# Invitation to bid No: 2020-032 Stationary “Framework Agreement for Three Years”

The Lebanese Red Cross Society (LRCS) hereby invites sealed bids from manufacturers/reputed firms/ registered suppliers for the supply of the following supplies/ services:

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot No.** | **Lot description** | **Number of Items per each lot** | **Delivery Site** |
| **Lot 1** | Binding Accessories | 5 | **All Over Lebanon (Mandatory)** |
| **Lot 2** | Boards and Accessories | 10 |
| **Lot 3** | Desk Accessories and Organizer | 22 |
| **Lot 4** | Clips | 11 |
| **Lot 5** | Puncher | 3 |
| **Lot 6** | Filing | 23 |
| **Lot 7** | MSS - PSS Items | 9 |
| **Lot 8** | Office Miscellaneous | 16 |
| **Lot 9** | Staple | 7 |
| **Lot 10** | Tape and glue | 8 |
| **Lot 11** | Paper Product | 39 |
| **Lot 12** | Writing Instrument | 32 |
| **Lot 13** | PSS Kit | 22 |

ITENDER DETAILS

The Tender details are as follows:

|  |  |
| --- | --- |
| INCOTERMS | DDP – Beirut Delivery Duty Paid |
| Delivery address | Spears |
| ITB Published | Monday 28 September 2020 |

All documents can be downloaded from <http://www.redcross.org.lb/> (Please select “Tender” from the menu at the top right of the page). Tenderers are advised to check the website regularly as any changes or additional information related to this tender will be updated via the website.

Tenders must be submitted in a sealed envelope

|  |  |
| --- | --- |
| Mailing address | Lebanese Red Cross Head Quarters,  Spears Street, Kantari, Beirut, Lebanon  **Please submit your bid in a SEALED Envelope to FINANCE DEPARTMENT at second floor.** |
| **Tender deadline** | **Date: Friday 30 October, 2020**  **Time: 5:00:00 PM** PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE |
| Bids to be marked | “Tender reference: 2020-032. Do not open before Friday 30 October 2020” |
| Deadline for questions | Date: Friday 23 October, 2020  Time: 5:00:00 PM |
|  | **BID SHOULD BE SUBMITTED TYPING AND NOT HAND WRITTEN *(written by hand bids will be considered as ineligible)*** |

IMPORTANT INFORMATION REGARDING THIS ITB:

**- BID SHOULD BE SUBMITTED TYPING AND NOT HAND WRITTEN *(written by hand bids will be considered as ineligible)***

**- Bidder can bid in three different Payment methods “Cheque USD, Wire Transfer from Lebanon to the company’s account outside, or fresh to fresh account in lebanon”**

**- If any of the payment methods is no applicable, bidders must mentioned that in a clear way. “*Please check page 21”***

I. SELECTION AND AWARD CRITERIA

This tender will be awarded to the lowest cost technically compliant bid. The technical evaluation criteria are as per Annex 3 of Detailed Specifications.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids thatare deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Annex | Document | Instructions |
| 1 | Annex 1 | LRCS Supplier Registration Form | Complete ALL sections in full, sign, stamp and submit  Mandatory. |
| 2 | Annex 2 | Bid Form | Complete ALL sections in full, sign, stamp and submit  Mandatory. |
| 3 | Annex 4 | Past Performance & Bidder References: Minimum 2 proofs of similar working  experience with an international,  NGO, national NGO, private, or public sector  Provide 2 references (phone and mail) | Mandatory , sign, stamp and submit  Proof of experience shall be a copy of contract/purchase order signed or copy of Job Completion.  Note that the notification of contract award is not a  Proof of experience for LRCS. |
| 4 | Annex 5 | Tender Award and Acknowledge Certificate | Mandatory , sign, stamp and submit |
| 5 |  | Copy of company registration – (Ministry of Justice)- وزارة العدل) ) شهادة تسجيل شركة تجارية | Mandatory |
| 6 |  | Copy of tax registration (Ministry of Finance( (وزارة المالية) شهادة تسجيل الشركة | Mandatory |
| 7 |  | Copy of VAT registration (Ministry of Finance) (وزارة المالية) شهادة تسجيل في الضريبة على القيمة المضافة | Mandatory |
| 8 |  | اذاعة تجارية | Mandatory |
| 9 |  | *In case your payment terms is wire transfer, you need to submit the documents mentioned in page 21* |  |

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the ITB.

A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the ITB without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the ITB, it will be rejected.

c. All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically noncompliant will not be financially evaluated.

II. TENDER PROCESS

The following processes will be applied to this Tender:

 Tender Period

 Tender Closing

 Tender Opening

 Administrative Evaluation

 Technical Evaluation

 Financial Evaluation

 Contract Award

 Notification of Contract Award

# Instructions to bidders

Tenderers must meet all the requirements specified in the tender documents and therefore advised to go through the tender documents carefully before submission and be certain that they are able to comply with the specified terms & conditions.

1. **Bidding in lots:**

If the tender is divided into lots bidders should make every effort to bids for all items within the lot they are interested in. If bidders fail to complete all items within the lot LRCS reserves the right not to award the lot to the bidder. Bidders must complete at least one lot to be considered eligible. Bidders can bid for as many lots as they wish.

1. **Items and Quantity:**

LRCS reserves the right to split up the order between suppliers.

1. **Specifications:**

The detailed specification in respect of each item with packing, marking/ labelling instructions etc. are given in **Annex 3 - Detailed Specifications** which tenderers must adhere to.

**Eligibility:**

* 1. Bidders are solely responsible for ensuring that the full bid is received by LRCS in accordance with the ITB requirements, prior to the specified date and time mentioned above. LRCS will consider only those portions of the bids received prior to the closing date and time.
  2. All responsive Bids shall be Typed on the LRCS Bid Form.
  3. Bids submitted are at the Bidders risk and LRCS takes no responsibility for the receipt of such Bids.
  4. Bidders are solely responsible for ensuring that the full Bid is received by LRCS, in accordance with the ITB requirements:

**Hard Copy:**

Bid shall be placed in an outer sealed envelope, addressed and delivered to:

“Tender reference: 2020-032. Do not open before Friday 30 October 2020”

Failure to comply with the above may disqualify the Bid.

* 1. Tenderer(s) must be Manufacturers, accredited Wholesalers, Traders / Suppliers, Agents in their registered country.
  2. Any unsealed tenders and tenders received after the submission deadline will not be accepted.
  3. Tenderer(s) should have the capacity and capability to supply the items in accordance with the specifications within the prescribed delivery time and the terms & conditions mentioned herein.
  4. Contracts can be awarded individually or jointly.

1. **Price:**
   1. Price should be best and final offer
   2. Include discounts for early payment, if any
   3. All prices should be denominated in the currency that is specified in the **Addendum** attached.
   4. Applicable VAT/duty rates should be clearly stated per item in the offer as to facilitate any tax/ duty exemptions/ reimbursement

4.

1. **INCOTERMS:**

DDP INCOTERMS©2010 as defined by the International Chamber of Commerce will be used to govern the terms of delivery/ contract.

1. **Delivery Destinations:**

Details of the consignee and necessary details for the paperwork will be agreed at the time of signing contract with successful Tenderer/s. Tenderer(s) shall be responsible for all costs arising from packing, forwarding and delivering of goods to actual points of delivery including loading, unloading, transport and insurance and clearance costs as per the stated INCOTERMS.

1. **Delivery/Readiness Period:**

The delivery/readiness must be within the agreed timeframe after the of signing the contract by both parties and all the items/quantities must be delivered at the delivery destinations within a maximum period as agreed on the signing of the contract. The successful Tenderer will be required to agree to the Delivery Schedule (as stated, in tranches so they meet the requirements of our consignee)

1. **Packaging:**

All goods must be appropriately packed (if applicable – refer **Annex 3 - Detailed Specifications**) suitable for sea/road transportation and loading/unloading including rough handling to final destinations.

1. **Marking/Labelling:**

Marking / labelling instructions are provided in **Annex 3 - Detailed Specifications**

1. **Presentations:**

Bids should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules, which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized

1. **Language:**

The documents submitted will be accepted in English language only. The certificate, etc. from local government or local authorities (if applicable) could be provided in actual language All markings and labelling should appear in English only.

1. **Samples:**

Please refer to the **Addendum** if samples are required with the bid submission or not. If required samples of all the items must be submitted together with your Tender documents. Samples must meet the required specifications as per **Annex 3 - Detailed Specifications**. Each sample must be clearly labelled. LRCS reserves the right to reject bids where Tender documents are not accompanied by the samples.

1. **Validity Period:**

Bids shall be valid for at least the minimum number of days specified in the Addendum, and from the date of Bid closure. LRCS reserves the right to determine, at its sole discretion, the validity period in respect of Bids, which do not specify any such maximum or minimum limitation.

If the bid is successful and contracted, the bid will remain valid for the duration of the contract.

1. **Your offer should clearly state the following:**
   1. Country of origin of the goods
   2. Place of manufacture and place of despatch
   3. Unit prices / Total prices, etc. as per **Annex 2 - Bid Form**
   4. Price should be net after deduction of any discount and should be compatible with the appropriate INCOTERMS specified in the **Addendum**.
   5. Firm dates for starting and completion of delivery at delivery points.
   6. Confirmation to comply with the specifications as per **Annex 3 - Detailed Specifications**, if you can meet the specifications. If not, state clearly.
   7. Confirmation to agree to accept the terms and condition as per this tender document and the general terms and conditions, stated within Annex 5 Tender and Award Acknowledge Certificate.
   8. Full packing details (contents, weight and volume)
2. **Award of Contracts:**

This ITB does not commit LRCS to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. The Bidder of an offer made by LRCS will regard as an offer made by the Bidder and not as an acceptance any bid submitted.

No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of LRCS and the successful Bidder.

LRCS may award contracts for part quantities or individual items. LRCS will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened.

LRCS reserves the right to cancel any ITB, to reject any or all Bids in completely or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future LRCS ITBs.

1. Acceptance:

LRCS reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITB closure.

1. CONFIDENTIALITY:

This ITB or any part hereof, and all copies hereof shall be returned to LRCS upon request. This ITB is confidential and proprietary to LRCS, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to

Others without the prior written consent of LRCS, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this ITB.

1. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

 The preparation of submission of Bids,

 The clarification of Bids,

 The conduct and content of negotiations,

 Including final contract negotiations,

In respect of this ITB or procurement process, or any other procurement process being conducted by LRCS in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to LRCS, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

1. IMPROPER ASSISTANCE

Bids that, in the sole opinion of LRCS, have been compiled:

- With the assistance of current or former employees of LRCS, or current or former contractors of LRCS in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,

- With the utilization of confidential and/or internal LRCS information not made available to the public or to the other Bidders,

In breach of an obligation of confidentially to LRCS, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from LRCS, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this ITB was an official, agent, functionary, or employee of, or otherwise engaged by LRCS and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this ITB relates.

1. CORRUPT PRACTICES

LRCS has zero tolerance for corruption. The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by LRCS as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favoritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by LRCS, including tendering, award or execution of core serves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate LRCS policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore, agrees to inform LRCS immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific LRCS country operations

1. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of LRCS and the Bidder’s interests during the procurement process.

If during any stage of the procurement process or performance of any LRCS contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify LRCS immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of LRCS, or cases in which any LRCS official, employee or person under contract with LRCS may have, or appear to have, an interest of any kind in the Bidder’s business or any kind of economic ties with the Bidder. The Bidder shall take steps as LRCS may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of LRCS.

1. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid closure time shall not be honored.

Withdrawal of a Bid may result in your suspension or removal from the LRCS suppliers List.

A Bidder may modify its Bid prior to the ITB closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITB closure.

1. LATE BIDS

All Bids received after the ITB closure will be rejected.

1. OPENING OF THE ITB

The Tender Opening will take place at the time and location stated within Addendum.

Any attempt by a Bidder 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 LRCS in its decision concerning the award of the contract will result in the immediate rejection of the tender.

1. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the LRCS General Conditions, or the Special Conditions of Contract, as applicable, are acceptable.

1. CANCELLATION OF THE ITB

In the event of an ITB cancellation, Bidders will be notified by LRCS. If the ITB is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders.

The ITB may be cancelled in the following situations:

-where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;

-the economic or technical parameters of the project have been fundamentally altered;

- Exceptional circumstances or force majeure renders normal performance of the project impossible;

- All technically compliant Bids exceed the financial resources available; or there have been irregularities in the procedure, in particular where these have prevented fair competition.

LRCS shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an ITB, even if LRCS has been advised of the possibility of damages. The publication of a procurement notice does not commit LRCS to implement the programme or project announced.

1. QUERIES ABOUT THIS ITB

For queries on this ITB, please contact the Procurement, on the following email: [Hoda.fakih@redcross.org.lb](mailto:Hoda.fakih@redcross.org.lb)

All questions regarding this ITB shall be submitted in writing to the above. On the subject line, please indicate the ITB number.

Bids shall not be sent to the above email.

All questions during the tender period, as well as the associated answers, will be shared with all invited bidders.

1. ITB DOCUMENTS

This ITB document contains the following:

1. This Invitation to Bid.

2. Addendum

3. Annex 1: LRCS Supplier Registration Form.

4. Annex 2: LRCS Bid Form.

5. Annex 3: Detailed Specifications.

6. Annex 4: Past Performance and Reference Check.

7. Annex 5: Tender and Contract Award Acknowledgement Certificate.

8. Annex 6: General Conditions of Procurement Contract.

9. Bidder Checklist.

Bidders shall observe the highest standard of ethics during the procurement and execution Of such contracts. LRCS will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely

# Addendum

|  |  |  |
| --- | --- | --- |
| **Bidders Instructions :** | **Item:** | **Specifications:** |
| Price | Currency | USD |
|  | Exchange rate | For evaluation purposes, we will use the following exchange rate: 1USD = LBP1,507.5  No other currencies are acceptable.  **Regarding the payment terms and as mentioned in the Tender Documents LRC is 45 days from the date of invoice and In case of payment in LBP, the value of the Lebanese Pound shall be determined according to the exchange of the US dollar issued by the Beirut Stock Exchange, on the payment's date** |
| INCOTERMS© | Terms of delivery | DDP – Beirut Delivery Duty Paid |
| Tender delivery | Delivery address | Lebanese Red Cross Society  Finance office- 2nd Floor  Head Quarter  Spears Street,  Kantari  Beirut, Lebanon |
|  | Delivery email |  |
| Goods/ services delivery period | Start period |  |
|  | Delivery deadline |  |
| Marking/ labelling |  | 2020-032 |
| 0Language | Tender document language | English |
| Samples | Samples to be delivered with bids? | * **Samples should be submitted with the bids or after 5 days from the closing date (Full Pack)** * **Labelled (bidder’s name, lot and items number) – mandatory** |
| Bid validity | Offer to be valid for | 120 calendar days |
| Liquidated damages | Damages per calendar day of delay | 0.5% of contract value |
|  | Maximum delay damages | 5% of contract value |
| Payment | Invoice to be raised on delivery of | Each batch/ final delivery |
|  | Payment terms | 45 calendar days after the submission of all required documentation |
|  | **Tender deadline** | **Date: 30 October 2020**  **Time: 5:00:00 PM** |
|  | Bids to be marked | “Tender reference: 2020-032. Do not open before 30/10/2020” |
|  | Deadline for questions | Date: 23 October 2020  Tim0e: 5:00:00 PM |

**Annex 1 Supplier Registration Form**

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire. All bidders should completely fill up this form. If found blank then the bidder's tender shall not be included in the Final Evaluation

|  |  |
| --- | --- |
| 1. NAME OF COMPANY: |  |
| Mailing Address |  |
| Country: |
| Contact Person (s) |  |
| Telephone No | Fax: |
| Email |  |
| Website |  |
| Owner(s) Name(s): |  |
|  |
| Nationality: |  |
| VAT Number |  |
| Date of Registration of VAT |  |
| 1. ORGANISATION REGISTRATION: | Year Established: Under the laws of: |
| 1. SIZE OF BUSINESS | No. of Employees: No. of Branches: |
| No. of International Offices: |
| Location of Factories: |
| No. of Plants: |
| No. of Warehouses |
| 1. AFFILIATED/HOLDING/ SUBSIDIARY COMPANIES: | Name Address Nature of Affiliation |
|  |
|  |

## Annex 2 - Bid Form

* **LRCS will award Framework Agreement to One Bidder or More. Per items of by lot**
* **This Below quantity is just an estimated one based on the foreseen current needs and it is subject to change (increase or decrease), in other words, LRCS does not guarantee any volume of orders under Framework Agreements, as all purchases will be based on the needs and activities of LRCS.**
* **Payment can by Paid by Cheque USD, Wire Transfer from Lebanon to Outside, OR Fresh to Fresh account in Lebanon – CASH IS NOT APPLICABLE, other wise please advise**
* **BID SHOULD BE SUBMITTED TYPING AND NOT HAND WRITTEN *(written by hand bids will be considered as ineligible)***
* **Samples should be submitted with the bids or after 5 days from the closing date (FULLY LABELLED)**

1. **Please Specify your Payment method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LRC to Complete** | | | | **BIDDERS to Complete** | | | |
| **Lot No.** | **Detailed Specifications (Annex 3)** | **Required Unit of Measurement** | **Estimated Quantity** | **Unit Price in USD, Exclusive VAT rated at 11%, but inclusive Labor and Delivery fees ALL OVER LEBANON - WITH ANY QUANTITY** | **Unit Price in USD, inclusive VAT, Taxes, Labor and Delivery fees ALL OVER LEBANON - WITH ANY QUANTITY** | **Total Price in USD, inclusive VAT, Taxes, Labor and Delivery fees ALL OVER LEBANON - WITH ANY QUANTITY** | **Lead time of Delivering** |
| **Lot 1** | **binding Accessories** | | | | | | |
| 1.1 | Binding Back Cover Cardboard | Pack of 100 | 100 |  |  |  |  |
| 1.2 | Binding Machine 450 sheet | Piece | 5 |  |  |  |  |
| 1.3 | Binding Print Cover Transparent 200 micron A4 | Pack of 100 | 100 |  |  |  |  |
| 1.4 | Plastic Rings for Binding 20mm | Pack of 100 | 100 |  |  |  |  |
| 1.5 | Plastic Rings for Binding 60mm | Pack of 100 | 100 |  |  |  |  |
|  | **Total of Lot 1 (TTC)** | | | | | | ---------USD |
| **Lot 2** | **Boards and Accessories** | | | | | | |
| 2.1 | Cork Board 60\*90 cm (Wooden) | Piece | 35 |  |  |  |  |
| 2.2 | Cork Board 60\*90 cm (Navy Blue) | Piece | 40 |  |  |  |  |
| 2.3 | medium Magnets for white board 30mm | Pack of 5 | 100 |  |  |  |  |
| 2.4 | Small Magnets For White Board 20mm | Pack of 6 | 100 |  |  |  |  |
| 2.5 | White Board 25\*35cm  with pen topped and eraser | Piece | 30 |  |  |  |  |
| 2.6 | White Board 30\*45 cm Plastic/Metal Frame | Piece | 35 |  |  |  |  |
| 2.7 | White Board 45\*60 cm Plastic/Metal Frame | Piece | 30 |  |  |  |  |
| 2.8 | White Board 60\*90 cm Plastic/Metal Frame | Piece | 100 |  |  |  |  |
| 2.9 | White Board 90\*120 cm Plastic/Metal Frame | Piece | 150 |  |  |  |  |
| 2.10 | Magnatic White board Eraser 6.5\*14.5cm | Piece | 600 |  |  |  |  |
|  | **Total of Lot 2 (TTC)** | | | | | | ---------USD |
| **Lot 3** | **Desk Accessories and Organizer** | | | | | | |
| 3.1 | Metalic Clip Board 22\*31cm | piece | 160 |  |  |  |  |
| 3.2 | Large Cutter Heavy Duty | piece | 95 |  |  |  |  |
| 3.3 | Cutter Blades 18mm | pack of 10 | 61 |  |  |  |  |
| 3.4 | Letter Opener 9'' metal | Piece | 38 |  |  |  |  |
| 3.5 | Calculator 12 Digits | Piece | 100 |  |  |  |  |
| 3.6 | Calculator 14 Digits | Piece | 45 |  |  |  |  |
| 3.7 | Ink for Stamps (Blue) Bottle 24ml | Piece | 25 |  |  |  |  |
| 3.8 | Ink for Stamps (red) Bottle 24ml | Piece | 20 |  |  |  |  |
| 3.9 | Business Card Holder Album 180 card | Piece | 8 |  |  |  |  |
| 3.10 | Business Card Holder Plastic | Piece | 40 |  |  |  |  |
| 3.11 | Desk calendar | Piece | 47 |  |  |  |  |
| 3.12 | Desk Pen Cup Round Plastic | Piece | 105 |  |  |  |  |
| 3.13 | Document Tray Blavk | Piece | 390 |  |  |  |  |
| 3.14 | Magnetic Dispensers for Clips Round | Piece | 120 |  |  |  |  |
| 3.15 | Medium Tape Dispenser No.8 | Piece | 140 |  |  |  |  |
| 3.16 | Paper for Memo Holder 9\*9cm | Pack of 500 | 130 |  |  |  |  |
| 3.17 | Memo Tray Holder 9\*9cm | Piece | 570 |  |  |  |  |
| 3.18 | Stamp Blue Pad 7.5\*12cm | Piece | 70 |  |  |  |  |
| 3.19 | Rubber Band 1000grm #22 thickness 1mm | Pack of 1000grm | 270 |  |  |  |  |
| 3.20 | Rubber Band 50mm #18 Thickness 1mm | Pack of 1000grm | 225 |  |  |  |  |
| 3.21 | Scissors 17cm medium | Piece | 150 |  |  |  |  |
| 3.22 | Scissors 21cm Large | Piece | 100 |  |  |  |  |
|  | **Total of Lot 3 (TTC)** | | | | | | ---------USD |
| **Lot 4** | **Clips** | | | | | | |
| 4.1 | Binder Double Clips 15mm | Pack of 12 | 1070 |  |  |  |  |
| 4.2 | Binder Double Clips 19mm | Pack of 12 | 1320 |  |  |  |  |
| 4.3 | Binder Double Clips 25mm | Pack of 12 | 1000 |  |  |  |  |
| 4.4 | Binder Double Clips 41mm | Pack of 12 | 1000 |  |  |  |  |
| 4.5 | Binder Double Clips 19mm | Pack of 12 | 1000 |  |  |  |  |
| 4.6 | Binder Double Clips 50mm | Pack of 12 | 500 |  |  |  |  |
| 4.7 | paper Clips Large Metal | Pack of 50 | 690 |  |  |  |  |
| 4.8 | Paper Clips Medium 50mm Colored |  | 560 |  |  |  |  |
| 4.9 | Paper Clips Medium 50mm Metal |  | 1000 |  |  |  |  |
| 4.10 | Paper Clips Medium 33mm Colored |  | 1070 |  |  |  |  |
| 4.11 | Paper Clips Medium 33mm Metal |  | 1580 |  |  |  |  |
|  | **Total of Lot4 (TTC)** | | | | | | ---------USD |
| **Lot 5** | **Puncher** |  |  |  |  |  |  |
| 5.1 | Heavy Duty Puncher 40 sheets | Piece | 170 |  |  |  |  |
| 5.2 | Medium Puncher 16 sheets | Piece | 165 |  |  |  |  |
| 5.3 | Puncher Metal large (65 sheets) | Piece | 100 |  |  |  |  |
|  | **Total of Lot 4 (TTC)** | | | | | | ---------USD |
| **Lot 6** | **Filing** |  |  |  |  |  |  |
| 6.1 | Black Box Files 28\*32\*7 A4 with insert label | Piece | 1000 |  |  |  |  |
| 6.2 | Colored Box Files 28\*32\*7 A4 with insert label | Piece | 1000 |  |  |  |  |
| 6.3 | Black Box Files 28\*35\*8 with insert label | Piece | 1000 |  |  |  |  |
| 6.4 | Colored Box Files 28\*35\*8 with insert label | Piece | 1000 |  |  |  |  |
| 6.5 | Colored Box Files 28\*32\*8 | Piece | 50 |  |  |  |  |
| 6.6 | Black Box Files 28\*17\*7.5 | Piece | 350 |  |  |  |  |
| 6.7 | Display Albums A4, 30 pockets | Piece | 42 |  |  |  |  |
| 6.8 | plastic 4 Ring Binder File 35mm spine | Piece | 10 |  |  |  |  |
| 6.9 | Plastic Magazine Corner Box | Piece | 80 |  |  |  |  |
| 6.10 | Carton Separator 10 divisions | Piece | 130 |  |  |  |  |
| 6.11 | Carton Separator 12 divisions | Piece | 1000 |  |  |  |  |
| 6.12 | Carton Separator 6 divisions | Piece | 300 |  |  |  |  |
| 6.13 | Plastic Separators 12 divisions | Piece | 250 |  |  |  |  |
| 6.14 | Storage Boxes 44\*36\*29cm  Capacity 5 files | Piece | 250 |  |  |  |  |
| 6.15 | Cardboard Portfolios 26\*36cm | Piece | 30 |  |  |  |  |
| 6.16 | Clear File A4 Transparent  Protector sheet A4 120micron | Piece | 2065 |  |  |  |  |
| 6.17 | clip file (30 sheets) A4 | Piece | 50 |  |  |  |  |
| 6.18 | Envelop bag with Button  white transparent | Piece | 570 |  |  |  |  |
| 6.19 | File Folder 180grm  A4 1/5 cut extra | Piece | 200 |  |  |  |  |
| 6.20 | Report Covers with Fastener | Piece | 100 |  |  |  |  |
| 6.21 | Sheet Protectors - Colored | Pack of 100 | 2110 |  |  |  |  |
| 6.22 | Sheet Protectors - Transparent | Pack of 100 | 4720 |  |  |  |  |
| 6.23 | Suspension file 24\*34cm  Plastic runners + index | Piece | 540 |  |  |  |  |
|  | **Total of Lot 6 (TTC)** | | | | | | ---------USD |
| **Lot 7** | **MSS - PSS Items** |  |  |  |  |  |  |
| 7.1 | Canson cardboard colored 220g 70\*100cm | pack of 25 | 240 |  |  |  |  |
| 7.2 | Color oil pastel 12ml each  Non - Toxic Washable | pack of 12 | 3000 |  |  |  |  |
| 7.3 | Crepe paper colored 50\*200cm  60grm | piece | 6020 |  |  |  |  |
| 7.4 | Face painting, 4grm  Non-Toxic | pack of 6 | 3020 |  |  |  |  |
| 7.5 | Felt coloring pencils 20cm  Plastic Wrap | pack of 12 | 3030 |  |  |  |  |
| 7.6 | Foam paper A4 size, different colors | pack of 20 | 1020 |  |  |  |  |
| 7.7 | Modeling Clay (friendly for kids) Plasty 125grm - non toxic | pack of 12 | 3000 |  |  |  |  |
| 7.8 | Scissors for kids 5'' (round tip) | piece | 800 |  |  |  |  |
| 7.9 | Wax coloring pencils earasable, 9cm non toxic | pack of 12 | 3000 |  |  |  |  |
|  | **Total of Lot7 (TTC)** | | | | | | ---------USD |
| **Lot 8** | **Office Miscellaneous** |  |  |  |  |  |  |
| 8.1 | AA Battery | Pack of 2 | 1040 |  |  |  |  |
| 8.2 | AAA Battery | Pack of 2 | 1060 |  |  |  |  |
| 8.3 | Flipchart Papers 60\*90 | Pack of 25 | 445 |  |  |  |  |
| 8.4 | Flipchart Papers 70\*100 | pack of 25 | 305 |  |  |  |  |
| 8.5 | Flip Chart | Piece | 100 |  |  |  |  |
| 8.6 | Brochure holder Large A4 | Piece | 60 |  |  |  |  |
| 8.7 | Brochure holder Medium A5 | Piece | 60 |  |  |  |  |
| 8.8 | Brochure holder Small 1/3 A4 | Piece | 60 |  |  |  |  |
| 8.9 | Sticky note 12\*45cm (colored) | Pack | 1800 |  |  |  |  |
| 8.10 | A4 Office Laminator | Each | 250 |  |  |  |  |
| 8.11 | Transparent laminated for cards 11\*15 | Pack of 100 | 80 |  |  |  |  |
| 8.12 | Transparent laminated for cards 8\*11 125micron | Pack of 100 | 50 |  |  |  |  |
| 8.13 | Transparent laminated for cards A3 80 micron | Pack of 100 | 100 |  |  |  |  |
| 8.14 | Transparent laminated for cards A4 80micron | Pack of 100 | 700 |  |  |  |  |
| 8.15 | Push Pins | Pack of 100 | 180 |  |  |  |  |
| 8.16 | Waste basket 29.5\*35 cm -13L | Piece | 6640 |  |  |  |  |
|  | **Total of Lot 8 (TTC)** | | | | | | ---------USD |
| **Lot 9** | **Staple** |  |  |  |  |  |  |
| 9.1 | Stapler 10 Small | Piece | 150 |  |  |  |  |
| 9.2 | Stapler 23 Large | Piece | 200 |  |  |  |  |
| 9.3 | Stapler 24/6 medium | Piece | 1360 |  |  |  |  |
| 9.4 | Staples 10 | Box of 1000 | 450 |  |  |  |  |
| 9.5 | Staples 23/13 | Box of 1000 | 5350 |  |  |  |  |
| 9.6 | Staples 24/6 | Box of 1000 | 930 |  |  |  |  |
| 9.7 | Staples Remover | Piece | 330 |  |  |  |  |
|  | **Total of Lot 9 (TTC)** | | | | | | ---------USD |
| **Lot 10** | **Tape and glue** |  |  |  |  |  |  |
| 10.1 | Double Side Tape 12.7\*32.9 | Piece | 260 |  |  |  |  |
| 10.2 | Glue Stick Small 10grm | Piece | 2940 |  |  |  |  |
| 10.3 | Glue Stick large 40grm | Piece | 1090 |  |  |  |  |
| 10.4 | Packaging Tape 48mm\*45m /43micron | Piece | 760 |  |  |  |  |
| 10.5 | Scotch Tape 15\*25m | Piece | 450 |  |  |  |  |
| 10.6 | Tack-it "Blue tack" - removable 57grm | Piece | 960 |  |  |  |  |
| 10.7 | Sealing Wax 19\*27mm 250u | Pack of 10 | 25 |  |  |  |  |
| 10.8 | WAX GUN 100watt | Piece | 65 |  |  |  |  |
|  | **Total of Lot 10 (TTC)** | | | | | | ---------USD |
| **Lot 11** | **Paper Product** |  |  |  |  |  |  |
| 11.1 | A3 White Paper 80grm | Ream of 500 sheet | 21000 |  |  |  |  |
| 11.2 | A4 White Paper 80grm | Ream of 500 sheet | 280 |  |  |  |  |
| 11.3 | Colored Paper 80g | Ream of 500 sheet | 80 |  |  |  |  |
| 11.4 | Carton Colored Paper 180g | Pack of 100 | 560 |  |  |  |  |
| 11.5 | Block Calendars | Piece | 615 |  |  |  |  |
| 11.6 | Spiral/Glued Block note - A4 Lined 50 sheets | Each | 3050 |  |  |  |  |
| 11.7 | Spiral/Glued Block Note - A5 Lined 50 sheets | Each | 4705 |  |  |  |  |
| 11.8 | Stickers for kids | Pack | 2705 |  |  |  |  |
| 11.9 | A3 Brown Envelop 310\*410mm self adhesive | Piece | 16650 |  |  |  |  |
| 11.20 | A3 White Envelop 310\*410mm self adhesive | Piece | 12800 |  |  |  |  |
| 11.21 | A4 Brown Envelop 229\*324mm self adhesive | Piece | 8900 |  |  |  |  |
| 11.22 | A4 White Envelop 229\*324 self-adhesive | Piece | 150 |  |  |  |  |
| 11.23 | A5 Small White Envelop 125\*125cm self adhesive | Piece | 29 |  |  |  |  |
| 11.24 | CD Envelop 125\*125 white | Pack of 50 | 60 |  |  |  |  |
| 11.25 | Address & telephone Index 17.5\*24.5 | piece | 20 |  |  |  |  |
| 11.26 | Agenda 17\*24.5 cm | Piece | 160 |  |  |  |  |
| 11.27 | Outgoing incoming registers (96 sheets) 25\*35cm | Piece | 5340 |  |  |  |  |
| 11.28 | Sign here sticky note (5 colors/pack) | pack of 50 flags | 5550 |  |  |  |  |
| 11.29 | Sticky note 35\*51cm (3 colors/pack) | Pad of 100 sheets | 5850 |  |  |  |  |
| 11.30 | Sticky note 35\*51cm Yellow | Pad of 100 sheets | 7640 |  |  |  |  |
| 11.31 | Sticky note 50\*75 | Pad of 100 sheets | 5950 |  |  |  |  |
| 11.32 | Sticky note 75\*75 Colored | Pack of 400 sheet | 107 |  |  |  |  |
| 11.33 | Sticky note 75\*75 Yellow | Pad of 100 sheets | 100 |  |  |  |  |
| 11.34 | A4 Label (12 Labels/Sheet) 67.7\*70cm | Box of 100 sheets | 100 |  |  |  |  |
| 11.35 | A4 Label (2 Labels/Sheet) 210\*148cm | Box of 100 sheets | 100 |  |  |  |  |
| 11.36 | A4 Label (4 Labels/Sheet) 105\*148cm | Box of 100 sheets | 5 |  |  |  |  |
| 11.37 | A4 Label (6 Labels/Sheet) 93.1\*99.1cm | Box of 100 sheets | 7 |  |  |  |  |
| 11.38 | Shredder 8.5 Gallons (35 sheets) | Piece | 5 |  |  |  |  |
| 11.39 | White roll paper for CASIO finance dep (DR-240tm) | Roll | 100 |  |  |  |  |
|  | **Total of Lot 11 (TTC)** | | | | | | ---------USD |
| **Lot 12** | **Writing Instrument** |  |  |  |  |  |  |
| 12.1 | Correction Pen 8ml | Piece | 5 |  |  |  |  |
| 12.2 | Eraser Medium Size | Piece | 670 |  |  |  |  |
| 12.3 | Pencil Sharpener 1 hole metallic | Piece | 650 |  |  |  |  |
| 12.4 | Plastic Ruler 20cm | Piece | 200 |  |  |  |  |
| 12.5 | Plastic Ruler 30cm | Piece | 420 |  |  |  |  |
| 12.6 | Highlighter All Colors | Piece | 850 |  |  |  |  |
| 12.7 | Highlighter Wallet | 4colors/wallet | 850 |  |  |  |  |
| 12.8 | Permanent Marker Chisel Tip Black | Piece | 600 |  |  |  |  |
| 12.9 | Permanent Marker Chisel Tip Colored | Piece | 250 |  |  |  |  |
| 12.20 | Permanent Marker Round Tip Black | Piece | 850 |  |  |  |  |
| 12.21 | Permanent Marker Round Tip Colored | Piece | 850 |  |  |  |  |
| 12.22 | White Board Markers - Chisel Tip Black 6mm | Piece | 250 |  |  |  |  |
| 12.23 | White Board Markers - Chisel Tip Colored 6mm | Piece | 250 |  |  |  |  |
| 12.24 | White Board Markers - Round Tip black | Piece | 510 |  |  |  |  |
| 12.25 | White Board Markers - Round Tip Colored | Piece | 500 |  |  |  |  |
| 12.26 | Ball pen black 0.5 | Piece | 590 |  |  |  |  |
| 12.27 | Ball pen blue/ Green/ Red 0.5 | Piece | 7000 |  |  |  |  |
| 12.28 | Grip Ball Pen (Black) 0.5 | Piece | 5200 |  |  |  |  |
| 12.29 | Grip Ball Pen (Blue/Green/Red) | Piece | 5000 |  |  |  |  |
| 12.30 | Sharpener With container | Piece | 6000 |  |  |  |  |
| 12.31 | Uniball: Black, red, green, blue 0.5 | 0.5mm | 12000 |  |  |  |  |
| 12.32 | Pencil with eraser | Pack of 12 | 9500 |  |  |  |  |
|  | **Total of Lot 12 (TTC)** | | | | | | ---------USD |
| **Lot 13** | **PSS Kit** |  |  |  |  |  |  |
| 13.1 | Small Puzzle | 500 piece | 3800 |  |  |  |  |
| 13.2 | Medium Puzzle | 1000 Piece | 1900 |  |  |  |  |
| 13.3 | Large Puzzle | 2000 Piec | 1900 |  |  |  |  |
| 13.4 | SODUKO - English / Arabic with instructions and solutions | piece | 3700 |  |  |  |  |
| 13.5 | Coloring book for kids | piece | 1000 |  |  |  |  |
| 13.6 | Coloring book Mandala for adult | piece | 4000 |  |  |  |  |
| 13.7 | Sketch notebook A4 spiral | piece | 4000 |  |  |  |  |
| 13.8 | Board Game (Snakes and Ladder/Chess / Bachgammoun) | piece | 1000 |  |  |  |  |
| 13.9 | Sport Mat 171\*61\*0.25CM | piece | 4000 |  |  |  |  |
| 13.20 | Elastic bands for sports 15 to 22kg | Piece | 4000 |  |  |  |  |
| 13.21 | Gardening pots- Round 15cm diameter | Piece | 4000 |  |  |  |  |
| 13.22 | Turbe bags 15kg | pack of 15kg | 1500 |  |  |  |  |
|  | **Total of Lot 13 (TTC)** | | | | | | ---------USD |

## Annex 3 - Detailed Specifications

All the details are mentioned in the above table.

## Annex 4 – Past Performance & Bidder References

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Customer** | **Unit** | **Quantity** | **Contract date** | **Contract value (USD)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

Please provide the details of minimum two companies for your reference check. For these companies it is compulsory to attach a scan either / photo copy of the Contract/ Purchase order/ Completion certificate/ or Reference letters as proof.

|  |  |
| --- | --- |
| **Reference 1** |  |
| Company name |  |
| Mailing address |  |
| Contact person |  |
| Contact title |  |
| Phone number |  |
| Email address |  |
| **Reference 2** |  |
| Company name |  |
|  |  |
| Mailing address |  |
| Contact person |  |
| Contact title |  |
| Phone number |  |
| Email address |  |

**Annex 5 Tender and Award Acknowledge Certificate**

## This attachment shall be signed and submitted with the Bid

|  |  |
| --- | --- |
| 1. In compliance with the ITB Instructions and General Conditions of Procurement Contract, we the undersigned, offer to furnish some or all of the quoted for, at the prices entered in the attached LRCS Bid Form No [ITB/2020/032, delivered to the destination specified therein.  2. We accept the terms and conditions set forth in the ITB Letter, and the following requirements have been noted and will be complied with where applicable:  a. That unless otherwise stated, the Bids per each line item shall be on a DDP- Beirut (Incoterms 2010) basis.  b. We confirm that for any offer made where the  delivery destination is not as requested in the ITB, item shall be on a DDP- Beirut (Incoterms 2010) basis.  c. That conditional Bid cannot be accepted.  d. That the currency of the Bid should be in USD, or LEB, no other currencies will be accepted.  e. LRCS reserves the right, at its own discretion:  i. To award a contract for a lesser or greater  quantity than the total quantity Bid for.  ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.  f. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract and acknowledgement copy. In case of urgency, successful Bidders(s) may also be notified by email.  g. Any samples requested, either with the Bid, or at a later date, will be in accordance with the  specifications of the required item(s). Failure to  comply with this may result in the Bid not being  consideredh. We confirm that the validity of this offer is for 90 **calendar days from the date of the ITB closure** | i. We agree to the terms and conditions set in the LRCS General Conditions of Procurement Contract  j. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing any contract.  k. We agree to abide by the LRCS Addendum,  3. We note that LRCS is not bound to proceed with this ITB and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.  We agree to the above terms and conditions.  Submitted by:  Company Name-----------------------------------------  Place-------------------------------------------------------  Date--------------------------------------------------------  Title/Position--------------------------------------------  Print Name----------------------------------------------  Signature-------------------------------------------------  A duly authorized company representative **any Stamp** |

**Annex 6: General conditions of Procurement Contract.**

**Article 1. Terms & conditions on purchasing**

**1.1. Acceptance:** No purchase order shall become effective and no contract shall exist until the

LRCS has received from the Supplier their written acceptance of the conditions which

govern the PO or contract. This can be accomplished by return of the signed Letter of

Authorization and Acknowledgment Form attached.

**1.2. Tax Exemption:** The Supplier’s price shall reflect any tax exemption to which the LRCS is

entitled by reason of any immunities which it enjoys. If it is subsequently determined that

any taxes which have been included in the price are not required to be paid, the LRCS shall

deduct the amount from the contract price or, if it has paid any such taxes, it shall be

refunded.

**1.3. Discount:** Time in connection with any discounts offered will be computed from the date of

receipt by the LRCS of full documentation as specified by the Purchase Order, contract or

Annex thereto.

**1.4. Warranty:** The Supplier warrants the goods or services furnished under this Purchase Order

/ Contract to be fit for their intended use, free from defects in workmanship or materials,

and indemnifies the LRCS against any claims resulting there from. This warranty is without

prejudice to any further guarantees that the Supplier provides to the Purchaser; such

guarantees shall apply to the subject goods of this Purchase Order / Contract.

**1.5. Inspection:** The duly accredited representatives of the LRCS shall have the right to inspect

the goods or services called for under this Purchase Order / Contract at the Supplier’s

stores, during manufacture, in the ports or at places of shipment, and the Supplier shall

cooperate and provide all facilities for such an inspection. The LRCS may issue a written

waiver of inspection at its discretion. Any inspection carried out by representatives of the

LRCS or any waiver thereof shall not prejudice the implementation of any other relevant

provisions of this Purchase Order / Contract concerning obligations subscribed by the

Supplier, such as warranty or specifications.

**1.6. Packing:** The Supplier shall pack all goods appropriately and with every care in accordance

with normal commercial standards of export packing for the type of goods specified herein.

Such packing materials used must be adequate to safeguard the goods while in transit. The

Supplier shall be responsible for any damage or loss which can be shown to have resulted

from faulty or inadequate packing.

**1.7. Export License:** The Purchase Order / Contract is subject to the obtaining of any export

license or other governmental authorization which may be required. It shall be the

responsibility of the Supplier to inform the LRCS beforehand of such restrictions and obtain

such license or authorization, but the LRCS will use its best endeavors to assist. In the

event of refusal thereof, the Purchase Order / Contract will be annulled and all claims

between the parties automatically waived.

**1.8. Force Majeure:** Force majeure, as used herein, shall mean acts of God (involuntary and

unexpected acts), laws or regulations, industrial disturbances, acts of war, explosions and

any other similar cause of equivalent force not caused by, nor within the control of either

party, and which neither party is able to overcome. As soon as possible after the

occurrence of the force majeure and within not more than 15 days, the supplier shall give

notice and full particulars in writing to the LRCS of such force majeure if the Supplier is

thereby rendered unable, wholly or in part, to perform his obligations and meet his

responsibilities under this Purchase Order / Contract. The LRCS shall then have the right to

terminate the Purchase Order / Contract by giving in writing seven days’ notice of

termination to the Supplier, and the Supplier shall return any deposit paid by the LRCS.

**1.9. Default:** In case of default by the Supplier, including but not limited to failure or refusal to

make deliveries within the time limit specified, the LRCS may procure the goods or services

from other sources and hold the Supplier responsible for any excess costs occasioned

thereby. Furthermore, the LRCS may by written notice terminate the right of the Supplier

to proceed with the deliveries, or such parts thereof as to which there has been default.

**1.10. Conformity with Specifications:** In the case of goods purchased on the basis of

specifications the Supplier warrants their conformity. The LRCS shall have the right to reject

the goods or any part thereof if they do not conform to specifications. Any supplies not

found to be in accordance with the specification and requirements will not be accepted and

in that eventuality the supplier shall replace the goods and bear the inspection cost and/or

other losses caused to LRCS, if any, by replacement of the items non–conforming to the

requirements/specification.

**1.11. Liquidated Damages:** Arrival of goods/ completion of services after agreed delivery

schedule will be subject to deduction of damages

**1.12. Disputes-Arbitration:** Any claim or controversy arriving out of this Purchase Order /

Contract, or to the breach, termination or invalidity thereof the parties agree to attempt to

settle it amicably via direct negotiations between the two sides within seven days. In case

of any dispute that cannot be settled in such way, the Lebanese law shall be applicable and

the Lebanese courts will settle any litigation in this regards that was not solved amicably

**1.13. Privileges and Immunities:** Nothing contained in this Purchase Order / Contract

shall be deemed a waiver, express or implied, of any privilege or immunity which the LRCS

may enjoy, whether pursuant to existing conventions or agreements.

**1.14. Assignment:** The Supplier shall not assign, transfer, pledge or make other

disposition of this Purchase Order / Contract or any part thereof or of any of the Supplier’s

rights, claims or obligations under this Purchase Order / Contract except with the prior

written consent of the LRCS.

**1.15. Bankruptcy:** Should the Supplier file any petition for bankruptcy, or should the

Supplier make a general assignment for the benefit of its creditors, or should a receiver be

appointed on account of the Supplier’s insolvency, the LRCS may under the terms of this

Purchase Order / Contract, terminate the same forthwith by giving the Supplier written

notice of such termination.

**1.16. Advertising:** Unless authorized in advance in writing by the LRCS, the Supplier shall

not advertise or otherwise make public the fact that he is a Supplier to the LRCS and / or

any National Red Cross or Red Crescent Society, or use the name, emblem or official seal of

the LRCS and / or any National Red Cross or Red Crescent Society, or any abbreviation of

the name of the LRCS and / or any National Red Cross or Red Crescent Society for

advertising purposes or any other purposes.

**1.17. Officials Not to Benefit:** The supplier represents and warrants that no official of the

LRCS has been, or shall be, admitted by the supplier to any direct or indirect benefit arising

from this contract or the award thereof. The supplier agrees that breach of this provision is

a breach of an essential term of this contract.

**1.18. Amendments:** No changes or modifications to this Purchase Order / Contract shall

be valid unless mutually agreed between both parties and confirmed by an official

amendment.

**1.19. Notice:** Service of any notice shall be deemed to be good if sent by registered mail,

or email to the addresses of both parties, set out in the heading of this Purchase Order /

Contract.

**1.20. Jurisdiction:** This Contract is considered to be concluded as defined in the attached

Addendum.

**Article 2. Labour standards**

**2.1. Employment is freely chosen:** There is no forced, bonded or involuntary prison labour.

Workers are not required to lodge `deposits’ or their identity papers with the employer and

are free to leave their employer after reasonable notice.

**2.2. Freedom of association and the right to collective bargaining are respected:** Workers,

without distinction, have the right to join or form trade unions of their own choosing and to

bargain collectively. The employer adopts an open attitude towards the legitimate activities

of trade unions. Workers representatives are not discriminated against and have access to

carry out their representative functions in the workplace. Where the right to freedom of

association and collective bargaining is restricted under law, the employer facilitates, and

does not hinder, the development of parallel means for independent and free association

and bargaining.

**2.3. Working conditions are safe and hygienic:** A safe and hygienic working environment shall

be provided, bearing in mind the prevailing knowledge of the industry and of any specific

hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out

of, associated with, or occurring in the course of work, by minimising, so far as is reasonably

practicable, the causes of hazards inherent in the working environment. Workers shall

receive regular and recorded health and safety training, and such training shall be repeated

for new or reassigned workers. Access to clean toilet facilities and potable water and, if

appropriate, sanitary facilities for food storage shall be provided. Accommodation, where

provided, shall be clean, safe, and meet the basic needs of the workers. The company

observing the standards shall assign responsibility for health and safety to a senior

management representative.

**2.4. Child Labour shall not be used:** There shall be no new recruitment of child labour.

Companies shall develop or participate in and contribute to policies and programmes,

which provide for the transition of any child found to be performing child labour to enable

her/him to attend and remain in quality education until no longer a child. Children and

young people under 18 years of age shall not be employed at night or in hazardous

conditions. These policies and procedures shall conform to the provisions of the relevant

International Labour Organisation (ILO) standards.

**2.5. Living wages are paid:** Wages and benefits paid for a standard working week meet, at a

minimum, national legal standards or industry benchmarks. In any event wages should

always be high enough to meet basic needs and to provide some discretionary income. All

workers shall be provided with written and understandable information about their

employment conditions in respect to wages before they enter employment, and about the

particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure shall not be permitted nor shall any

deductions from wages not provided for by national law be permitted without the express

and informed permission of the worker concerned. All disciplinary measures should be

recorded.

**2.6. Working hours are not excessive:** Working hours comply with national laws and benchmark

industry standards, whichever affords greater protection. In any event, workers shall not on

a regular basis be required to work in excess of the local legal working hours. Overtime shall

be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis

and shall always be compensated at a premium rate.

**2.7. No discrimination is practised:** There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin,

religion, age, disability, gender, marital status, sexual orientation, union membership or

political affiliation.

**2.8. Regular employment is provided:** To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and

practice. Obligations to employees under labour or social security laws and regulations

arising from the regular employment relationship shall not be avoided through the use of

labour-only contracting, sub-contracting or home-working arrangements, or through

apprenticeship schemes where there is no real intent to impart skills or provide regular

employment, nor shall any such obligations be avoided through the excessive use of fixedterm

contracts of employment.

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labour-only contracting, sub-contracting or home-working arrangements, or through

apprenticeship schemes where there is no real intent to impart skills or provide regular

employment, nor shall any such obligations be avoided through the excessive use of fixedterm

contracts of employment.

**2.9. No harsh or inhumane treatment is allowed:** Physical abuse or discipline, the threat of

physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation

shall be prohibited.

**Article 3. Corporate social responsibility & other requirements**

**3.1. Business ethics:** Suppliers are expected to maintain the highest degree of business ethics

when working or seeking to work with the LRCS.

**3.2. Transparency of information provision:** Suppliers shall not be involved in any fraudulent

activities, misrepresent information or facts for the purpose of influencing the selection and

contract-awarding process in their favour.

**3.3. Fair competition:** Suppliers shall not be involved in any corrupt, collusive or coercive

practices.

**3.4. Conflict of interest:** The supplier shall represent and warrants that no official/

representative/ staff member of the LRCS has been, or shall be, admitted by the supplier to

any direct or indirect benefit arising from the award of the contract.

**3.5. Adherence to IFRC principles:** When performing on behalf of or at any time representing

the LRCS, the supplier and all individuals assigned by it to perform works or services, shall

act in a manner consistent with the fundamental principles of the International Red Cross

and Red Crescent Movement.

**3.6. Misrepresentation:** By participating in the tender, submitting the bid and having being

selected as a Supplier, the supplier acknowledges their acceptance of the above stated

requirements and shall be held responsible and liable for the consequences of any false or

misrepresented information provided

**Article 4. Environmental and carbon reduction policy**

**4.1.** Suppliers should as a minimum comply with all statutory and other legal requirements

relating to the environmental impacts of their business. Detailed performance standards

are a matter for suppliers, but should address at least the following:

**4.1.1. Waste Management:** Waste is minimised and items recycled whenever this is

practicable. Effective controls of waste in respect of ground, air, and water pollution

are adopted. In the case of hazardous materials, emergency response plans are in

place.

**4.1.2. Packaging and Paper:** Undue and unnecessary use of materials is avoided, and

recycled materials used whenever appropriate.

**4.1.3. Conservation:** Processes and activities are monitored and modified as necessary to

ensure that conservation of scarce resources, including water, flora and fauna and

productive land in certain situations.

**4.1.4. Energy Use:** All production and delivery processes, including the use of heating,

ventilation, lighting, IT systems and transportation, are based on the need to maximise

efficient energy use and to minimise harmful emissions.

**4.1.5. Safety precautions for transport and cargo handling:** All transport and cargo

handling processes are based on the need to maximise safety precautions and to

minimise potential injuries to the environment, beneficiaries and staff as well as the

suppliers’ employees or those of its subcontractors.

**Article 5. Ethical procurement**

**5.1.** Supplier’s core business (over 20% turnover) should not:

**5.1.1.** Manufacture or sell arms.

**5.1.2.** Manufacture or sell tobacco

**5.1.3.** Damage the reputation of the Red Cross name and/or emblem

**5.2.** Legal requirements: Suppliers should always work within the laws of their country

**Article 6. Payment.**

6.1. Payment will be made upon approval by LRCS of a completed milestone/deliverable, and receipt of verified original invoice submitted by Contractor to LRCS, within 45 days, and will be new and unused, free from material defects in quality, material, and design under normal use, and free from any right of claim by any third party, including claims of infringement of any intellectual property rights.

**Article 7.** **Tenderers shall be excluded from participation in a procurement procedure if:**

**7.1** They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situationmay be eligible to participate insofar as the Grant Recipient is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;

**7.2** They or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;

**7.3** They have been guilty of grave professional misconduct; proven by any means which the Grant Recipient can justify;

**7.4** They have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Grant Recipient or those of the country where the contract is to be performed

**7.5** They or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment

**7.6** they make use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labor Organization (ILO).

**For WIRE TRANSFER PAYMENT METHOD, PLEASE SUBMIT THE BELOW DOCUMENTS:**

1. A letter signed by all the partners (present on the official papers of the company) stating that all the partners are requesting a transfer to the specific account (include all its details) to cover LRC due invoices
2. A letter from the bank showing the bank details
3. Copy of all the official papers
4. After each payment a statement of account should be provided
5. A receipt from the company should be provided

**For Fresh to Fresh Account, PLEASE SUBMIT THE BANK DETAILS DOCUMENTS**

# Bidder’s checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **To be filled by bidder** | | To be filled by LRCS committee | | |
|  | **Included?** | | Present & complete? | | Comments |
| Step/ document to be submitted **with** tender | **Yes** | **No** | Yes | No |  |
| **Complete tender package** delivered before the deadline specified - **Compulsory** |  |  |  |  |  |
| **Annex 1** – LRCS Supplier Registration Form – completed, signed & stamped (if it was not submitted before) – **Compulsory** |  |  |  |  |  |
| **Annex 2** - Bid Form – completed, signed & stamped – **Compulsory** |  |  |  |  |  |
| **Annex 4** – Past performance & Bidder references – completed, signed & stamped **Compulsory** |  |  |  |  |  |
| **Annex 5** - Tender Award and Acknowledge Certificate – signed & stamped – **Compulsory** |  |  |  |  |  |
| **Supporting documents (Mandatory):** | | | | | |
| Copy of company registration – (Ministry of Justice)- وزارة العدل) ) شهادة تسجيل شركة تجارية **Compulsory** |  |  |  |  |  |
| Copy of tax registration (Ministry of Finance( (وزارة المالية) شهادة تسجيل الشركة – **Compulsory** |  |  |  |  |  |
| Copy of VAT registration (Ministry of Finance) (وزارة المالية) شهادة تسجيل في الضريبة على القيمة المضافة – **Compulsory (if VAT registered)** |  |  |  |  |  |
| **اذاعة تجارية** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **To be filled in by LRCS –Tender Opening Committee ONLY** | **Eligible** | **Ineligible** |
| Outcome of administrative check. |  |  |