

# INVITATION TO TENDER



## Organization Summary:

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

**LOST** announces a tender for renting /3/ cars.

**Tender number:** A 29/2023.

**1. General remarks and special condition:** The offered cars must be in accordance with our specifications, sound, fair, and of merchantable quality.

**2. Specification / Quantity:** Attached in ANNEX No.2.

**3. Samples:** Not required.

**4. Delivery date:** /48/ hours from the date of signing the contract.

**5. Delivery location:** LOST - Baalbek.

**6. Prices:** All offered prices must be indicated in US Dollars only. Quotations stated in other currencies will not be considered during the awarding process. Prices must include transportation & VAT.

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

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

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

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## 8. Ordering Party:

The Lebanese Organization of Studies and Training

Baalbek – Ras Al Ain – Al Lakis building

+961 8 377075 – EXT.120

Bashar Harb

Requests for clarifications and questions should be sent by mail to: [procurement@lostlb.org](mailto:procurement@lostlb.org)

**9. Conditions for submission :** Only Suppliers that have company license registration, commercial register, commercial broadcasting, certificate of registration with the Ministry of Finance, and certificate of registration with Value added Tax (VAT) if applicable, are allowed to participate in the tender.

**10. Tender documents:** Will be shared on Daleel Madani.

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

**11. Deadline for submitting tender documents: Friday 27/10/2023 at 2:00 p.m.**

Any bid submitted after the closing date of the tender will be rejected.

**Bid Opening:** **LOST** will hold a tender opening session in the presence of bidders (if they wish to attend)

On **Friday 27/10/2023, at 3:00 p.m.** at **LOST** center – Baalbek - Lebanon.

**12. Payment method:** Payments will be made in USD (Fresh money) through banking channels to the company's account, within Five working days after receiving the original invoice and the delivery note, based on the agreed terms and conditions.