# Introduction

Amel Association International (Amel) is a Lebanese non-sectarian NGO created in 1979. Amel has worked through 32 centers, 6 mobile medical units, 2 education mobile units, and 1 protection mobile unit for more than 4 decades in the most vulnerable regions of Lebanon, from Beirut and its south Suburbs to Mount Lebanon, Bekaa, and South Lebanon. Amel offers accessible and quality activities for all in the following sectors: health care, protection, livelihood, food security, education, and human rights promotion.

# Scope of Work

The purpose of this assignment is to seek a contracting Optics supplier, this includes the provision of Eye glasses as mentioned listed in “Annex A” for our Beneficiaries in both Beirut and South which includes Karm el Zeitoun and Ain El Remmaneh Alongside the South Region which includes Khiam – Bazourieh – Sour – Arkoub.

Amel wishes to receive proposals from firms with the ability to provide high quality Items as per below Terms of Reference (ToR) – Para# 6

# RFQ submission

We would appreciate receiving your complete bids on or before 17-02-2024 strictly to procurement department via email: [procurementdpt@amel.org](mailto:procurementdpt@amel.org).

# Request for clarification

Only for clarifications, bidders are required to submit any request for clarification in respect of this RFQ by email: [health@amel.org](mailto:health@amel.org).The deadline for receipt of question is 14-02-2024

The questions from all the suppliers would be consolidated by the Health Department and answered collectively. To ensure that the same level of information is conveyed equally to all participating suppliers, response to a question raised by one supplier can be shared with all the other suppliers.

All communications within the context of the RFQ, other than commercial offer, should be strictly routed through Mohammed El Zayed via email [health@amel.org](mailto:health@amel.org).

# Commercial requirements

* Please provide your commercial offer using “Annex A” – Commercial Offer Form (without VAT)
* Currency: Please submit your offer in USD

# Terms of reference (TOR)

* **Licensing:** All service providers should be licensed by the ministry of public health and medical occupations department in the ministry;
* **Service Coverage:** The optician should be able to cover all the following tasks:

1. **The optician will receive by email the eye test results from each center once a week**
2. **The optician will prepare the eye wares according to the requirements stated below:**

* **Frame Material: The frames should be durable and lightweight. Preferred materials include acetate, metal alloys (such as titanium or stainless steel), or high-quality plastics, with a strap for pediatrics patients.**
* **Frame Style: Offer a variety of Frame styles to cater to different preferences and face shapes. This should include options for full-rim, semi-rimless, and rimless frames**
* **Lens Material: Provide lenses made from high-quality materials such as polycarbonate or Trivex for impact resistance and durability**
* **Prescription Accuracy: Ensure precise Prescription fulfillment according to the specifications provided by the customer. This includes accurate measurements for sphere, cylinder, and axis, as well as any additional corrections for astigmatism or prism.**
* **Compliance with Standards: Ensure that all glasses meet relevant industry Standards for safety, performance, and materials.**

**3) The optician will make sure to deliver the eye glasses to our Branches respectively in both Beirut and the South region within 5 working days.**

* **Description of items:** The suppliers should include in their quotations a detailed description for each item as mentioned in “Annex A” (brand, country of origin, units/pack…);
* **Availability:** The suppliers should guarantee the availability of all requested items and quantities in the quotation;
* **Delivery:** Suppliers should guarantee a delivery of all requested items and quantities on a weekly basis after order confirmation;
* **Quality:** Suppliers should guarantee the quality of the goods received and should be responsible in case of any risk that may happen in the supply chain (change of humidity/temperature, breaking of glass…);
* **Turnaround time for service (TAT):** Supplies provider should provide Amel with the TAT for the exchange of damaged goods and refund in case of any problem;
* **Responsibility:** In case of contradiction between the delivered and the requested items, the supplier should take full responsibility of this.

# Period of validity

Your quotations should be valid and binding for at least for 30 days from the date of submission of the RFQ.

# Documents required

- A copy of the ID of the bidder or his official representative; if it is a company, its name and position should be indicated;

- Acknowledgement of enclosed “Statement of Integrity” Annex C;

- Company profile and registration documents;

- If your firm is not register with Amel, you should complete, sign and submit the Vendor Pre-Qualification Form “Annex B”;

- Please find attached in “Annex D” Amel Suppliers Pact of Conduct. Offers that doesn’t contain your acknowledgment of Amel Suppliers Pact of Conduct will result in disqualification of your offer;

- A quotation for the items that the supplier wants to present, signed and stamped with the attached “Annex A”;

# Subcontracting

Under no circumstances is the service provider allowed to subcontract any of the services quoted above without informing Amel, failure to abide by this results in immediate contract termination.

# Confidentiality

All information shared by Amel including patient name, age, differential diagnosis and patient ID are confidential and shall not be shared with any external parties. Failure to respect patient privacy would result in immediate contract termination.

# Terms of payment

Upon the receipt of an invoice including list of purchased supplies, description and prices, Amel would within 15 days pay the requested amounts after the validation by the pharmacist, finance officer and project coordinator.