

	<b>PROCUREMENT UNIT</b>	<b>Code: PR-NA-2024-00915</b>	
	<b>INVITATION FOR BIDDINGS</b>	<b>Edition</b> 1	<b>Page</b> 1 / 6

**SUBJECT:**

**Manner of Bid's Submission**

All interested and eligible firms are requested to submit their offers in person and not by email in a sealed envelope to: Nabad Bekaa Office, Ali Hassan Building, facing Canada station, Rayak Main Road.

**Closing deadline**

Time **2:00 pm** Date **15.11.2024**

Please return back to NABAD the Annexes 1, 2 and 3 filled, signed and stamped to the Address indicated.

**Requirements**

The office of Nabad Lebanon invites your company to make a firm offer for the following purpose:

**1. *Supplies to be provided***  
***Attached***

**2. *Technical Specifications***

NABAD would buy from your company a number of items, as per the above description, for a period of 2 years.

Evaluated Criteria: Financial 60% / Technical 40%

**3. *Origin***

No limits

**4. *Guarantee/warranty***

The Supplier warrants that all the items shall conform fully to all requirements of this order, shall be free from defects in material and functioning.

This warranty shall remain valid from the date of the contract until a probation period of three months after the delivering of supplies.

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### 5. Documentation required

<i>Document</i>		<b>N°</b>	<b>N°</b>
Title	Note	<b>Originals</b>	<b>Copies</b>
Annexes 1 to 3 of the present Invitation to Bid (ITB)	filled in, signed and stamped by the vendor	3	3
Certificate of Registration issued by the Lebanese Ministry of Finance			1
Commercial Certificate			1
Official Letter (letter head) from the vendor (company) stating the name of the manager of the company with copy of ID card in attachment		1	1
List of references of same kind of supplies from previous clients		1	1

### 6. Currency

Tenders must be presented in (Fresh USD).

### 7. Methods of payment

A contract will be signed between nabad and the Contractor by 19<sup>th</sup> of November.

### 8. Acceptance of the offer

Nabad reserves the right to accept the offer completely or in partly.

### 9. Incomplete or inconsistent offers

Incomplete or inconsistent offers will not be taken in consideration.

### 10. Delay in delivery

In case of delay in delivery, will be applied to the Contractor a penalty of 0.1% of the value of the contract for each day of delay, except for any event of force majeure.

### 11. Rules and Ethics Clauses

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Natural or legal persons **are not entitled to participate** in competitive tendering if:

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 or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
3. They have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata (i.e., against which no appeal is possible);
4. They are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
6. They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
7. They are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a tender procedure or contract;
8. They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with the same Donor's funds;
9. They are in one of the situations allowing exclusion referred to in the **Ethics Clauses** (paragraph below) in connection with the tender or contract.

### **Ethics Clauses**

Nabad require that a contractor guarantees that he is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any component produced primarily for the operation thereof, and that the contractor represents and warrants that neither he, nor any of its vendors are engaged in any practice inconsistent with the rights set forth in the UN Convention on the rights of the child. A Supplier's code of conduct will be signed with the contract.

### **Annexes**

1. Tender Form
2. Tenderer's Declaration
3. Schedule of Price

### **ANNEX 1: TENDER FORM**

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**Your ref.:** NABAD/2024/FINANCIAL SERVICE PROVIDER of 15.10.2024  
undersigned, hereby declare that:

1. We have examined and accept in full the content of the Invitation to Bid No NABAD/2024/FINANCIAL SERVICE PROVIDER of 15.10.2024
2. We offer to deliver, in accordance with the terms of the Invitation to Bid, without reserve or restriction
3. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Position of person authorised to sign this tender:

.....

Place and date: .....

Stamp of the firm/company:

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**ANNEX 2: TENDERER'S DECLARATION**

**Ref.:** NABAD/2024/ FINANCIAL SERVICE PROVIDER of 15.10.2024

We, the undersigned, hereby declare that:

4. We are not in any of the situations excluding us from participating in contracts which are listed in Article 14 of the Invitation for Bidding.
5. We agree to abide by the ethics clauses in Article 14 of the Invitation for Bidding and, in particular, have no potential conflict of interests with other candidates or other parties in the tender procedure at the time of the submission of this application
6. A Code of Conduct will be submitted by Nabad and should be approved and signed by the supplier.
7. We will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by Nabad.
8. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Position of person authorised to sign this tender:

.....

Place and date: .....

Stamp of the firm/company

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**ANNEX 3: SCHEDULE OF PRICE**

Attached in financial proposal.