenderer's Declaration may result in the disqualification of your tender.

## Transportation Timeline:

Tenderers are required to transport the kits to the designated areas as requested (specifically to South, Beirut and North areas).

Please note that we will not require the entire quantity of kits to be transported at once. The transportation of the kits will be carried out between the months of **August and November**. Tenderers must be prepared to coordinate and deliver the kits according to the agreed-upon schedule.



## Packing Instructions and Requirements

Tenderers are responsible for packing the kits as follows:

**Children’s Kits:** 1200 back-to-school kits are to be packed individually. All items should be added inside the quoted backpack for each kit. It is essential to ensure that each kit is properly organized and contains all the specified items as per the below table.

**Teacher’s Kits:** 60 back-to-school kits for teachers are to be packed individually. All items should be added inside a plastic bag or box for each kit. It is crucial to ensure that each kit is properly organized and contains all the specified items as per the below table.

Please refer to the provided table for the complete list of items to be included in each kit. Ensure that the packing is done accurately and in accordance with the requirements stated in the Request for Tender document.

Description	Qty	# of items In Children's kit all to fix in the backpack	#of items In Teachers Kit (please put in bags or boxes)
Backpack 2 compartments (one color) - back protection for ages 8 to 13	1200	1	0
Pencil Case Medium with Zipper	1260	1	1
Pencil pack of 12 HB with rubber tip	1260	1	1
Eraser white standard	2520	2	2
Pencil Sharpener 1 hole basic	2520	2	2
Ballpoint Pen Red	2520	2	2
Ballpoint Pen blue	5040	4	4
Ballpoint Pen green	2520	2	2
Ballpoint Pen black	2520	2	2
Scissors, medium	1260	1	1
Glue stick 40g	1260	1	1
Aquarelle paint- Water Color pack of 12	1260	1	1
Sketch Book drawing pad - 16 sheets A4 90g	1260	1	1
Coloring pencils pack of 12	1260	1	1
Ruler 30 cm	1260	1	1
Copybooks 48 sheets math	2520	2	2
Copybook 48 sheets English	2520	2	2
Geometric set including compass	1260	1	1
Corrector Pen 8 ml	1260	1	1
10-digit calculator	1260	1	1
Rolling Ball Gel Pens, Fine Point, Blue Ink 0.7	2520	2	2
5 Subjects Spiral Copybook carton cover A4 70gr 80Shts Lines	1260	1	1