

Invitation to Bid (ITB) Section 1

Deadline: 19 October 2023 at 5:00.00 PM

Posted on: 12 October 2023

Reference Number: MACAN-IL-00049-Tender for catering services

Project Title: Tender for Catering Services

ABOUT INJAZ LEBANON

INJAZ Lebanon (IL) is a nonprofit non-governmental educational organization dedicated to educating youth about work readiness, entrepreneurship and financial literacy through experiential hands-on programs that help inspire a culture of entrepreneurialism and business innovation among youth in Lebanon. INJAZ Lebanon is an affiliate of INJAZ AL-ARAB and JA Worldwide, one of the world's largest and most-impactful youth-serving NGOs.

Overview

The INJAZ Lebanon (IL) hereby invites qualified catering service providers to submit bids for this Invitation to Bid (ITB) as part of our project. Delivery for all the following Municipalities in North Lebanon (Mshms Akkar, Der Amar, Bourj EL Yahoudiye, Tripoli, Mina, Kfarhelda, and Dar Beehtar).

If bidders require any clarifications regarding the tender, they must submit their questions in writing to INJAZ Lebanon no later than **16 October 2023** prior to the submission deadline.

Please ensure that your tender proposal is delivered to the address specified in the Instructions to Bidders no later than the deadline of **19 October 2023 at 5.00.00 PM** as indicated in the procurement notice. **(No bids will be accepted after the above closing Date and Time. We look forward to receiving your submission).**

Yours sincerely, INJAZ Lebanon Procurement Department

This ITB document Contains the following:

- Section 1: This Invitation to bid
- Section 2: Bid Data Sheet
- Section 3: General Terms and Conditions
- Section 4: Bidding Form
- Section 5: Annex 1 Detailed specification (Technical & Financial)
- Section 6: Bidder's Checklist

Bid Data Sheet Section 2

1. Instructions

Format for submitting the bid

Please ensure that your bids meet the specifications described below while submitting your bids.

The Bid Documents (Administrative, Technical, and Financial) must be submitted in a sealed envelope, marked only with the tender reference number **MACAN-IL-00049** by hand to INJAZ Lebanon Head Office at Bechara El Khoury, Beirut Digital District (BDD), Berytech 1294, 4th Floor or North Office at Dam w Farez, Tripoli, Lebanon, Park Centre, 2nd floor, Mostafa Al Rafei Street, from Monday to Friday between 9.00 and 17.00 no later than **19 October 2023 at 5:00.00 PM**

BID SHOULD BE SUBMITTED TYPING AND NOT HAND WRITTEN (*written by hand bids will be considered as rejected*)

Any questions or clarifications are addressed via email at firmas@injaz-lebanon.org and Joseph.a@injaz-lebanon.org no later than **16 October 2023**

Evaluation Criteria

The evaluation and selection criteria process will be based on the following criteria for suppliers:

1. **Administrative compliance check (5%)**
 - a. General terms and conditions (sign, stamp, and submit)
 - b. Bidding Form (sign, stamp, and submit)
 - c. Copy of company registration
 - d. Copy of tax registration (Ministry of Finance)
 - e. Copy of VAT registration (Ministry of Finance) **(If applicable)**
 - f. اذاعة تجارية
2. **Technical Evaluation (65%)**
 - a. Annex 1 Detailed Specifications (sign, stamp, and submit)
3. **Financial Evaluation (30%)**
 - a. Please provide the prices for all the items listed in Annex 1. (sign, stamp, and submit)

General Terms and Conditions

Section 3

1. Eligible Bidders

- 1.1. Only bidders who meet the specified criteria and requirements will be considered for the Tender. INJAZ Lebanon reserves the right to reject any bids that do not meet the eligibility criteria.
- 1.2. Bidders must comply with all applicable laws and regulations.
- 1.3. Any falsification or misrepresentation of information by bidders may result in disqualification.
- 1.4. . INJAZ Lebanon reserves the right to conduct site visits and inspections of bidders of their facilities.
- 1.5. We may proceed with tasting site visits - Dates to be discussed after the closing.
- 1.6. INJAZ Lebanon reserves the right to request additional information or clarification from bidders at any time during the evaluation process.
- 1.7. Bidders must keep their proposals valid for a period of at **least 30 days** from the deadline for submission.
- 1.8. All information provided by bidders will be kept confidential and used only for the purpose of evaluating bids. Bidders are not allowed to disclose any information related to the tender to any third party without the prior written consent of INJAZ Lebanon.
- 1.9. Bidders must submit their technical-financial and administrative documents separately in sealed envelopes clearly marked “Technical-financial proposal”, while the envelope marked only with **MCAN-IL-00049** respectively. Late or incomplete bids will not be considered.
- 1.10. Bids will be evaluated based on the criteria specified in the tender document. INJAZ Lebanon reserves the right to reject any bids that do not meet the requirements or to cancel the tender at any stage of the evaluation process.
- 1.11. The contract will be awarded to the bidder who meets all the requirements and has the highest overall score based on the evaluation criteria. The decision of INJAZ Lebanon will be final and binding.
- 1.12. The successful bidder will be required to sign a contract with INJAZ Lebanon that includes the terms and conditions of the tender, as well as any additional terms and conditions that may be required.
- 1.13. Payment will be made to the successful bidder based on the agreed-upon terms and schedule specified in the contract.
- 1.14. INJAZ Lebanon will not be held liable for any delay or failure in the performance of the contract by events beyond its control, such as natural disasters, wars, or government actions.
- 1.15. Any disputes arising from the tender or contract will be resolved through negotiation between the parties. If no agreement can be reached, the dispute will be referred to arbitration in accordance with the laws of Lebanon.
- 1.16. INJAZ Lebanon reserves the right to accept the whole bid or part of any bid.

2. Cost of Bidding

- 2.1. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and INJAZ Lebanon shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Clarification of bidding documents

3.1. A prospective Bidder requiring any clarification on the Bidding Document shall contact INJAZ Lebanon in writing. INJAZ Lebanon will respond in writing to any request for clarification before the deadline for clarification of bids.

4. Amendment of bidding documents

4.1. At any time, prior to and until 48 hours prior to the deadline for submission of bids, INJAZ Lebanon may amend or cancel the Bidding Document by informing the bidders in writing.

4.2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, INJAZ Lebanon can, at its discretion, extend the deadline for the submission of bids.

5. Language of bid

5.1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.

5.2. Supporting documents and printed literature that are part of the bid may be in another language.

5.3. Copies of official documents such as business registration, tax documents, can be provided in their issuance language.

6. Documents comprising the bid

6.1. The forms must be filled out in their original format without any modifications, and no replacements will be permitted. All requested information must be provided in the designated spaces without leaving any blank spaces.

6.2. The Bidders submission must include all the mandatory documents outlined in section 2

7. Bid Price

7.1. Bidders who are subject to VAT must include the applicable VAT amount in their offers.

7.2. All bidder is obligated to submit their pricing in US Dollars (USD).

8. Alternative Bids

8.1. Bidders must submit proposals that meet the requirements specified in the bidding documents. Bidders are responsible for carefully reviewing and understanding all requirements before submitting their proposals.

8.2. If all envelopes are not sealed and marked as required, INJAZ Lebanon might decide to reject the bid.

9. Deadline for submission of bids

9.1. Bids must be received by INJAZ Lebanon at the address given and no later than the date and time indicated.

9.2. INJAZ Lebanon shall not consider any bid that arrives after the deadline for submission. Any bid received by INJAZ Lebanon after the deadline for submission of bids shall be declared late and rejected.

10. Clarification on Bids

10.1 INJAZ Lebanon may, at its discretion, request any Bidder to provide clarifications regarding their bid. All communication between INJAZ Lebanon and the Bidder regarding the

request for clarification and its response should be in writing. No revisions to the substance or price of the bid shall be allowed, except for the correction of errors.

11. Evaluation of Bids

- 11.1. INJAZ Lebanon shall examine the legal documentation stated in section 2 and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria:
- 11.2. 11.Completion and inclusion of requested information and supporting documents (Administrative compliance).
- 11.3. Price in comparison to INJAZ Lebanon estimated rate (Financial evaluation)
- 11.4. INJAZ Lebanon reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.

12. Restrictions of Russia Products

- 12.1. In relation to regulatory requirements and other considerations, it is important to acknowledge and comply with restrictions on the use, purchase, or importation of Russian products. As such, we kindly request your confirmation that none of the materials provided under this tender originate from Russia, and you will refrain from knowingly procuring any Russian products through this agreement. This restriction applies specifically to the materials supplied for the implementation of the project.

13. Packaging

- 13.1. The Supplier must pack the goods according to industry export packing standards for the specified goods, ensuring they are adequately protected during transit. Any damage or loss caused by improper packing will be the Supplier's responsibility.
- 13.2. We avoid excessive use of materials and use recycled materials when suitable.

14. Working conditions are safe and hygienic

- 14.1. A safe and clean workplace must be maintained, considering industry standards and potential risks. Measures should be in place to prevent accidents and health issues related to work, reducing workplace hazards whenever possible. Employees should undergo regular safety training, including new hires. Clean toilets, drinking water, and appropriate food storage facilities must be accessible. If provided, worker accommodations should be safe, clean, and meet basic needs. A senior manager should oversee health and safety compliance within the company.

15. Payment Conditions

- 15.1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/ Over the counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon.
- 13.2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges **(To be charged on the supplier)**

16. Signing of Contract

- 16.1. Upon receipt of the Letter of Acceptance, INJAZ Lebanon shall call the successful Bidder to sign the Contract.

16.2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to INJAZ Lebanon.

(Sign, Stamp, and submit)

**Bidding Form
Section 4**

a. Supplier Registration Form (Sign, stamp, and submit)

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. **Please attach all other documents requested in the questionnaire. All bidders should completely fill up this form. If found blank then the bidder's tender shall not be included in the Final Evaluation**

1. Name of Company:	
Mailing Address	
	Country:
Contact Person	
Email	
Telephone No	
Website If available	
Owner(s) Name(s)	
Nationality	
2. Company Registration:	Year Established:
3. Size of Business:	No. of Branches:
	Location of Factories:
	No. of Warehouses:

b. Past Performance and Bidder References

No.	Description	Customer	Unit	Quantity	Contract date	Contract value (USD)
1						
2						
3						
4						
5						
6						

Kindly provide information about at least two companies that we can contact for reference checks.

“Please ensure that you include scanned copies or photocopies of the contract, purchase order, completion certificate, or reference letters as evidence for these companies.”

Reference 1

Company name	
Mailing address	
Contact person	
Contact title	
Phone number	
Email address	

Reference 2

Company name	
Mailing address	
Contact person	
Contact title	
Phone number	
Email address	

c. Company Bank Details

Beneficiary name:

Beneficiary account no:

Beneficiary bank:

Bank Branch:

SWIFT:

IBAN #:

Bank Address:

Annex 1 Detailed Specification (Technical & Financial) Section 5

Please access Annex 1 - Detailed Specification (Technical & Financial) by clicking the link below (sign, stamp, and submit):

<https://docs.google.com/spreadsheets/d/16Bk7z3m5LhgYmjMlf2VdR13vdRYmEi1n/edit#gid=353272572>

**Bidder's Checklist
Section 6**

Document Description	To be filled by the bidder		To be filled by the INJAZ Lebanon committee		
	Included?		Present & complete?		Comments
Document to be submitted with tender	YES	NO	YES	NO	
General terms and conditions (sign, stamp, and submit)					
Bidding Form (sign, stamp, and submit)					
Copy of company registration					
Copy of tax registration (Ministry of Finance)					
Copy of VAT registration (Ministry of Finance)					
اذاعة تجارية					
Annex 1 Detailed Specification (Technical & Financial)					
Checklist					