

A. INSTRUCTIONS TO TENDERERS

Lot1-QIP 1: Construction and Furnishing of Reception Cabin at the Mrusti al Shouf entrance.

Lot2-QIP 2: Supporting the reforestation of one hectare area within the SBR with planting of 800 small seedling.

By submitting a tender, tenderers fully and unreservedly accept the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

1. Supplies to be provided

1.1 The subject of the contract is the supply, delivery, unloading, installation and maintenance by the contractor of the following goods:

Lot. 1 Wood cabins

To be delivered DDP¹ at the location as per map attached.

Lot. 2 Reforestation with planting of 800 small seedling

To be executed DDP¹ at the location as per map attached.

and for the implementation period of 4 months from the date of contract signature.

1.2 The supplies must comply fully with the technical specifications set out in the tender dossier (technical annex) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.

1.3 None of the lots/supplies must be accompanied by an additional 'lot' consisting of spare parts and/or consumables.

¹ DDP (Delivered Duty Paid)— Incoterms 2010 International Chamber of Commerce

1.4 Tenderers are not authorised to tender for a variant solution in addition to the present tender.

2. Time table

	DATE	TIME*
Date of publishing	19/07/2021	12:00
Deadline for requesting clarifications from the contracting authority	26/07/2021	12:00
Last date on which clarifications are issued by the contracting authority	02/08/2021	-
Deadline for submission of tenders	16/08/2021	15:00
Tender opening session	18/08/2021	10:00
Notification of award to the successful tenderer	20/08/2021**	
Signature of the contract	23/08/2021**	

* All times are in the time zone of the country of the contracting authority provisional date

** Provisional date

3. Participation

- 3.1 Participation is open to all legal persons (participating either individually or in a grouping – consortium – of tenderers) Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.
- 3.2 These terms refer to all nationals of the above states and to all legal entities, companies or partnerships effectively established in the above states. For the purposes of proving compliance with this rule, tenderers being legal persons, must present the documents required under that country's law.

4. Origin

- 4.1 When submitting tenders, tenderers must state expressly that all the goods meet the requirements concerning origin and must state the countries of origin. They may be asked to provide additional information in this connection.

5. Type of contract

Lump sum

6. Currency

Tenders must be presented in Dollar².

7. Lots

- 7.1 The tenderer may submit a tender for one lot, or both of them.
- 7.2 Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. The tenderer must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances must tenders be considered for part of the quantities required. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.
- 7.3 A tenderer may include in its tender the overall discount it would grant in the event of some or all of the lots for which it has submitted a tender being awarded. The discount should be clearly indicated for each lot in such a way that it can be announced during the public tender opening session.
- 7.4 Contracts will be awarded lot by lot, but the contracting authority may select the most favourable overall solution after taking account of any discounts offered.

8. Period of validity

- 8.1 Tenderers will be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.
- 8.2 In exceptional cases and prior to the expiry of the original tender validity period, the contracting authority may ask tenderers in writing to extend this period by 40 days. Such requests and the responses to them must be made in writing. Tenderers that agree to do so will not be permitted to modify their tenders and they are bound to extend the validity of their tender guarantees for the revised period of validity of the tender.
- 8.3 The successful tenderer will be bound by its tender for a further period of 60 days. The further period is added to the validity period of the tender irrespective of the date of notification.

9. Language of tenders

- 9.1 The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in the language of the procedure, which is English.

² The currency of tender shall be the currency of the contract and of payment.

If the supporting documents are not written in English a translation into the language of the call for tender must be attached. Where the documents are in English, it is strongly recommended to provide a translation into English, to facilitate evaluation of the documents.

10. Submission of tenders

- 10.1 Tenders must be sent to the contracting authority before the deadline specified in 10.3. They must include all the documents specified in point 11 of these Instructions and be sent to the following address:

Shouf Biosphere Reserve - Shouf

*Maasser Al Shouf – Main road
Park house – 2nd fl.
Shouf – Lebanon*

If the tenders are hand delivered, they should be delivered to the following address:

Shouf Biosphere Reserve - Shouf

*Maasser Al Shouf – Main road
Park house – 2nd fl.
Shouf – Lebanon*

Opening hours: Monday- Friday, 9.00 - 16:00

Tenders must comply with the following conditions:

- 10.2 **All tenders must be submitted in one original, marked 'original', and one copy signed in the same way as the original and marked 'copy'.**
- 10.3 All tenders must be submitted to abovementioned address before the deadline **16 August 2021 at 15:00 (Beirut time)**.

(a) either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip³

(b) or by hand-delivery to the premises of the contracting authority by the participant in person or by an agent, in which case the evidence shall be constituted by the acknowledgment of receipt.

The contracting authority may, for reasons of administrative efficiency, reject any application or tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting applications or tenders that were submitted on time but arrived late would considerably delay the evaluation procedure (for instance when applications or tenders are received after the evaluation committee has finished its works and evaluating them would imply re-calling the evaluation committee) or jeopardise decisions already taken and notified.

³ It is recommended to use registered mail in case the postmark would not be readable

10.4 All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- a) the above address;
- b) the reference code of this tender procedure, QIP:

Lot1 QIP 1– Lot2 QIP 2

- d) the words ‘Not to be opened before the tender opening session’ in the language of the tender dossier.
- e) the name of the tenderer.

The technical and financial offers must be placed together in a sealed envelope. The envelope should then be placed in another single sealed envelope/package, unless their volume requires a separate submission for each lot.

11. Content of tenders

Failure to fulfil the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier and comprise:

Part 1: Technical offer:

- a detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required.

The technical offer should be presented as per template (Annex II+III*, Contractor’s technical offer) adding separate sheets for details if necessary.

Part 2: Financial offer:

- A financial offer calculated on a DDP⁴ basis for the supplies tendered

This financial offer should be presented as per template (Annex IV*, Budget breakdown), adding separate sheets for details if necessary.

Part 3: Documentation:

To be supplied in free-text format:

- A description of the warranty conditions.
- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorised to do so.

⁴ DDP (Delivered Duty Paid) — Incoterms 2010 International Chamber of Commerce

Remarks:

Tenderers are requested to follow this order of presentation.

Annex* refers to templates attached to the tender dossier.

12. Taxes and other charges

The applicable tax and customs arrangements are the following:

There is an agreement between the Contraction Authority and the Lebanese Government allowing partial or full VAT exemption.

The offer should be exclusive of VAT.

13. Additional information before the deadline for submission of tenders

The tender dossier should be so clear that tenderers do not need to request additional information during the procedure. If the contracting authority, on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender dossier, it must send such information in writing to all other prospective tenderers at the same time.

Tenderers may submit questions in writing to the following address by 26 July 2019, specifying the **publication reference and the contract title**:

Publication reference: Lot1 QIP 1 – Lot2 QIP 2

Contract title: Memorandum of understanding between the embassy of India in Lebanon and the Shouf Biosphere Reserve:
Lot. 1 Wood Cabin, QIP 1
Lot. 2 Reforestation and Planting of 800 small seedling, QIP 2

Contact person: Ms. Jihane Saif

Address: Maasser Al shouf – Main Road
Park House – 2nd fl.
Shouf – Lebanon

Phone: +961 (0)5 350 250/251/

Email: info@shoufcedar.org

The contracting authority has no obligation to provide clarifications after this date.

Any clarification of the tender dossier will be published on the website of the **Embassy of India**.

Any prospective tenderers seeking to arrange individual meetings with either the contracting authority during the tender period may be excluded from the tender procedure.

14. Clarification meeting / site visit

- 14.1 No clarification meeting / site visit planned. Visits by individual prospective tenderers during the tender period cannot be organised.

15. Ownership of tenders

The contracting authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

16. Opening of tenders

- 16.1 The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order.
- 16.2 The tenders will be opened in public session on **18/08/2021, 10:00 am (Beirut time)** at **Maasser al Shouf – Park house Bldg – 2nd fl., Shouf – Lebanon** by the committee appointed for the purpose. The committee will draw up minutes of the meeting, which will be available on request.
- 16.3 At the tender opening, the tenderers' names, the tender prices, any discount offered, written notifications of alteration and withdrawal, the presence of the requisite tender guarantee (if required) and such other information as the contracting authority may consider appropriate may be announced.
- 16.4 After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 16.5 Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in the immediate rejection of their tenders.
- 16.6 All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the contracting authority. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

17. Evaluation of tenders

- 20.1 Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and

specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the contracting authority or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

20.2 Technical evaluation

After analysing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

The minimum qualifications required (see selection criteria in contract notice point 16) are to be evaluated at the start of this stage.

Where contracts include after-sales service and/or training, the technical quality of such services will also be evaluated by using yes/no criteria as specified in the tender dossier.

20.3 In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders pursuant to Article 20.4. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

20.4 Financial evaluation

a) Tenders found to be technically compliant will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
- except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

c) Unless specified otherwise, the purpose of the financial evaluation process is to identify the tenderer offering the lowest price. Where specified in the technical specifications, the evaluation of tenders may take into account not only the acquisition costs but, to the extent relevant, costs borne over the life cycle of the supplies (such as for instance

maintenance costs and operating costs), in line with the technical specifications. In such case, the contracting authority will examine in detail all the information supplied by the tenderers and will formulate its judgment on the basis of the lowest total cost, including additional costs.

20.5 Variant solutions

Variant solutions will not be taken into consideration.

20.6 Award criteria

The sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.