

INVITATION TO TENDER



Organization Summary:

Established in 1998, the **Lebanese Organization for Studies and Training (LOST)** focuses on developing the ultra-conservative and underdeveloped communities of the Republic of Lebanon socially, politically, and economically via versatile programs that build and enhance communal capacity, educate and train youth and women on matters of civic and intellectual nature, and engage them in civic affairs. The ultimate objective yet is creating a democratic and peaceful society where rule of law, justice, liberty and economic wellbeing are customary.

LOST announces a tender for contracting “Branding Agency” funded by **BMZ**.

Tender number: A 18/2021

1. General remarks and special condition: the offered services must be in accordance to our specification, sound, fair and in merchantable quality.

- The product must be available in regional stocks.
- Part shipments are not allowed.

2. Specification / Quantity: attached in PART C – APPENDIX F.

3. Samples: samples are not required

4. Prices: All offered prices must be indicated in US Dollar only. Quotations stated in other currencies will not be considered during the awarding process. Prices must include transportation, Value added Tax (VAT).

5. Inspection, Acceptance and Rejection: **LOST** reserves the right to inspect and test through its representatives all Goods ordered under the Contract at any time and place. The Contractor, without additional charge, shall provide all facilities for inspection and all necessary support to ensure that inspections can be performed in such a manner as not to unduly delay delivery of the Goods.

LOST may reject any goods supplied under the Contract that do not meet the requirements of the Contract or apply a penalty for Goods not fully conforming to such requirements. Rejection of the Goods shall be made as soon as practicable after delivery of the Goods to their final destination.

Neither any inspection carried out by representatives of **LOST** nor any acceptance of the Goods or part thereof by **LOST** nor any omission by **LOST** to inspect, accept and/or reject the Goods or part thereof shall release Contractor from its responsibility for such Goods that are not in accordance with the requirements of the Contract, including warranties.

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6. Ordering Party:

The Lebanese Organization of Studies and Training

Baalbeck – Ras Ein – lakkis BLD

+961 8 377075 – EXT.120

Requests for clarifications and questions should be sent by mail to: procurementlost@outlook.com

7. Conditions for submission : only Agencies that gets:

Company license registration, commercial register, commercial broadcasting, certificate of registration with the Ministry of Finance and certificate of registration with Value added Tax (VAT), are allowed to participate in the tender.

8. Tender Documents: technical and financial proposal will be shared on Daleel Madani.

LOST request that the documents of the tender (technical and financial) proposal must be submitted by hand in closed, separated and sealed stamped envelopes, with the name of the bidder, telephone number, name and tender number attached to the Lebanese Organization for Studies and Training at its main branch in Baalbeck, Ras Al-Ain Street, Al-Lakis building, second floor- at the Secretariat's office (secretarial).

11. Deadline for submitting tender documents: **Monday 10/05/2021** at 16:00 PM. Any bid submitted after the closing date of the tender will be rejected.

Bid Opening: **LOST** will hold a tender opening session in the presence of bidders (if they wish to attend) On **Tuesday 11 /05/2021**, at 11:00 am, at **LOST** Office at Lakkis Building 2nd floor, Ras El Ein Street, Baalbek-Lebanon.

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11. Payment method: Payments will be made in USD (Fresh Money – cash dollars) through banking channels to the company's account, within 1 month after receiving the original commercial invoice and the delivery note, based on the agreed terms and conditions.