



Request for Proposal:

**Provision of Materials and Tools in
North Lebanon.**

21th of May 2020

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SECTION 1 About LeBRelief-LRC

Lebanese Relief Council (LebRelief-LRC) is a non political nongovernmental organization (NGO) located in Lebanon. LebRelief-LRC has currently offered essential services to refugees residing in informal settlements, finished and unfinished buildings, and in collective shelters and for hosting community in collaboration with municipalities and local and international NGOs. The motivated LebRelief-LRC team approaches each engagement with utmost dedication and commitment for the cause it serves. As a result, LebRelief-LRC is unique in its devotion and loyalty for human rights principles regardless from any other factor.

Our vision is to provide humanitarian aid and economic development to the impoverished communities within Lebanon as well as the refugees in the fastest and most efficient way possible, in order to release the tension between the two parties and foresee a sustainable society.

The mission of LebRelief-LRC is to secure protection for most vulnerable individuals by responding to their needs through services that revolve around economic development, the providing of services, shelter, WASH, Health Care, Social Cohesion and Information and Legal Assistance. With the collaboration of local and international partners, we will be able to reach a consensus within the community that is respected and sustainable for all.

SECTION 2 Invitation to Provision of Materials and Tools in North Lebanon.

Association LRC wishes to invite you to this invitation to bid to supply material and tools in North Lebanon.

Summary of project activity: Provision of tools and materials as per the below listed specification and the quantities detailed in the bill of quantities annexed with this invitation to bid, to North Lebanon.

Contract Number: LRCW08F052020.

Location of work: North Lebanon.

Scope of work: Provision of materials and tools as per the below listed specification and the quantities detailed in the bill of quantities annexed with this invitation to bid, North Lebanon.

The bidders are hereby invited to provide a price offer on the following work components:

Fill detailed Price offer describing the needed material for the completion of the assigned work.

Complete the delivery of these materials within the required safety measures mentioned.

The deadline for submission of bids will be on 28th of May 2020 **at 16:00 pm**. Bids shall be opened after the deadline for submission.

All bids delivered to LebRelief -LRC must be initialized, signed and stamped.

Sincerely

Ahmad Al Ayyoubi,

Head of Office

Association LRC

Tripoli, Lebanon

SECTION 2 Bid Data Sheet

2.1 Background Data

Provision of Tools to North Lebanon.

The proposed project is a livelihood gap filling humanitarian project that is conducted directly by the community members through the ongoing performed labor intensive project by LebRelief's team in Akkar, North Lebanon.

Project No is LRCW08F052020 as stated by LebRelief-LRC

This price offer is issued by Association LRC Council office.
Reference should be the following address:

LEBRELIEF-LRC Tripoli Office
Boulevard BLDG, 6th Floor
Boulevard Road
Tripoli, North Lebanon
From 21st May till 28th of May 2020.
Email: lebre relief.tenders@gmail.com

2.2 Deadline for Work Completion

The total requirement for completing the work shall be set on 31/10/2020.

All bidders shall submit a work schedule depicting the time frame, noting major milestones and confirming completion by no later than the date noted above. Bidders shall submit a delivery schedule with the tender submission.

LebRelief-LRC will not be responsible for paying the cost of material that does not meet the quality standards requested.

2.3 Deadline for Bids' Submission

The deadline for submission of bids is **on the 28th of May, 2020 at 16:00 pm**. Late bids will not be accepted. Bids must be submitted in a sealed and stamped envelope to the LebRelief-LRC office (initialized, stamped and signed).

SECTION 3: Further Information

3.1. Scope of Price Offer

The successful Bidder will follow the technical specifications details in the following pages regarding the delivery and quality of materials.

3.2. Corrupt Practices

- 3.2.1 Association LeBRelief-LRC requires Employees, Bidders and Vendors, to work under the highest standards of ethics during the preparation, delivering of supply component, and execution of contracts. Where the following should be avoided:
- (i) “Corrupt practice” includes the offering or receiving of anything of value to influence the action of a public official in the supplying process or in contract execution; and
 - (ii) “Fraudulent practice” includes a falsification of facts in order to influence a procurement process or the execution of a contract;

In the case where the bidder, employee, or vender fails to avoid fraud and/or corruption, LeBRelief-LRC will:

- reject any bids related to that person; and
- will remove these bidding contractors from our prequalified list
- will contact and report District Officials
- Terminate works

- 3.2.2 Bidders and Contractors should adhere to and indicate acceptance of Code of Ethics by signing the document in Appendix 2.

3.3. *Qualified Bidders*

- 3.3.1 A Bidder is encouraged to submit papers proving the following in order to participate in LeBRelief-LRC’s water intervention:

- a. The bidder’s business activities have not been suspended;
- b. Bidder shall have experience in such activities (Provision of such materials).
- c. The bidder shall be registered with financial number in the ministry of Finance.
- d. The bidder is not the subject of legal proceedings
- e. The bidder must Sign of Code of Ethics and add it to the offer (Appendix 2)
- f. The bidder, at the time of bid, must not be:
 - (i) In receivership; and
 - (ii) Bankrupt.

- 3.3.2 A Bidder whose circumstances in relation to the above mentioned statuses changes during the supplying process or during the execution of a contract shall immediately inform the Association LeBRelief-LRC.
- 3.3.3 A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Association LRC regarding this bidding process.
- 3.3.4 The Contractor shall abide to design in full compliance with all relevant requirements and specifications. Relevant design reports and calculation must be submitted to the NGO for approval. If the client decides to cancel any items listed in the Bills of Quantities, the Contractor shall not claim any compensation related to the works not executed.

3.4. Obligations and Requests

- 3.4.1 The bidder shall abide to the instruction of LebRelief team.
- 3.4.2 LebRelief-LRC has the right to ask for the substitution of the focal point of contact in case the NGO found that the focal point lacks experience and knowledge related to the project or for any other reasons evaluated by LebRelief-LRC.
- 3.4.3 The bidder and/or the nominated focal point shall coordinate with LebRelief-LRC and concerned authorities in all cases specifically cases related to due dates and handing over.
- 3.4.4 The bidder should take at his responsibility the application for any needed permit(s) from government department(s) and is deemed to acquire from concerned authorities all needed infrastructural maps (including but not limited to electrical, telephone, and sewage maps) related to the targeted geographical area of implementation.
- 3.4.5. The bidder shall take all needed safety measures in the implementation site including but not limited to maintenance of traffic flow and the provision of temporary traffic arrangement.
- 3.4.6. The bidder must take upon his responsibility of the delivery of urgent materials in case needed to the sites.

3.5 Finalizing of Price Offer Submission

- 3.5.1 Bidders are encouraged to submit samples to LebRelief-LRC's office in Tripoli (if applicable).
- 3.5.2 The Bidder is expected to examine all drawings, instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

3.6. Documents Comprising the Price Offer

The price offer submitted by the Bidder shall comprise the following:

- (a) Initialized pages of Price offer
- (b) Signed Price offer.
- (c) Contract template in section 6
- (d) Condition of Contract section 7
- (e) Code of Ethics as in Appendix 2

3.7. Bids

Bids are expected in accordance to the provision of the complete needed material to the implementation sites. The bidder shall price the BOQ containing all the materials.

3.8. Currencies of Price Offer and Payment

All prices shall be quoted by the Bidder in USD dollar. Similarly, all payments will be made in USD dollar unless requested by the bidder and approved upon by LebRelief-LRC to be in another currency. And will only be issued in the name of the establishment.

3.9. Format and Signing of Price Offer

The Bidder shall prepare one set of Price offer document per contract that he/she wishes to bid for. The bidder should hold a copy of the documents with himself, for reference purposes.

3.10. Withdrawal and Replacement of Bids

A Bidder may withdraw or replace his/her price offer after it has been submitted at any time before the deadline.

3.11. Confidentiality

3.11.1 Examination, evaluation, comparison, and post-qualification of bids, shall not be disclosed to bidders or any other person.

3.11.2 Any effort by a Bidder to influence Association LRC in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of his/her price offer.

3.12. Clarification of Bids

Association LRC may, at its discretion, ask any Bidder for a clarification of his/her Price Offer. Association LRC's request for clarification and **the response shall be either in writing (signed) submitted at LebRelief-LRC's office or via email.**

3.13. Evaluation of Bids

3.13.1 Association LRC shall examine the **legal documentation and other information submitted by Bidders to verify eligibility**, and then will review and score Bids according to the following criteria;

- Legal Documents
- Price in comparison to LebRelief-LRC established rate
- Overall timeframe for delivery.
- Quality of the materials delivered. Bidder shall provide samples at the time of submission along with data sheets detailing all the required information about the materials by the manufacturer.

3.13.2 All materials used are to be of the best new available and subject to the Employer/Engineer approval, and of durable nature, guaranteed, not liable to any base exchange and manufactured according to applicable BS, ASTM or DIN Standards.

3.13.3. In case of more than one contractor being scored the same in the evaluation with the same highest pre-qualification, re-pricing will take place between the equivalently scored vendors allowing the reconsideration

of prices. If the scoring remains equivalent, the winning bidder will be identified via a draw in the presence of the bid evaluation committee and the concerned bidders

3.13.4 Association LRC reserves the right to reject all bids, and re-tender if no satisfactory bids have been submitted

3.14. Award Procedure

3.14.1 The Association LRC shall award the Contract in writing.

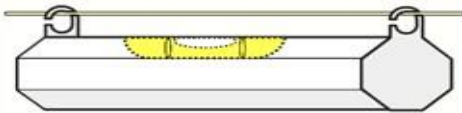
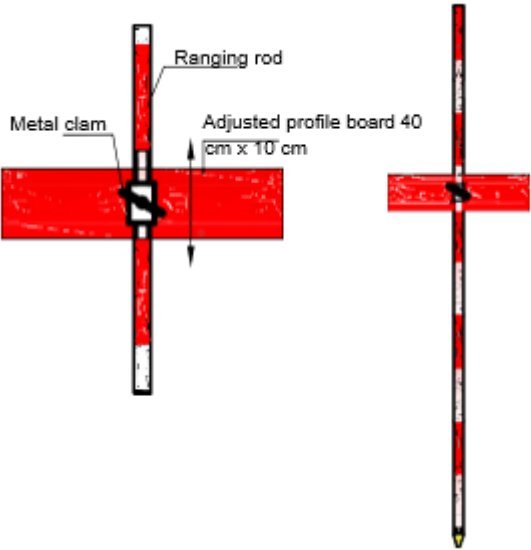
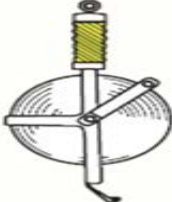
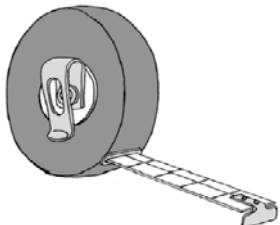
3.14.2 Bids Opening closed session shall be decided later.

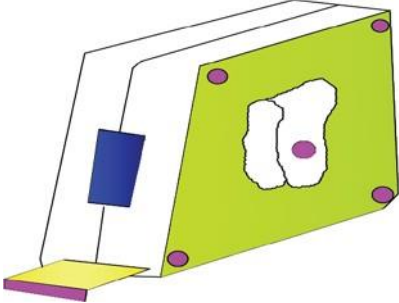




3.14.3 Any contractor who has not been awarded a contract will be notified either by email or by any other suitable way for both parties.

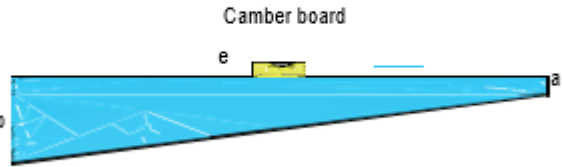
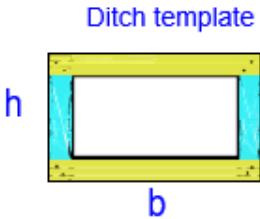
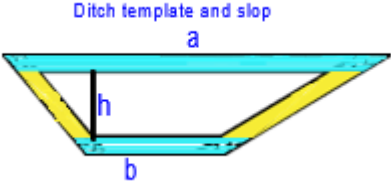
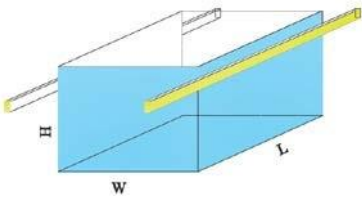
3.15. Signing of Contract


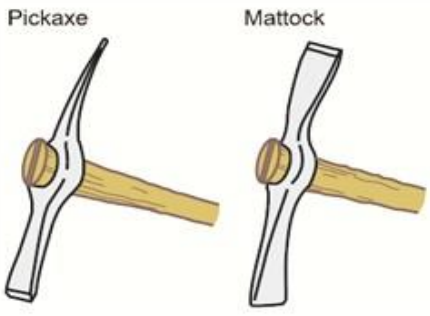
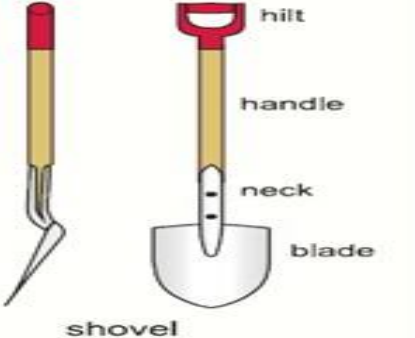
Upon receipt of the Letter of Acceptance, Association LRC shall call the successful Bidder to sign the Contract.

SECTION 4 Technical Considerations
Technical Specifications for Hand Tools

<i>Description</i>	<i>Setting out tools</i>	
<p>Line level is used with a clear nylon string to transfer the exact level of one location to another point. The line level is a short spirit level (about 100mm long) with a hook at each end to hang it from a smooth nylon string. This instrument needs two persons to operate – one at the end of the line, and the second to watch the spirit level.</p>		
<p>Ranging rod and profile board: Ranging rods are used to set out the straight and curve lines and to support profile boards on both straight and curved sections of the road.</p> <p>Ranging rods are made of hollow metal tube, often 20-25mm diameter galvanized pipes, with a pointed end of sharpened reinforcement steel and have 2m long. They are painted alternately red and white to make them easy to see during setting out. The length of red/white sections is 250mm.</p> <p>Profile boards are used to set out the road profile in straight grade, sage or crest sections. A profile board is used to attach to a ranging rod. It has a screw mechanism that enables the profile board to slide up and down on the ranging rod and be fixed at any desired point simply by tightening the screw.</p>		
<p>Measuring tape: The most common length of tape measures used for setting out are: Long tape 30-50m and short tape 5-7.5m.</p> <p>The measuring tapes are made of steel or linen. The long tape is used for measuring long distance especially for measuring longitudinal alignment while short tape is used for measuring short distance and cross section of a road.</p> <p>The numbers/marking on the tape becomes unreadable after a period of use. Important is to keep tape clean</p>		

<p>and avoid dirt from entering the dust.</p> <p>Note: The zero point is not always located at the same place on different tape measures.</p>	
<p>String line is used with pegs for setting out activity and quality control for road work and drainage structure works. The string line is commonly made of nylon string of diameter 3-4 mm.</p>	
<p>Hammer: There are difference size and weight of hammers that are used for difference purposes. Big hammer is made of solid steel with wooden handle. Weight of the hammer between 3-5 kgs fixed with wooden handle of length between 50-70cm depends on weight of the hammer. This big hammer is commonly used for breaking stone. Small hammer is also made of solid steel with wooden handle. Weight of the hammer between 1-3 kgs. Length of the wooden handle between 30-40 depends on weight of the hammer. This small is commonly use for hammering pegs, metal spike for setting out activity. It is also used for carpentry work for structure works.</p>	
<p>Peg: is a locally made material for setting out. The peg is made from bamboo / wood stick. The length is required to be within 30 cm to 50 cm. The stick can be diameter between 3-5 cm and bamboo strip of 3-5 cm and has one shape pointed end. When setting out on a hard soil metal peg should be used. The metal peg can be a deformed bar of 12-14 mm diameter.</p>	
<p>Metal spike/pointed chisel: The metal spike / pointed chisel is usually manufactured either as round or octagonal section rods. For the setting out the diameter should be minimum 20mm. The length is required to be within 30 cm to 40 cm. The spike is made of carbon steel and should have one pointed end.</p> <p>This instruments is used with hammer to make a hole before placing the ranging rods or pegs in the ground,</p>	

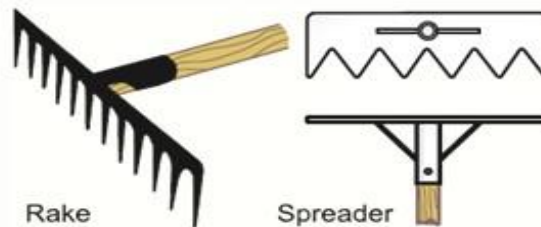
<p>when the setting out is carried out in hard and compact soils.</p>	
<p>Camber board is used for setting out of a road camber or checking camber of a road. The camber board consists of timber plank of trapezium shape. The longer side of the plank is designed of half width road carriage way. Thickness of the plank between 2-3 cm. Dimensions of <i>a</i>, <i>b</i> and <i>e</i> as shown in the right hand side figure depend on designed width of the road and cross slop of the camber:</p> <p><i>Example width of road is 4 m and camber 10%, a=5 cm so e= 200cm and b=5+200/10=25cm.</i></p> <p>A spirit level is placed at middle of the plank as shown in the figure right hand side to ensure the plank is horizontally placed during checking or setting out for camber.</p>	
<p>Ditch template is used for checking ditch of a road side drain before allowing to cut slop of the side drain.</p> <p>The ditch template is made of timber frame of rectangular shape. Width of the timber frame between 5-7 cm and thickness 2-3 cm.</p> <p>Size of the template depends on side drain design. Commonly size of the ditch template is <i>b=50-60 cm</i> and <i>h= 30-50 cm</i></p>	
<p>Side drain template is used for checking earth side drain of a road. The side drain template is made of timber frame of trapezium shape. Width of the timber frame between 5-7 cm and thickness 2-3 cm.</p> <p>Size of the template is commonly: <i>b=50-60 cm</i> and <i>h= 30-50 cm</i> and <i>a=140-150 cm</i></p>	
<p>Gauge boxes are used to batch, or measure volumes of the material, to control the mix proportions of concrete. The gauge box should be prepared based on quantity of 1 bag of cement</p> <p>The gauge box must be filled level with the top so that the volume of the sand and stone measured out is equal to the volume of a bag of cement. The sand and stone in the gauge box must not be compacted when filled up.</p>	

<p><u>For 1 bag of cement (40 kg)</u> $W= 30\text{ cm}, H= 30\text{ cm}, L= 32\text{ cm}$ $Volume= 0.029\text{ m}^3$</p>	
<p><u>Description</u></p>	<p><i>Hand tools</i></p>
<p><u>Hoe</u> is used for excavation of soil, spread gravel, mix concrete or mortar. It consists of a blade and a handle.</p> <p>The blade of the common hoe has a straight cutting edge. The eye can be round or oval, although for road works the oval eye is recommended. The round eye makes it easier to replace the handle but the blade tends to turn while working. The hoe should have a suitable length handle (1.2-1.5m) so that the labourer can work standing upright.</p>	
<p><u>Pickaxes and mattocks</u> are used for excavating stony, hard soils which are difficult to penetrate with hoes. These tools have an oval eye so that the handle cannot turn in the eye. Weights of the pickaxe is between 2.7 and 3.6kg and the mattock between 1.8 and 2.7kg. They have double edge striking tools and have straight handle with an elliptical rather than circular cross-section. The handle should be provided with a raised safety grip which prevents the handle slipping out of worker's hands.</p>	
<p><u>Shovel</u> is used for scooping up material and throwing it on to a truck, wheelbarrow or directly to where the material is needed and use for mixing concrete and mortar. The shovel has a rounded or pointed blade.</p> <p>The handle for the shovel should be long enough to allow the worker to throw the soil with little effort. Shovels should not have sharp joints which damage the hands of user.</p>	

Spreader and rake

Rake is used in road works for collecting vegetation from loose soil when grubbing, but can also be used for spreading if the soil is not stony. Rakes have 10 to 16 teeth, each about 75-100mm long, with an overall width of about 400-450mm. They require straight handles made of hard wood or metal tubes.

Spreader is used for spreading out the soil on fills. A spreader can be a heavy-duty rake. The spreader is very useful when forming the camber and for spreading gravel. It is made of sheet metal (3-4mm thick) and have a ridge for crushing lumps of soil. Spreader can be pointed or flat, depending upon the nature of the gravel to be spread.



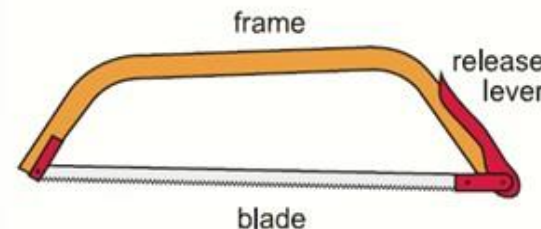
Saws are used to cut trees, branch of tree, bush and wood. There are difference type of saws are used for cutting difference size of tree, bush or wood.

Big saw is used to cut big tree or wood operate with two persons while small saw (steel frame bow saw) can be sue single person.

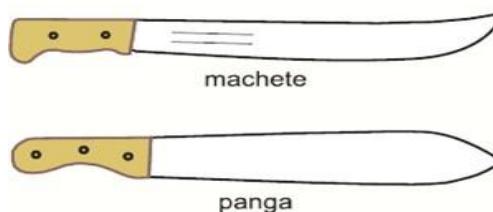
Big saw is made from steel blade of 1.5-2 m long with wooden handles fixed at both end of the blade.



Small saw (steel framed bow saws) is used for cutting small trees, tree branches and bush. A narrow blade is held in tension by the frame. A quick release lever applies tension to the blade. The lever, combined with an oval sectioned frame, provides a comfortable handgrip. Blades are 20-25mm wide and are produced in a standard length. The frame is made of mild steel and the blade is made of high carbon alloy steel.



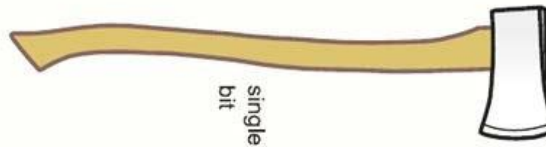
Bush knives: Bush knife is used for clearing the bush and cutting tree branches along the road alignment. It is also used for cutting and sharpening peg. The bush knife is made of steel shape blade and wooden round handle.



Axe is used to cut bush, tree, branch and stripping branches of felled trees. The axe can be shaped as cutting edge (blade) while the head of the axe can be used instead of hammer.

The eye of the axe is oval and is fixed to the handle with a wedge. Handles are normally 70 to 90cm long made from seasoned hardwood shaped in an ergonomically sound fashion.

Smaller axes, also referred to as hatchets, are often used for cutting small trees and branches instead of a bush knife. They are also used for producing setting out pegs.



Wheelbarrow: The wheelbarrow can be a useful piece of transportation equipment over short distance (up to 200 metres). Wheelbarrows are used at sites in earthworks and structure construction for transport the construction material such as soil, sand, aggregate, stone, concrete etc.

Wheelbarrows are made in many different types and qualities. A good wheelbarrow should take a big load (struck capacity approximately 60 to 70 litres) and be easy to balance and tip. The common wheelbarrow is a single front rubber tyre.

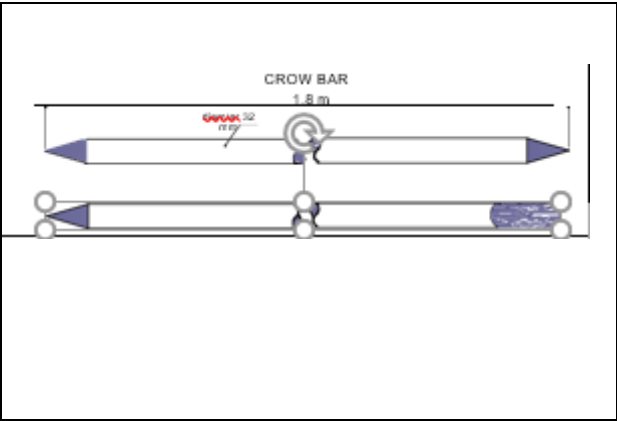


Basket is used for carrying soil or gravel for a short distance. A typical basket has a pay-load of 5 to 6 kilograms of soil. Basket can be made from local basket making materials (bamboo) or used tyres or manufactured in plastic. Baskets are very suitable for dry soil, and although they are not as durable, they can be fixed with local materials and cost about half the price.

Plastic and Rubber Tyre baskets are most suitable for wet soils. Baskets can be carried individually or two can be balanced on a shoulder pole, at the end of ropes, like a scale, depending upon the workers strength and preference.



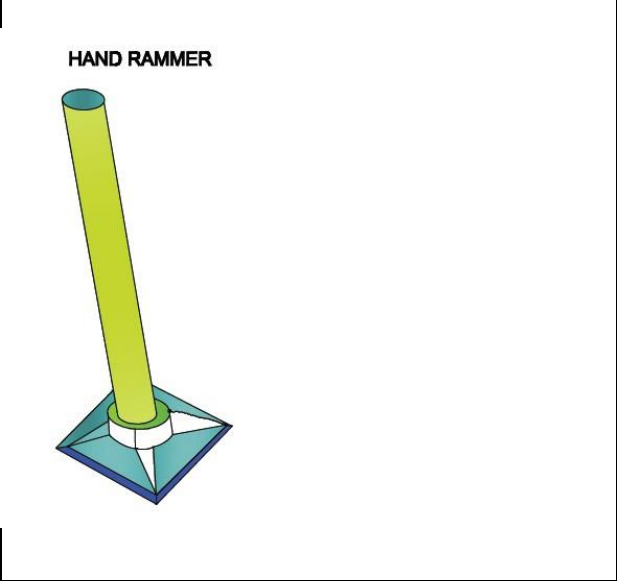
Crow bar is used mostly for digging stony, very hard soils or moving the boulders or heavy things when used in the right way as a lever. The crowbar looks like a simple tool, but it has to be of very



strong material that does not bend easily and be well designed to function properly. Crowbar is manufactured either as round or octagonal section rods. For infrastructure work the diameter should be minimum 30mm. The length is required to be within 1.5 to 1.8 meters. The bar is made of carbon steel and should have one pointed and one chisel end

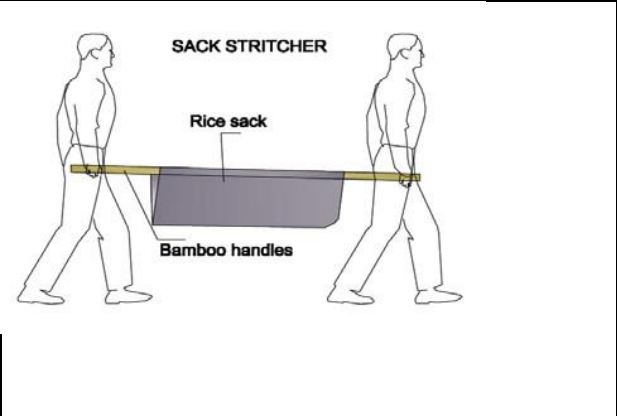
Hand rammer is used for compacting soil and gravel and consists of a weight with a long handle. The weight can be made of various materials such as steel, concrete or solid wood. Ideally the weight should be as large as possible and the area as small as possible. A rammer which can be handed by a worker should therefore have a weight of some 6– 8kg and a bitumen surface size: 13 cm x13 cm or 15cm x 15 cm. The handle must be long enough between 1.5 to 2 m.

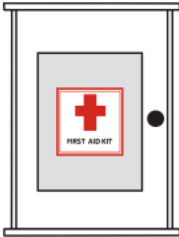



Hand rammer is used to compact in small and confined areas such as around culverts, potholes and other places where it is impractical or difficult to access with rollers.

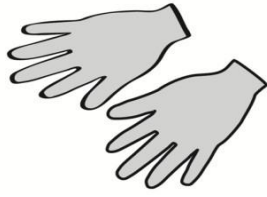





Sack Stretcher: A Sack Stretcher is a locally made for carrying soil and gravel. An empty rice sack is cut open. Two thick straight bamboo poles about 1.5 meters long are sewn along the length of either side of the cloth, to make a stretcher.

The Soil to be carried is placed on the sack carry by two persons.



Description	Safety measures and safety gear
<p>First aid kit must include items like plasters, bandages, disinfectant, antiseptic cream, clean fresh water for washing eyes, saline, irrigation syringe, sterile dressings, adhesive tape, scissors, disposable gloves.</p> <p>The First Aid Kit must be available on site, regularly checked and restocked</p>	
<p>Markings and detours Place warning signs or cones at each end of the work area. The warning signs should be placed 50-100 m away from the working areas. The text on the warning signs should read: "KUIDADU" or " HALAI NENEIK"</p> <p>Deep excavations (more than 1.5 m) for foundations etc shall be clearly marked and fenced off in a way that people cannot drive or fall into the excavation.</p>	
<p>Safety Goggles should be used when there is a risk for eye injury, eg when:</p> <ul style="list-style-type: none"> • Breaking rocks • Welding 	
<p>Boots should be used when:</p> <ul style="list-style-type: none"> • mixing concrete and mortar • working in wet or muddy places • working with sharp tools <p>Closed shoes should be worn at all other times</p>	

<p><u>Gloves</u> should be used when:</p> <ul style="list-style-type: none"> • carrying heavy load and when using hand tools • working with concrete and masonry work (rubber gloves) • bending and fixing steel bars • breaking rocks 	
<p><u>Safety hat or helmet</u> should be used when working in dangerous of falling objects like:</p> <ul style="list-style-type: none"> • in deep drain or foundation excavation • under bridge • under tall tree 	
<ul style="list-style-type: none"> • <u>Bright vest</u> should be used by site supervisors to easily identifying who is responsible on the worksite. If working on a road with frequent traffic then all workers must wear a safety vest. 	
<ul style="list-style-type: none"> • <u>Masks</u> are used when working in places that produce a lot of dust or bad smell. 	

SECTION 5 Price Offer Forms

5.1 THE CONTRACTOR'S Price Offer and Tender Program

To: Association LRC

LebRelief-LRC Tripoli Office
Boulevard BLDG, 6th Floor
Boulevard Road
Tripoli, North Lebanon

Sir / Madam,

We offer to provide sub-grade, sub-base, base-course in Akkar, North Lebanon, under the contract number LRCW08F052020; in accordance with the previously listed conditions and Code of Ethics accompanying this Price offer for the Contract. Delivery of materials, complete and fit for purpose, shall be completed in _____ number of weeks with a

Price ofin USD [*In figures*]

.....in USD [*In words*]

Equivalent toin L.L. [*In figures*]

.....in L.L. [*In words*]

The signed Bid will represent an official contract between the two parties.

Authorized Signature:

Name of Signatory:

Title of Signatory:

Date of Signing:

Name of Bidder:

Address:Tel No:

SECTION 6 Contract Template

Contract Number: LRCW08F052020

Date:

Valid until:

We hereby place the following order subject to the terms below

Vendor:

Name:

Address:

Contact person:

Telephone:

E-mail:

Buyer:

Association LRC:

Address:

Responsible buyer:

Telephone:

E-mail:

Consignee:

Association LRC:

Address:

Telephone:

Fax:

Note: The signed Bid will represent an official contract between the two parties.

No. of pages including this page:

SECTION 7 Condition of Contract

1 PENALTIES

Penalty for late delivery applies to each day (24 hour period), or part of a day after the dates and times given in the Delivery Schedule. Penalty comprises 2% of the total value of the order per day.

2 LEGAL STATUS

The Vendors shall not be considered in any respect as being the employees of LebRelief-LRC. The Vendor shall be fully responsible for all work and services performed by its employees, and for all acts and omissions of such employees.

3 ETHICAL STANDARDS

All suppliers doing business with LebRelief-LRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labor, and give fair working conditions to their staff. LebRelief-LRC will not do business with producers of weapons, alcohol, tobacco or pornography.

4 CONFLICT OF INTEREST

Vendors must notify LebRelief-LRC if there is potential conflict of interest with any LebRelief-LRC staff prior to signing of this Contract. Any supplier failing to do so and later found to have a conflict of interest will be struck from the LebRelief-LRC vendor database.

5 OBLIGATIONS

The Vendor shall neither seek nor accept instructions from any authority external to LebRelief-LRC.

6 CONTRACT MANAGEMENT

The Vendor signatory for this contract is.....

The LebRelief-LRC signatory for this contract is.....

Any issues arising during this contract must be communicated either in writing between these two contacts or any other method suitable by both parties. Any adjustments to the Contract must also be noted in writing, with signatories from representatives of both parties.

7 ACCEPTANCE AND ACKNOWLEDGEMENT

No Contract shall become effective and no Contract shall exist until LebRelief-LRC has received from the Vendor written acceptance of the conditions which govern this Contract by signature at the end of this Contract. Initiation of

performance under this order by the vendor shall also constitute acceptance of the order by the vendor, including all terms and conditions herein contained or otherwise incorporated by reference.

Each party to the Contract will hold a signed copy for reference.

8 INSPECTION

The representatives of LebRelief-LRC shall have the right to inspect the goods under this Contract at Vendor's stores, during manufacture, in the ports or places of shipment, and the Vendor shall provide all facilities for such inspection.

Inspection is at buyer's cost. If, however, an inspection must be repeated due to the vendor's default, or for the vendor's convenience, the cost of the second and any subsequent inspections for the same purchase order (or lot, if part inspection) will be charged to the vendor by the inspection company.

9 FORCE MAJEURE

Force Majeure includes: natural disasters, local laws or regulations, industrial disturbances, acts of violence, civil disturbances, explosions and/or any other similar cause of equivalent force not caused by, nor within the control of, either party or which neither party is able to overcome. As soon as possible after the occurrence of a Force Majeure type situation; and within but not more than fifteen (15) days, the Vendor shall give notice and full particulars in writing to LebRelief-LRC of such Force Majeure. Otherwise, LebRelief-LRC shall then have the right to cancel the Contract by giving, in writing, seven (7) days notice of termination to the Vendor.

10 DEFAULT

In case of default by the Vendor, including, but not limited to, failure or refusal to make deliveries within the limit specified, LebRelief-LRC may procure the goods or services from other sources, and hold the Vendor responsible for any excess cost occasioned thereby. Furthermore, LebRelief-LRC may, by written notice, terminate the right of the Vendor to proceed with deliveries or such part or parts thereof as to which there has been default.

11 REJECTION

In the case of goods or services purchased based on specifications or scope of works, LebRelief-LRC shall have the right to reject the goods or services or any part thereof if they do not conform to specifications or the scope of works.

12 BANKRUPTCY

Should the Vendor be adjudged bankrupt, or should the Vendor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Vendor's insolvency, LebRelief-LRC may under the terms of this Contract, terminate this Contract forthwith by giving the Vendor written notice of such termination.

13 AMENDMENTS

No change in or modification of this Contract shall be made except by prior agreement between the Project Manager of LebRelief-LRC and the Vendor. Amendments to this agreement shall be made in writing and signed by both parties.

14 ASSIGNMENTS

The Vendor shall not assign, transfer, pledge or make other disposition of this Contract except with the prior written consent of LebRelief-LRC.

15 DISPUTES - ARBITRATION

Any claim or controversy arising out of or relating to this or any contract resulting here-from, or to the breach, termination or invalidity thereof, shall be, unless settled amicably through negotiation, submitted to arbitration in accordance with LRC to specify.

16 USE OF NAME, EMBLEM OR OFFICIAL SEAL

Unless authorised in writing by LebRelief-LRC, the Vendor shall not advertise or otherwise make public the fact that he is a Vendor to LebRelief-LRC or use the name, emblem or official seal of LebRelief-LRC or any form of the name of Association LRC or LebRelief-LRC for advertising purposes or for any other purposes.

17 NOTICE

Service of any notice shall be deemed to be good if sent by registered mail, fax or by cable to the addresses of both parties, set out in the heading of this Contract.

18 LIQUIDATED DAMAGES

Late delivery, or dispatch outside the agreed shipping schedule, shall be subject, without notice, to an assessment of liquidated damages equivalent to 0.1 percent of the Contract value per day. The assessment will not exceed 10 percent of the contract value. LebRelief-LRC has the right to deduct this amount from the Vendor's outstanding invoices, if any. This remedy is without prejudice to any others that may be available to LebRelief-LRC, including cancellation, for the Vendor's non-performance, breach or violation of any term or condition of the Contract. Acceptance of goods or services delivered late shall not be deemed a waiver of LebRelief-LRC's rights to hold the Vendor liable for any loss and/or damage resulted there-from, nor shall it act as a modification of the vendor's obligation to make future deliveries in accordance with the delivery schedule.

19 ANTI-PERSONNEL WEAPONS PRODUCERS

The Vendor guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel weapons. Any breach of this representation and warranty shall entitle LebRelief-LRC to terminate this Contract immediately upon notice to the Vendor, at no cost to LebRelief-LRC.

20 CHILD LABOUR

The Vendor represents and warrants that neither it, nor any of its vendors is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, required that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health and physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle LeBRelief-LRC to terminate this Contract immediately upon notice to the Vendor, at no cost to LeBRelief-LRC.

21 PRIOR NEGOTIATIONS SUPERSEDED BY CONTRACT

This Contract supersedes all communications, representations, arrangements, negotiations, requests for proposals and proposals related to the subject matter of this Contract.

22 INTELLECTUAL PROPERTY INFRINGEMENT

The Vendor warrants that the use or supply by LeBRelief-LRC of the services or goods sold under this Contract does not infringe on any patent, design, trade-name or trade-mark. In addition, the Vendor shall, pursuant to this warranty, indemnify, defend and hold LeBRelief-LRC and their donors harmless from any actions or claims brought against LeBRelief-LRC or their donors pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Contract.

23 TITLE RIGHTS

LeBRelief-LRC shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the organisation by the Vendor. At the request of LeBRelief-LRC, the Vendor shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights transferring them to the organisation in compliance with the requirements of the applicable law.

Title to any equipment and supplies which may be furnished by LeBRelief-LRC and any such equipment shall be returned to LeBRelief-LRC at the conclusion of this Contract or when no longer needed by the Vendor. Such equipment, when returned to LeBRelief-LRC, shall be in the same condition as when delivered to the Vendor, subject to normal wear and tear.

24 INSURANCE

The vendor shall provide and thereafter maintain for the duration of this Purchase Order and any extension thereof all appropriate workmen's compensation insurance or its equivalent with respect to its employees to cover claims for personal injury and death in connection with a Purchase Order. The vendor shall, upon request, furnish proof to the satisfaction of LeBRelief-LRC, of such liability insurance. The vendor shall further provide such health and medical insurance for its agents and employees, as the vendor may consider advisable. Contractor must insure his site against any incident that might occur to pedestrians and vehicles and against any third party claim with regard to his work on site.

Insurance must cover the whole period of works on site.

25 PAYMENT SCHEDULE

The invoice will be paid by LebRelief-LRC upon an agreed schedule by both parties. Payment will be made either via check or any other way that suits both parties.

26 TRANSPARENCY

LebRelief-LRC undertakes to conduct transparent transactions in all operations. The parties agree that any payments related to this transaction are open and transparent.

27 ACCEPTANCE

Please confirm your acceptance of this order by signing below, and ensure that all future correspondence includes the contract reference number.

Agreed between:

ASSOCIATION LRC REPRESENTATIVE

CONTRACTOR'S REPRESENTATIVE

Name:

Name:

Position:

Position:

Signature:

Signature:

Date:

Date: