



**Islamic Relief Worldwide-Lebanon**

Islamic Relief Lebanon

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**Islamic Relief**  
Lebanon

**Tender No: IRL - T2023 - 039**

**Date: 21/09/2023**

**Location: Beirut**

**Project Name: IRL main projects**

## **ABOUT ISLAMIC RELIEF**

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items. After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.



**Islamic Relief**  
Lebanon

Verdun, Saeb Salam Street,  
Kojok Center 4<sup>th</sup> floor & 5<sup>th</sup> floor  
Beirut, Lebanon

**t.** 00961 1800 458  
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فردان، شارع صائب سلام،  
سنتر كجك الطابق 4 و 5 ،  
بيروت، لبنان



## 1. SUBMISSION OF QUOTATIONS

1. Issuance of Payment occurs **within 15 days** after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.  
الدفع بعد الفاتورة الرسمية خلال خمسة عشر يوماً على شكل شيك يصرف بعد 48 ساعة من تاريخ إستلامه نقداً بالدولار.
2. Bank fees when cheque withdrawn are on the account of the supplier.  
الرسوم البنكية عند صرف الشيك على حساب المورد
3. Prices must include VAT and it must be shown on the invoice.  
الأسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة.
4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.  
لن يتم إعتداد أي نموذج آخر غير هذا النموذج على أن يتم توقيعه و ختمه من قبل المتقدم لهذه المناقصة.
5. Every supplier has to fill the request for quotation and place it in a closed envelope, signed and stamped on the envelope and submitted by hand in the locked box that's found beside the reception office at our office located, Verdun – Saeb Salam Street – Kojok Center 5th floor – Beirut – Lebanon. We do not accept any quotation by email.  
على المتقدم لهذه المناقصة ملء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف وعليه أن يضع هذا المغلف بيده في الصندوق المقفل الموجود بجانب مكتب الإستقبال في مكتبنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسله في البريد الإلكتروني لن تأخذ بعين الاعتبار.
6. The tender will be closed on **05/10/2023** at 4:00 pm and any bid will not be accepted after this time.  
المناقصة سوف تغلق **2023/10/05** الساعة 4:00 عصراً وأي مناقصة بعد هذا الوقت ستكون مرفوضة.
7. Procurement department is the only responsible department, any inquiry for clarification must be received by IRW-Lebanon in writing to email (procurement@islamicrelief-leb.org) at least 3 days before the deadline for submission of tenders. IRW-Lebanon will reply to bidders' questions at least 2 days before the deadline for submission of tenders.  
قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتصلوا مع قسم المشتريات من خلال البريد الإلكتروني ( procurement@islamicrelief-leb.org ) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجب خلال مدة يومين قبل اغلاق الاعلان.
8. Supplier must submit his legal papers with the request for quotation in the same envelope, in addition to a copy of the owner's ID, or his quotation will not be considered  
على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالإضافة الى صورة عن هوية مالك الشركة.





9. Invoice must be official and legal.  
الفاتورة يجب أن تكون قانونية بالكامل.
10. Prices must be in United states dollars. الأسعار بالدولار الأمريكي.
11. Prices include delivery to any place in Lebanon at any time requested.  
السعر شامل التوصيل الى أي مكان في لبنان.
12. CVs and/or portfolio to be submitted attached to the quotation.  
تقديم السيرة الذاتية مرفقة بالعرض المقدم.
13. Please take all the above notes into consideration, or your quotation will be disregarded.  
الرجاء أخذ الملاحظات الموجودة أعلاه بعين الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.





## 2. SPECIFICATION OF REQUIREMENT

### Main Deliverables

Deliverable	Description	Timeline
Equipment	Offered equipment need to meet the required descriptions mentioned in the table below.	To be provided in 14 days after award
Delivery	Requested equipment need to be delivered to IRL office: Beirut – Verdun.	Within the deadline period.

## 3. SERVICE REQUIREMENTS AND SCOPE OF WORK

Description	Qty	Unit Price	Total Price withVAT
Lenovo ThinkPad E15 G4 15.6" Laptop – Intel Core i7-1255U – RAM 16GB – SSD 512GB – Nvidia MX550 2GB 21E600ADED + Win11 Pro + Microsoft Office Professional Plus 2021 + Case Logic Back Pack + Logitech Wireless Keyboard Combo MK220 + USB Headphone Logitech + Flash memory 64GB	1		
Samsung Tab A8 - Display Size 10.5" - Memory 64 GB - RAM 4GB RAM - Main Camera 8 MP, AF Battery 7040mAh - Color Grey - Operating System Android 11, One UI 3.1 - with Cover + Screen Protection + Bluetooth Samsung Earphones	2		
Logitech wireless keyboard combo MK220	2		
Apple MacBook PRO 16.2" - Apple M2 pro Chip - RAM 32GB - SSD 1TB - Processor: Apple M2 pro CPU Memory: 32GB Storage: 1TB SSD Display: 16.2" (3456x2234) Liquid Retina Display Operating System: MacOS Ventura 13 +Apple Magic Mouse - Silver   MK2E3AM/A + Anker Power Expand 8-In-1 USB-C Data Hub , Grey   AN.A8383HA1.GY + SanDisk Ultra 128GB Dual Drive Go USB Type-C for Smartphones, Tablets and Computers   SDDDC3-128G-G46 + Case Logic Backpack Bag 16.2 inch for MacBook	1		





<p>Laptop Lenovo ThinkPad T14 21AH006LED i7/16/512-2GB G3 Processor: Intel Core i7-1260P, 12C (4P + 8E) / 16T, P-core 2.1 / 4.7GHz, E-core 1.5 / 3.4GHz, 18MB Graphics: NVIDIA GeForce MX550 2GB Memory: 16GB Soldered DDR4-3200 Storage: 512GB SSD Display: 14" Keyboard: Backlit, Arabic SOFTWARE: Operating System :Windows 11 DG Windows 10 Pro 64, Arabic / English + MS Office Professional 2021 Genuine + Back Pack Bag Case logic + Logitech MK220</p>	1		
<p>ZKTeco BioPro MH30 - Multi-Bio Time Attendance &amp; Access Control Terminal:</p> <ul style="list-style-type: none"><li>•Multi-biometric fast verification</li><li>•Touch Keypad</li><li>•Infrared auto-turning on the function to save power</li><li>•Quick recognition of dry, wet and rough fingers</li><li>•Multi-language supported</li><li>•Built-in 2000mAh backup battery to extend operation time</li><li>•Prevents duplicated face registration and supports a fake face detection function</li><li>•Face Capacity: 3,000</li><li>•Fingerprint Capacity: 5,000</li><li>•ID Card Capacity: 20,000 (Optional)</li><li>•Record Capacity: 100,000</li><li>•Algorithm ZKFinger: 10.0 / ZKFace 7.0</li><li>•Display: 2.8-inch TFT Screen</li><li>•Communication: TCP/IP, USB-Host, Wi-Fi (Optional)</li><li>•Standard Functions: Work Code, SMS, DST, Scheduled-bell, Self-Service Query, Automatic Status Switch Photo ID ,T9 Input, Camera, 9-digit user ID, Built-in Battery, Multiple Verify Mode, External Bell, ADMS</li><li>•Access Control: Interface for Lock, Door Sensor, Exit Button, Alarm</li></ul>	1		
<p>Logitech MeetUp All In One Video Conferencing Camera Logitech® MeetUp is a premier ConferenceCam designed for small conference rooms with Three horizontally-aimed beamforming mics and a custom-tuned speaker help ensure your meetings sound as great as they look and With a compact all-in-one design that minimizes cable clutter, MeetUp is USB plugand-play and simply works right out of the box with any video conferencing software application and cloud service—including the ones you already use. Super-wide 120° field of view Ultra HD 4K image sensor 3-microphones and custom-tuned speaker 5x HD zoom</p>	1		



## 4. AWARD CRITERIA

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Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with government tax Regulations.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
<b>Working experience with INGO's in general and specifically in particular trades</b> Companies having previous working experience with donors INGOs or NGOs in particular ICT equipment.	5%
<b>Quality of commodities</b> The quality of offered items should be in line with the requested descriptions.	35%
<b>Price</b> Offered items price should be in line with market prices including packing, uploading, offloading transporting to our office.	60%
<b>Total</b>	<b>100</b>



**Agency Information:**

1	Name of Agency	
2	Name of the Owner and Partner	Owner:
		Partner:
		Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Proof of financial stability such as financial turnover of last three years or bank statement.	2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/>
		Bank Statement <input type="checkbox"/>
8	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
9	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

**Reference List**

Please provide details of 3 INGO/UN agency /any other entity for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / service provided to client			







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**Delivery Time**

How many days, from the time of signing the Contract will it take you to start delivery?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التنفيذ ؟
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<b>Complete Name of the Owner:</b>	
<b>Agency Name:</b>	
<b>Signature:</b>	
<b>Date &amp; Time:</b>	
<b>Contact Number / Address and phone number</b>	
<b>Agency Stamp</b>	



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سنتر كجك الطابق 5&4 ،  
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