



Islamic Relief Worldwide-Lebanon

Islamic Relief Lebanon



Islamic Relief
Lebanon

Tender No: IRL - T2025 - 003
Date: 16/01/2025
Location: Nationwide
Project Name: RAPID- Relief and Assistance for populations in Distress

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.

Summary of Project:

Since the beginning of conflict and the exchange of fire has escalated at the Lebanese southern border. As a consequence, **102,523 individuals** (51% females) have been displaced from South Lebanon due to the ongoing hostilities as of 6 August (source: DTM). **2,252 casualties** have been reported, including **532 deaths**. Among these, at least 120 civilian deaths have been confirmed (source: MoPH, OHCHR). IRL team has confirmed the sensitivity and the urgency to initiate response, the intervention will be part of the emergency response and is expected to address the immediate needs of the communities seeking refuge in safer locations. Through this project, IRL will support the health system in Lebanon through providing essential medical supplies and medication for 3 primary healthcare centres identified by the Ministry of public Health (MoPH) to ensure the continuation healthcare services.

The assistance will consist of

- **Medical Supplies**



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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 Issuance of Payment occurs within 15 days after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.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 عشرة 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 Bank fees when cheque withdrawn are on the account of the supplier.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 at the reception 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 يتم تسليم هذا المغلف بيده في مكتب الإستقبال في مكتبتنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسلة في البريد الإلكتروني لن تأخذ بعين الاعتبار.
6. The deadline to fill and submit this quotation is on 06/02/2025 at 4:00 pm and any bid will not be accepted after this time.
ان مدة انتهاء صلاحية هذه المناقصة هي في 2025/02/06 الساعة 4:00 عصراً وأي مناقصة تقدم 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 يجيب 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.





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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. 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.



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2. SPECIFICATION OF REQUIREMENT

Main Deliverables

Deliverable	Description	Timeline
Medicines	Items need to meet the specs mentioned in the table below. All packages need to be labeled with IRL logo. IRL team will be at the supplier's warehouse to check the stock available. IRL team will be at the PHC's wards while receiving the items.	Requested items need to be ready for delivery the soonest after signature of contract.
Delivery	Delivery should be available all over Lebanon. Each truck has to have two labors for uploading and offloading to beneficiary or to any location/medical supplies distribution points. Trucks need to wait till IRL team distribute all the requested quantity. The quantity will be distributed upon a schedule of one month where prices will be fixed as per the agreed value of the contract, and the storage will be the bidder's responsibility. <u>Delivery will include distributions sites at: South Lebanon, Nabatieh, Tyre...</u>	Date of delivery to be shared later on by the project team.
Team Communication	Supplier's labors need to coordinate with IRL team (procurement team) regarding delivery process.	During distribution.
Restrictions	Supplier's team is not allowed to communicate with beneficiaries (health center). It is IRL procurement/logistics team responsibility to prevent any miss communication with beneficiaries.	During distribution

N.B: Below list of medications consists of sampling price list, however final quantities to be ordered will be set later after awarding the selected vendor based on the quantity requested and need of the Ministry of public health.





3. SERVICE REQUIREMENTS AND SCOPE OF WORK

MEDICAL SUPPLIES/DEVICES			
#	Item	Description	Price
1	adult scale	Manual	
2	fridge thermometer		
3	Manual sphygmomanometer with stethoscope	Manual	
4	Digital sphygmomanometer with stethoscope	Digital	
5	Glucometer+ strips	50 strips	
6	Otoscope		
7	oximere		
8	new born scale	Manual	
9	alcohol 70 %	1 L	
10	Alcohol swab	pack of 100	
11	Iodine	100 ml	
12	Bowie-dik test		
13	cotton 500g		
14	detergent for surface	650ml puroxi	
15	elastic bandage	1.5 cm	
16	elastic bandage	5 cm	





17	elastic bandage	7.5 cm	
18	Powdered sterile gloves 7	Piece	
19	Powdered sterile gloves 7.5	Piece	
20	Powdered sterile gloves 8	Piece	
21	Hand Sanitizer	0.5 l	
22	indicator class 5 for autoclave		
23	ky gel		
24	Handwash Liquid Soap	3.7-5L	
25	measuring tape		
26	Medical Tape	2.5 cmx 5 m roll	
27	non steril gauze	10 x 10	
28	plastic sacs for medication	medium size	
29	pre dis-infectanat	concentrated - puroxi	
30	sterile needle 22,23,25 , 18		
31	steristrip plaster		
32	sthetoscope		
33	streile gauze		
34	syringe 1cc		





35	syringe 5cc		
36	Tape roll paper plaster		
37	Tongue depressor, wooden,	box 100	
Total			

Dental Supplies		
#	Item	Price
1	articulating paper	
2	Bonding	
3	composite Resin (A1)	
4	composite Resin (A2)	
5	composite Resin(A3)	
6	Dentine paste	
7	devit (paste for devitalisation)	
8	Disposable Dental needle (long)	
9	Disposable Dental needle (short)	
10	Endo star (25)	
11	Endo star (30)	
12	Endoseal (Root canal obstruction cement)	
13	ET chant -37	





14	Etching acid	
15	Gates Drills (32 mm)	
16	Gutta perchapoints(20-35)	
17	Lidocaine HCL 2% -Dilocain 2% (100 x 1.7ml)	
18	Light curing cavity liner	
19	Matrix band (3mmx6mm)	
20	paper points (25)	
21	paper points (30)	
22	Peeso Reamers (19 mm)	
23	Round pears	
Total		





4. AWARD CRITERIA

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
Financial capacity and company profile Company should have stable financial capacity and good capital.	5%
Working experience with INGO's in general and specifically in particular trades Companies having previous working experience with donors INGOs or NGOs in particular medical supplies provision.	5%
Quality of commodities Items quality should be in line with desirable above-mentioned specs.	45%
Price Items price should be in line with market prices including packing, uploading, offloading transporting to nationwide locations.	45%
Total	100





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.	2021 <input type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/>
		Bank Statement <input type="checkbox"/>
8	Company Structure including 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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Complete Name of the Owner:	
Agency Name:	
Signature:	
Date & Time:	
Contact Number / Address and phone number	
Agency Stamp	



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Anti-Bribery and Anti-corruption

Bribery: The offering, promising, giving, accepting or soliciting of money, a gift or other advantage as an inducement to do something that is illegal or a breach of trust in the course of carrying out an organization's activities.

Corruption: The misuse of entrusted power for private gain.

Islamic Relief does not allow any of its people to behave in a corrupt manner whilst carrying out Islamic Relief's work. Islamic Relief people must not give or accept bribes or facilitation payments; nor give or accept inappropriate hospitality; and must always, in acting for Islamic Relief, have the highest ethical and legal standards.

Islamic Relief has a zero tolerance policy on anti-corruption and bribery. The rule is simple:

YOU MUST NOT OFFER OR ACCEPT BRIBES OF ANY KIND, WHETHER DIRECT OR INDIRECT.

The bribe can be of anything – be that money, inappropriate gifts or hospitality, kickbacks or facilitation payments – and of any value. The size of the bribe is irrelevant if its purpose is to influence your or their conduct in some way. A bribe is still a bribe even when it may appear normal practice in the country you are operating in.

The bribe can also be indirect as well as direct. Either way, it is still a bribe and you and/or Islamic Relief could commit a crime.

This form should be signed by all staff and vendors to ensure the protection of our team and vendors and to show their high commitments towards this policy:

Name:

Position:

Signature:



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Child Protection Core Statement

Islamic Relief believes that all children have a right to personal dignity and protection from abuse and it recognizes the special responsibility and duty of care it bears to create a safe environment for children within the projects and programmes it manages and supports. The interest of child safety and protection should be paramount to any other interest which might compromise it.

تؤمن الإغاثة الإسلامية أن جميع الأطفال لهم الحق في العيش بكرامة، ولهم الحق في الحماية من أي شكل من أشكال الاعتداء، كذلك تأخذ الإغاثة الإسلامية على عاتقها مسؤولية حمايتهم وتوفير المناخ الآمن لهم في كافة أنشطتها. لذلك فإن الإغاثة الإسلامية تطلب من جميع الشركاء والموردين، ومن لهم أي علاقة بنشاطات الإغاثة الإسلامية أن يحترموا و يعملوا على رعاية وحماية الأطفال بشكل عام، بما في ذلك الإلتزام بتنفيذ سياسات وإجراءات فعالة لحماية ورعاية الأطفال وصغار السن من الإساءة والإستغلال بكافة أشكاله وبخاصة الحماية من الإساءة والإستغلال الجسدي، الجنسي، العاطفي، أو أي نوع آخر من الإساءة، وإعطائهم الحق في المشاركة في أية قرارات تتعلق بهم مع احتفاظهم بحقهم في التظلم في حالة تعرضهم لأي إساءة أو استغلال.



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Supplier Code of Conduct

1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;
and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.





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Modern Slavery Policy

Dear vendor,

As you may already be aware of Modern Slavery Act 2015 and the importance of this to Islamic Relief and their operations around the globe. It is imperative that our suppliers are given as much information about modern slavery and that we both work together to help eliminate this within our supply chains nationally and globally and in each and every country in which we operate. The governance team here in the UK have designed a sensitization form (attached) that will provide suppliers information about Modern Slavery and help them understand this better and why this is very important for Islamic Relief.

We therefore kindly request that you read and understand the attached Modern Slavery Sensitization Form and confirm receipt of this. Once this has been read and understood we urge you to remove all forms of modern slavery from your premises, offices and the entire supply chain.

Islamic Relief may undertake an audit at any time and perform checks to ascertain that our suppliers adhere to this legislation and that there is no evidence of Modern Slavery within your business and premises.

We hope this will not deter you in supplying goods, services or works to Islamic Relief and trust you will support us in this noble task.

If there is any further information required then please do not hesitate to contact us.

Best Regards

Procurement officer

For further information on the Modern Slavery Act 2015 please refer to the website link below;

<http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>



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