

DATE: Monday, February 5, 2024

**INVITATION TO BID:
ITB No.030/T
FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE SUPPLY,
PACKAGING AND DELIVERY
OF CLOTHING KITS.
CLOSING DATE AND TIME: [19/02/2024] – 4:00 PM**

INTRODUCTION TO Restart Center

Restart Center for the Rehabilitation of Victims of Violence, Torture is a Non-Governmental Organization (NGO) active in the field of Human Rights; specifically, the Rights to Rehabilitation and Prevention from Torture.

The establishment of Restart Center, in 1996 in Tripoli region, emerged from the need to rebuild the lives of Torture and Trauma survivors in Lebanon and to restore the harm suffered by the victim whose dignity, health, mental health and self-sufficiency may not be fully recovered without the adequate, effective and comprehensive rehabilitation.

As of 1996 till date, Restart Center has been ensuring effective identification and access to rehabilitation for all victims of torture and ill-treatment throughout the provision of health, psychological, social and physical rehabilitation as well as legal services to victims of Torture, War Trauma and their families.

For further information on Restart Center, its mandate and operations please see: www.restartcenter.com

1. REQUIREMENTS

Restart Center invites qualified Vendors to make a firm offer for the establishment of frame agreement(s) for the Supply, delivery and packaging of CLOTHING KITS.

Restart Center is requesting all bidders to submit their quotes for each Clothing kit separately.

Restart Center may award Frame Agreement(s) with initial duration of 1 year, potentially extendable for 1-year period subject to the satisfactory vendor's performance and availability of funds. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

A total of **400 Clothing Kits should be packaged and delivered Throughout the year 2024** as follows:

- 360 Kits for Men and 40 Kits for Women.
- Figures and estimated quantities have been stated to provide an idea for supplier but Restart does not bid itself to the purchase of all or of most quantities. Orders will depend on requests and availability of funds.
- Content of the requests from Restart center may vary in quantity and choice of items.
- Restart might place additional orders based on fund availability.

Content of the Kits:

Unit / Content of One Clothing Kit
<p><u>Plain Sports wear:</u> - (sweatshirt+pant) set of 2 pieces - without zippers - without cap - winter long sleeves Colors: Dark Blue, Black or Grey</p>
<p><u>Plain T-shirts and sports pants:</u> - Set of 2 pieces with no zippers -Summer short sleeves Colors: Dark blue, Black or Grey</p>
<p><u>Plain cotton body singlet :</u> color black , dark grey , dark blue</p>
<p><u>Plain Cotton underwear panties:</u> black , dark blue ,dark grey</p>
<p><u>Plain Bath towel:</u> 150cm *100 cm</p>
<p>Plain long socks cotton</p>
<p>Plain Ankle short socks cotton for summer</p>
<p>Running shoes without laces</p>

The sizes of the clothes and shoes will be communicated with the supplier upon each order.

NB: Samples will be requested from technically compliant suppliers with the most competitive pricing.

Terms of Delivery:

1. Delivery points:

- **Restart Center, North Lebanon:** Residence 5 Building, 2nd floor, Damm & Farez Street, Tripoli, Lebanon

AND/OR

- **Restart Center Deddeh El Koura location**

2. The delivery of the Clothing kits is not in one Batch.

- Orders will be placed with the supplier in 4 separate batches (100 kits per batch, to be coordinated subsequently)

The quantities may vary depending on prices offered.

Packaging requirements:

- Each kit should be packed and sealed individually.

Order of delivery of the Goods:

- Checking the appearance of the packaging and marking of the delivered Goods for any external damage.
- Unpacking and inspection of the appearance of the Goods for the absence of external damage (if necessary);
- Checking of the Goods for compliance with the requirements.

The successful bidders will be requested to maintain their quoted price model for the duration of the Contract.

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. ITB DOCUMENTS

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

- Annex A: Technical offer form:
Part 1 – Technical requirements
Part 2 – Supplier Legal documentation and others.
- Annex B: Financial Offer Form - Price List- Clothing Kits. (**sheet1: Clothing Kits for Men AND sheet 2: Clothing Kits for Women**)
- Annex C: Vendor Registration form

3. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Alec@restartcenter.com copying marieline@restartcenter.com. **The deadline for receipt of questions is 12/02/2024 at 03:00 PM hrs local time.**

Restart Center will compile the questions received and plan to respond to the questions shortly after the query closing date.

Restart Center may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

4. YOUR OFFER:

Your offer shall be printed in English. if the offer is hand written it should be prepared using **BLUE INK PEN**

Your offer shall comprise the following two sets of documents in two different sealed envelopes:

- Technical offer- Annex A
- Financial offer-Annex B

Technical and financial offer must be sealed and stamped in TWO SEPERATE envelopes which then should be sealed and stamped in a third envelope. Offers not following this requirement may be disqualified.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

Please send your bid directly to the address of Restart Center provided in the “Submission of Bid” section **8** of this ITB.

5. Content of the TECHNICAL OFFER:

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.

Your technical offer should clearly state whether or not the items, packaging and delivery points required are conforming to the specifications given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Offer :

Mandatory Information

PART 1

Technical requirements: Annex A:

Delivery time (After receipt of order): Please indicate the Number of days needed to deliver the kits following the receipt of each PO while noting that the minimum quantity of Kits to be ordered in each purchase order is 100 Kits. Supplier should be able to deliver the orders in No more than 10 Working days following receipt of Purchase order.

Material composition: Sportswear, T-Shirts and Pants have to be composed of 50% cotton.

70% cotton for underwear and socks

The suggested items should be at least of Medium quality

Shoes should be produced within 2 years maximum prior to Delivery.

Availability of all components of the kits for men and women. Please indicate any different option if the requested item is not available.

Availability of sizes in the specified timeframe: Requested sizes need to be available for delivery within the timeframe specified by the supplier for delivery.

Provision of individually sealed and wrapped kits: Supplier is expected to provide each kit individually wrapped and tightly sealed.

Additional information: Any information which the supplier may consider necessary or useful to clarify their bid is appreciated.

Vendor Registration Form: If your company is not already registered with Restart, you should complete and submit with your technical proposal the Vendor Registration Form (Annex C),

PART 2

Supplier Legal documentation and others.

- **Commercial circular** اذاعة تجارية
- **Commercial registration** شهادة تسجيل
- **Ministry of Finance registration**
- Copy of VAT Registration Document
- **ID of the Duly authorized person** who signs on behalf of the company
- Proof of At least 3 years of experience in similar deliveries. Experience with National and / or international non-profit organizations is a plus.

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

6. Content of the FINANCIAL OFFERS:

Your separate **Financial Offers** must contain overall offers in a single currency, in **US Dollar excluding VAT**. Bids that have a different price structure may not be accepted.

Unit costs: the bidder shall quote the unit price (per item) and discounts shall be clearly indicated.

Format: Use ONLY the attached Annex B Financial Offer (Price lists) for submitting your quote.

Delivery cost: Since deliveries will take place periodically, please make sure to take into account the cost of delivery within the price of the Clothing kit and not independently.

You are requested to hold your offer valid for one month from the deadline for submission. Restart will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Agreement.

7. BID EVALUATION:

The evaluation will be conducted in 2 stages as follows:

- **First Stage (Technical):** Restart nominated technical evaluation committee will conduct the technical evaluation of the received offers, based on a pass/fail determination as listed in section 5, and whether the specification substantially conform to the request.
- **Second Stage (Financial):** Bids will be tabulated and compared for all companies passing the technical evaluation. It is important to send a complete and detailed offer. The contract may be awarded to the vendor(s) with the lowest technically compliant offer.

IMPORTANT: The Financial offers will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation and has been accepted by Restart Center as meeting the technical specifications.

8. SUBMISSION OF BID:

Bids should be submitted **by hand** in a sealed envelope to the secretaries at Restart Center Premises in Beirut OR Tripoli Premises with all needed supporting documents as per the below:

- **Tripoli Delivery Address:**
Attention secretary: **Saydeh Nakhoul**
Residence 5 Building, 1st floor,
Damm & Farez Street, Tripoli, Lebanon
- **Beirut, Delivery Address:**
Attention: **Feryal Hamdar.**
Furn El Shebbak, BLOM Bank building 5th floor,
 - **Bid Reference: ITB No. 030/T**
 - **Deadline: [19/02/2024] – 4:00 PM**

IMPORTANT:

Any bid received after this date or sent to another address may be rejected. Restart Center may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

9. BID ACCEPTANCE:

Restart reserves the right to accept the whole or part of your bid.

Restart 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.

Please note that Restart 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 Restart's general principles, including economy and efficiency and best value for money.

Restart may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. Such extension of the deadline may accompany a modification of the solicitation documents prepared by Restart at its own initiative or in response to a clarification requested by a prospective supplier.

Restart reserves the right in its discretion to cancel this ITB or to not select any of the bidders for award(s).

10. CURRENCY AND PAYMENT TERMS FOR THE CONTRACT:

Any agreement or contract revealed as a result of this ITB will be made in the currency of the winning offer. **The contract/agreement will be in US Dollar as offers and Invoicing should be in USD.** Restart's standard payment terms are within 7 days after delivery of each PO via Bank letter or Bank transfer.

10.1 PAYMENT TERMS

Bank commission amounting to 10% could be deducted from the total invoice in case of payment through a cash payment letter

Full amount of the invoice is transferred to your account without bank commission deduction in case your company possess a fresh account at Byblos Bank

Bank other than Byblos: Bank commission varying from 15\$ to 30\$ could be deducted from the total invoice in case of payment through an outgoing bank transfer (This total excludes the bank commissions deducted on the transfer from your bank.

11. ZERO TOLERANCE POLICY:

Please note that Restart strictly follows zero tolerance policy and as such advises its suppliers not to offer any gift, favor, hospitality, etc. to its staff.

Restart center has a Zero tolerance approach toward sexual harassment, exploitation and abuse and child abuse. We carefully examine all allegations, and investigate and take appropriate disciplinary action where it is needed, taking into consideration the rights and interests of the survivor. It is very clear that sexual harassment, exploitation and abuse and child abuse in any form, perpetrated by our staff, partners or other related personnel, towards anybody, will not be tolerated.

Marie-Line Taleb
Procurement Department
Restart center

