



DATE: 10/01/2024

INVITATION TO BID: No. ITB/20241001/AICARQ00700

**REFRESHMENT FOR HOME CARE TRAINING
(FCPA IN LEBANON PROJECT)**

CLOSING DATE AND TIME: 15/01/2024 – 12:00 PM

INTRODUCTION

The Alawite Islamic Charity Association (AICA), is a local non-governmental organization (NGO) located in Lebanon, registered under the decree No. 4500/1950, was founded year 1950 in order to claim the rights of communities through development and social projects as well as health care and medical services.

Its projects and activities aim to mitigate all forms of discrimination towards civil rights access (medical, health, education, work opportunities, or any other additional required support), raise individual and collective awareness, mainstream protection and disseminate risks prevention.

1. REQUIREMENTS

Alawite Islamic Charity Association (AICA) office, invites qualified suppliers and vendors to make a firm offer for the provision of a **REFRESHMENT FOR HOME CARE TRAINING** in North Lebanon:

IMPORTANT:

Exact content is detailed in Annex A of this document.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. TB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A: Technical Specifications/ Specs and regulations
- Annex B: Financial Offer Form (Official Quotation)
- Annex C: Bidder Registration Form (ID, MOF)
- Annex D: Confirmation letter - Validation of Payment
- Annex E: Confirmation letter - Blacklists

2.2 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to proc.log.hq@aica-lb.org or by Phone Call to 06/380606 ext: 803 - 81/634811.

IMPORTANT:

Please note that Bid Submissions not to be sent to the e-mail address above it should be delivered physically.

Alawite Islamic Charity Association (AICA) will compile the questions received and plans to respond to questions shortly after the query closing date. Alawite Islamic Charity Association (AICA) may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.3 **YOUR OFFER**

Your offer shall be prepared in English or Arabic.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other Alawite Islamic Charity Association (AICA) staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following sets of documents:

- Technical offer 40%
- Financial offer 40%
- Local Community Supplier 20%

2.4.1 **Content of the TECHNICAL OFFER (40%)**

IMPORTANT:

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the products requested by Alawite Islamic Charity Association (AICA) can be found in **Annex A**.

Your technical offer should clearly state whether or not the goods/services you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

Production/Delivery Capacity: The bidder shall state the mobilization time (if no set up time is required) and total lead-time for the whole quantity.

Inspection: Inspection might be randomly conducted by Alawite Islamic Charity Association (AICA).

Warranty: The bid shall include defects and liability period with terms of warranty

Start Date: The Start date of the implementation will be 16 January 2024

2.4.2 **Content of the FINANCIAL OFFER (40%)**

Your separate **financial offer** must contain an overall offer in a single currency in US Dollars.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price. Any quantity or other discounts (e.g., volume discounts) shall be clearly indicated (Item, Unit Cost, Quantity, Total Cost, Discount).

You are requested to hold your offer valid for 30 days from the deadline for submission. Alawite Islamic Charity Association (AICA) will make its best effort to select a company within this period.

Payments Terms: 100% after completion of maximum 45 Days of Invoice

2.4.2 Content of the LOCAL COMMUNITY SUPPLIER (20%)

Local suppliers from Jabal Mohsen, are favored with a 20% score to support community actors based on the FCPA in Lebanon Project preference

2.5 BID EVALUATION:

I.1 ESSENTIAL CRITERIA

These are criteria which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. These criteria are scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

1. The Bidder confirms it is fully qualified, licenses and registered to trade with Alawite Islamic Charity Association (AICA) (including compliance with all relevant local Country legislation).

This includes the Bidder submitting the following requirements:

- Legitimate business address
 - Tax registration number & certificate
 - Business registration certificate
 - Copy of owner ID or passport
2. Bidder's willingness to accept 100% payment to be paid until the maximum of 45 days from submission of invoice (after complete delivery) with all valid supporting documents, payment method will be by Withdrawal Bank Letter or transfer. **Bidders to submit a confirmation letter (ANNEX D).**
 3. The Bidder and its staff agree to comply with Alawite Islamic Charity Association (AICA) and the IAPG's policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded. Child Safeguarding Policy, Anti-Fraud, Bribery & Corruption Policy, Slavery & Human Trafficking Policy, Anti-Harassment, Intimidation & Bullying Policy, Protection from Sexual Exploitation & Abuse Policy, IAPG Code of Conduct and Conditions of Tendering. **Bidders to read and sign on each of the mentioned documents.**
 4. Bidders to confirm that they are not any prohibited parties or on Government blacklists. **Bidders to submit a signed confirmation letter (ANNEX E).**

I.2 Reference Checks

- Bidder provides satisfactory client references in similar tasks, at least 3 letters of reference (or more) from governmental bodies or

International or Local organizations or entities within the last 02 years.
Weightage (10%).

2.6. SUBMISSION OF BID:

The offers must be at your official letter head, clearly identifying your company.

Bids should be submitted in a sealed envelope to:

**Alawite Islamic Charity Association (AICA) Office: Procurement and Logistics
Office, Eid Center, Alshamal Street, Jabal Mohsen, Tripoli, Lebanon**

The Technical and Financial offers shall be clearly separated.

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

Deadline: 15/01/2024, 12:00 PM

IMPORTANT:

Any bid received after this date or sent to another Alawite Islamic Charity Association (AICA) address may be rejected. Alawite Islamic Charity Association (AICA) may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

Please indicate on the envelope:

- Name of your firm with the title of the attachment
For example: 1st envelop: Name of company - Financial Documents
2nd envelop: Name of company - Technical Documents

Alawite Islamic Charity Association (AICA) will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

2.7 BID ACCEPTANCE:

Alawite Islamic Charity Association (AICA) may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

Alawite Islamic Charity Association (AICA) may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by Alawite Islamic Charity Association (AICA) at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that Alawite Islamic Charity Association (AICA) is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most



responsive to the needs, as well as conforming to Alawite Islamic Charity Association (AICA) general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by Alawite Islamic Charity Association (AICA) business owner.

Alawite Islamic Charity Association (AICA)