

**INVITATION TO BID**

**Office Stationery**

**(Frame Agreement for the Year 2021)**

**26th October 2020**

**Section One: Letter of Invitation**

**Subject: Invitation to Bid: Office Stationery**

Dear Mr./Ms.:

The Social, Humanitarian, and Economical Intervention for Local Development (SHEILD) hereby invite you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – General Terms and Conditions

Section 3- Instructions to Bidders

Section 4- Data Sheet

Section 5 – Requirements and Technical Specifications

Section 6 – Bid Submission Form

You are kindly requested to submit an acknowledgment letter to SHEILD to the following address:

**SHEILD- Social, Humanitarian, and Economical Intervention for Local Development  
Tyre, South Lebanon, Lebanon  
Email Address:** [**s\_safieddine@sheildgroup.org**](mailto:s_safieddine@sheildgroup.org) **Attention: Procurement Unit, SHEILD**

The **letter of interest** should be received by mail provided above no later than **4th of November 2020,** Close of Business Day*.*  The same letter should advise whether your company intends to submit a Bid.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

SHEILD looks forward to receiving your Bid and thanks you in advance for your interest in SHEILD procurement opportunities. **Kindly refer to the attached Invitation to Bid and the related Sections.**

**Section Two: General Terms and Conditions**

**Definitions**

a) “Bid” refers to the Bidder’s response to the Invitation to Bid, including all documents and attachments to the ITB.

b) “Bidder” refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by SHEILD.

c) “Contract” refers to the legal instrument that will be signed by and between the SHEILD and the successful Bidder.

d) “Country” refers to the country indicated in the Data Sheet.

e) “Data Sheet” refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.

f) “Day” refers to calendar day.

g) “Goods” refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that SHEILD requires under this ITB.

h) “Government” refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.

i) “ITB” refers to the Invitation to Bid consisting of instructions and references prepared by SHEILD for purposes of selecting the best supplier or service provider to fulfill the requirement indicated in the Requirements and Technical Specifications.

**General Terms**

1. SHEILD hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB.
2. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by SHEILD in the form of Supplemental Information to the ITB.
3. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and that the Bidder has read, understood and agreed to all the instructions in this ITB.
4. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by SHEILD.
5. In responding to this ITB, SHEILD requires all Bidders to conduct themselves in a professional, objective and impartial manner. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified.
6. The following must be disclosed in the Bid: Bidders who are owners, part-owners, officers, directors, or key personnel who are family of SHEILD staff involved in the procurement functions and/or the Government of the country or any Implementing Partner (Municipality) receiving the goods and related services under this ITB; Failure of such disclosure may result in the rejection of the Bid.

**Section Three: Instructions to Bidders**

1. Bidders are required to complete, sign, stamp and submit the following documents:

* Bid Submission Cover Letter Form; Documents Establishing the Eligibility and Qualifications of the Bidder; and the bid submission form.
* Any attachments and/or appendices to the Bid (including all those specified under the Data Sheet)

1. Clarification of Bid

* Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the Data Sheet prior to the Bid submission date.
* Any request for clarification must be sent in writing via courier or through electronic means to SHEILD’s address indicated in the Data Sheet. SHEILD will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.

1. Amendment of Bid

* At any time prior to the deadline for submission of Bid, SHEILD may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB.
* In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, SHEILD may extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

1. Preparation on Bid

* Cost: The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not.
* Language: The Bid, as well as any and all related correspondence exchanged by the Bidder and SHEILD, shall be written in the language(s) specified in the Data Sheet.

1. Bid Submission Form: The Bidder shall submit the Bid Submission Form using the form provided in this ITB.
2. Currencies: All prices shall be quoted in the currency indicated in the Data Sheet.
3. Documents Establishing the Eligibility and Qualifications of the Bidder

* The Bidder shall provide documentary evidence of its status as an eligible and qualified vendor, using the forms provided under this ITB.
* If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between SHEILD and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.

1. Validity Period:

* Bid shall remain valid for the period specified in the Data Sheet. A Bid valid for a shorter period shall be immediately rejected by SHEILD and rendered non-responsive.
* In exceptional circumstances, prior to the expiration of the Bid validity period, SHEILD may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

1. Bidder’s Conference: When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the Data Sheet. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be shared by all bidders who have shown interest in applying to the specified ITB.
2. Submission and Opening of the Bid:

* **The Bid must be divided into TWO envelops, one envelope containing the Technical aspect of the company / organization and the other envelope containing the BOQ / Financial aspects of the offer**

**Bids can also be received by mail to the following e-mail address:** [**s\_safieddine@sheildgroup.org**](mailto:s_safieddine@sheildgroup.org)

* The Bid must be sealed in an envelope whose external side must: a) Bear the name of the Bidder; b) Be addressed to SHEILD as specified in the Data Sheet; and c) Bear a warning not to open before the time and date for Bid opening as specified in the Data Sheet.
* If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.
* Bid must be received by SHEILD at the address and no later than the date and time specified in the Data Sheet.
* SHEILD shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by SHEILD after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.
* A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with the ITB, duly signed by an authorized representative, and shall include a copy of the authorization.
* Bid requested to be withdrawn shall be returned unopened to the Bidders.
* No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

1. Bid Opening

* No Bid shall be rejected at the opening stage, except for late submission,
* SHEILD will review the Bid in the presence of an ad-hoc committee formed by SHEILD.
* Confidentiality: Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
* In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with SHEILD for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving the bid presented to SHEILD.

1. Evaluation of Bid:

* SHEILD shall examine the Bid to confirm that all terms and conditions under the SHEILD General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.
* The selection committee shall review and evaluate the Bids on the basis of their responsiveness to the Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the Data Sheet.
* Each committee member shall fill in a best value selection matrix – (BVSM) scoring shall be related to the following criteria to have an end score out of 100 points:
* For Validity of Offer (Score out of 20)
* For Quality of Items (Score out of 20)
* For Delivery Time (Score out of 20)
* For Reasonable Price / Cost (Score out of 40)
* SHEILD reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder.
* SHEILD shall conduct a verification exercise on the accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted, and validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team.

1. Clarification of Bid: To assist in the examination, evaluation and comparison of bids, SHEILD may, at its discretion, ask any Bidder to clarify its Bid. SHEILD’s request for clarification and the Bidder’s response shall be in writing.
2. Award of Contract:

* SHEILD is not obligated to award the contract to the lowest price offer.
* Prior to expiration of the period of Bid validity, SHEILD shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Requirements and Technical Specification, and has offered a good and reasonable price.
* Contract Signature: Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to SHEILD.

**Section Four: Data Sheet**

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

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| 1 | Tender Title | Office Stationery |
| 2 | Country/ Location | Lebanon: South - Tyre |
| 3 | Language of the Bid | English |
| 4 | Open Date of the Bid | 26th October 2020 |
| 5 | Closing Date of the Bid/Deadline | 13th November 2020 |
| 6 | Period of Bid Validity commencing on the submission date | **90 Days after Closing Date of Bid** |
| 7 | Advanced Payment upon signing of contract | NA |
| 8 | Preferred Currency of Bid | USD |
| 12 | Deadline for submitting requests for clarifications/ questions | 4th November 2020 |
| 13 | Contact Details for submitting clarifications/questions | [S\_safieddine@sheildgroup.org](mailto:S_safieddine@sheildgroup.org) at 07 – 350924 |
| 14 | No. of copies of Bid that must be submitted | 1 |
| 15 | SHEILD main office address | SHEILD main office: Sour, abo dib street, Dbouk bldg. facing CORAL station, 2nd floor |
| 16 | Manner of Submitting Bid | By two sealed and stamped envelopes one containing the Technical aspects of company / organization and one envelope containing the financial aspects of offer / BOQ or by mail to: **s\_safieddine@sheildgroup.org** |
| 17 | Date, time and venue for opening of Bid | TBD |
| 18 | Required Documents that must be Submitted to Establish Qualification of Bidders | Legal registration documents |
| 19 | Date to receive the goods and services from supplier/ contractor | Depends on project implementation |

**Section Five: Requirements and Technical Specification**

**Contract:**

**The contract shall be based on a “Frame Agreement” between SHEILD and winning bidder for the period of one year from “1st of January 2021 – 31st December 2021”**

* Offer must be provided in USD only
* Contract with winning service provider and payment shall be provided in USD
* Payment shall be made via Bank Wiring Transfer
* No advance payment shall be made
* Items shall be ordered depending on need throughout the year of 2021 and payments shall be made upon receiving of invoice from supplier
* SHEILD will not pay VAT even though exempted
* Validity of offer has to be 90 days after the deadline of the bid **(This must be provided in the offer)**
* Interested bidders can provide the offer on their own forms if they wish, but it should carry their letterheads and official stamp and signature

**Note:** Once contract is signed with winning bidder, the rate of payment shall not change regarding any setbacks or fluctuations