



Invitation to bid (ITB)

ITB#: ITB/2021/005

DATE: 6, May,2021

CLOSING DATE AND TIME: 6, June, 2021 at 4:00 pm

This ITB has been extended till 20, June,2021 at 4:00pm

The office of SAWA for Dev & Aid in Beirut invites qualified and eligible vendors and manufacturers, registered with the Lebanese Government, to make a firm offer for the supply and delivery of **home appliance** with a fixed price till the end of 2021 year.

SAWA's Head office will distribute Purchase coupon with a specified Items based on the beneficiary's needed and the coupon will defer accordingly with each beneficiary's

This document in not construed, in any way, as an offer to contract with your firm.

Important Notes:

- ✓ Filing, signing and stamping each paper of the ITB/2021/005 to indicate the acceptance of the company on the required technical specification and terms.
- ✓ SAWA may choose to cancel the agreement if deemed necessary.
- ✓ SAWA will award the tender to one or two bidders based on the necessary
- ✓ The delivery time, Location and quantity of the supplies will be defined Based on each beneficiary's coupon.
- ✓ Each Beneficiaries have to receive the approval from SAWA's Head office before presenting any coupon to the selected Bidder
- ✓ Supplier need to be located in Beirut.

A. TENDER DOCUMENTS

The following annexes form integral part of this Tender:

Annex A: Vendor Registration Form **fully and accurately filled in, signed and stamped**

Annex B: Technical specifications and requirements **to be signed and stamped**

Annex C: Financial Proposal Form **fully and accurately filled in, signed and stamped**

Annex D: Technical and Eligible Evaluation **fully and accurately filled in, signed and stamped**

Annex E: Past Performance & Bidder References **fully and accurately filled in, signed and stamped**



B. BIDDING INFORMATION

Bidders are required to submit all their queries in respect of this request for quote to

Procurement@sdaid.org copying lara.s@sdaid.org & info@sdaid.org

Deadline for Queries: 31, May, 2021 Time 5:00:00 PM

All questions during the tender period, as well as the associated answers, will be shared with all invited bidders after the Deadline for Queries (date)

1. **Delivery time:** the bidder shall state the delivery lead time from the same exact date the coupon is received. Shorter delivery time will be given higher consideration.
2. **Delivery terms:** Delivery at place (DAP) 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. **The prices should include the transportation cost (the location will be determined by the beneficiary upon purchase/within Beirut)**
3. **Warranty for the supplied items:** The supplier must check/inspect the items before dispatching them to the beneficiaries, and in case of rejected items, they must be replaced by the supplier at no cost. please state the warranty period. Longer period of warranty will be considered as an added value.
4. **SAFETY:**
Covid-19 preventive measures **must be** implemented and respected at all times. The bidders take full responsibility to apply all the WHO recommended precautions before and during packaging, and through the delivery of the items. Such measures include PPE protective gear for the respective staff (warehouse, drivers, porters, etc./), as well as regular sanitization of the packaging space, the handling equipment, and the trucks
5. **BID VALIDITY:**
you are requested to hold your proposal valid **till the end of 2021 Year** from deadline for submission.
6. **DELIVERY LOCATION:** within Beirut
7. **PRICE:**
The price should be the best final offer
Include discounts for early payment, **if any**
Note: Due to the economic crises, SAWA for Development and Aid allowed a maximum increase of 10% in the offered prices.
The supplier reserves the right, by providing written notice via email at any time prior to delivery, to increase the price of the goods with substantiated justifications and evidence.
Any increase in prices will not be taken into consideration in the absence of the written approval from our behalf.



8. PAYMENT TERMS:

Payment will be made within 30 days of receipt of invoice at SAWA's Office in Beirut following satisfactory delivery of services.

Payment will be through Bank transfer to a fresh account or Bank note. **(up to the supplier)**

- 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.

C. BIDDING INSTRUCTIONS:

All interested and eligible firms should submit the following:

ONE:

A submission Letter with the **Annex A-registration form** attached to be sent by e-mail in PDF format to Procurement@sdaid.org copying lara.s@sdaid.org & info@sdaid.org **Note: Any Financial documents received by the bidder through e-mail well be directly disqualified**

Please indicate in the e-mail subject field only the follow **ITB/2021/005/Name of your firm**

TWO:

One sealed envelope **should be submitted in person and not by email** to our Head office in Beirut (**Arab University, Kalaat Rashaya Street, next to Omar Faroukh School for Girls, Abed Al Hadi Mhaissen Building, 5th Floor**) with the inscription: **ITB/2021/005 Do not open before: 6, June,2021** No other inscription should be included on this envelope.

Inside this envelope, there will be two smaller ones as follows:

The first one will be titled as "**Technical Proposal**" and should be sealed and stamped. It should include:

- a) This invitation to bid form **signed, and stamped**
- b) **Annex B** Technical Specs and requirements **signed and stamped**
- c) Technical Evaluation **Annex D** **fully and accurately filled in, signed and stamped**
- d) The company's portfolio and list of references **Annex E**, including name, phone number, and proof of the specific collaboration **fully and accurately filled in, signed and stamped**
- e) Copy of company registration
- f) Copy of tax registration (Ministry of Finance)
- g) Copy of VAT registration (Ministry of Finance)
- h) Detailed pictures for each item



The second one will be titled as **“Financial Proposal”** and should be sealed and stamped. It should include:

Financial Offer form **Annex C** fully and accurately filled in, signed and stamped. excellent quality should be provided.

Failure to submit any of the above or comply with the instructions will disqualify the offer. If one item cannot be submitted, the offer is rejected.

All bids must be received latest by 6, June ,2021,4:00 pm or earlier.

This ITB has been extended till 20, June,2021 at 4:00pm

D. SELECTION AND CRITERIA

This tender will be awarded to the lowest cost technically compliant bid.

SAWA may disqualify the bidder if:

- He fails to submit all or some of the Technical/Eligible Documents
- the information in Bid Form is not complete and clear.

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.



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

Thank you and we look forward to receiving your quotation.

Sincerely yours,






Annex B Technical specification and requirements

Item #	Item name	UOM	Description/Specifications of Goods with Sample Images	Estimated QTY
#1	Washing machine	Piece	Drum Capacity: 5,6,7 and 8 KG (all sizes to quoted) Non-digital, with and without dryer (both type to be quoted), stainless steel drum, full automatic. 	5-40 pcs
#4	Refrigerator	Piece	2 Doors Refrigerator, 14, 16,20 and 23 Cubic Feet, non-digital, without cooler, without lock, 	5-40 pcs
#7	Gas	Piece	Type: Gas with oven Color: White Dimensions: (W x H x D) Cm 60 x 90 x 60 Burners: 4 and 5	5-40 pcs



				
#9	Stove	Piece	Gas Cooker with 3 Burners 	5-40 pcs
#10	Oven	Piece	Electrical Oven 25-45Liters- with lamp and fan <ul style="list-style-type: none">• 60 min Timer with Bell Ring• Temperature Control 	5-40 pcs
#11	Water Heater Tank	Piece	Hot Water Tanks Cylinders with single fixed heat exchanger, suitable for wall installations, traditional boilers (wall-hung and/or floor-standing) from 50 to 200 Liter, to be quoted	5-40 pcs
#12	Fan	Piece	Electronic Table Fan 	5-40 pcs



#13	Fan	Piece	Stand Fan 	5-40 pcs
#14	Water Motor - Water Pump	Piece	Automatic Booster Water Pump 120W 	5-40 pcs
#15	Water Motor - Water Pump	Piece	Automatic Booster Water Pump 370W	5-40 pcs
#16	Plastic Water Tank	Piece	Triple Layer - Horizontal/ Vertical Tank- 1000L 	5-40 pcs
#17	Plastic Water Tank	Piece	Triple Layer - Horizontal/ Vertical Tanks 2000L	5-40 pcs



Marking and Packaging: (Mandatory)

Brand name

Date of manufacture

Manufacturing Country

Packaging Country

Warranty per Item

Note (1): All the quantity mentioned above is an estimate, to be determined later based on the needs of the beneficiary

Note (2): Please quote us separately all the options available from each items with the mentioned specs

Note (3): Please mention the quantity available from each quoted item.

ANNEX D: Technical Evaluation

You are expected, to fill out the following Tables, that are detailing our essential required, technical criteria and Eligibility supporting documents and only those bids that are meeting our below criteria, will resume to the next financial evaluation stage:

To be Filled by the bidder

To Be filled By SAWA
Tender Committee



#	Essential Technical Criteria /Eligible Documents (mandatory to be met)	How to complete	Yes	No	Answer	
1	Mentioning Delivery Time from receiving the coupon	State the Number of days needed to deliver the goods				
2	Submission of the sample picture - <u>The sample submitted should be corresponded 100% to the goods to be delivered to our beneficiary in case of a contract award.</u>	Yes/No				
3	Meets technical specifications	Yes/No				
4	Payment Term: within 30 days of receipt of official invoices Payment through Bank transfer to a fresh dollar account or Bank note.	Accepted? Yes/no If other to be mentioned				
5	Delivery Terms: DAP Packing, unload and upload, transporting is on the behalf of the supplier	Accepted? Yes/No				
6	The company's portfolio and list of references, including name, phone number, and proof of the specific collaboration (signed and stamped).	Presented Yes/NO				
7	Copy of company registration	Presented Yes/No				
8	Copy of tax registration (Ministry of Finance)	Presented Yes/No				
9	Copy of VAT registration (Ministry of Finance)	Presented Yes/No				
10	Acceptance to deliver to the beneficiary's location	Yes/No				
11	ISO Certificate or other	Yes/No Presented? If yes specify				
13	Offer Validity: till the end of 2021 year	Accepted? Yes/No				
14	All the materials shall be in excellent condition and packaged properly	Yes/No				



To be filled in by SAWA –Tender Opening Committee ONLY	Eligible	Ineligible
Outcome of the eligible and technical check.		

Supplier Name:

SAWA Tender Committee

Date and signature

Date and Signatures:

Supplier Stamp

ANNEX E: Past Performance & Bidder References

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

No.	Description	Customer	Unit	Quantity	Contract date	Contract value (USD)
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1						
2						
3						

Reference 1	
Company name	
Contact person/Title	
Phone number	
Email address	
Reference 2	
Company name	
Contact person/Title	
Phone number	
Email address	
Reference 3	
Company name	
Contact person/Title	
Phone number	
Email address	

Date:

Signature and Stamp: