

INVITATION TO BID

REF: SHIFT/BID/2023/0014

TO	Shift Social Innovation Hub
Address – phone - email	Tripoli – Quobbe – Bakkar Street – Facing Army Officers Club

From	
Address	

Date	
No. of pages including ANNEXES:	11

SUBJECT:

Manner of Bid's Submission

delivered in one sealed envelope to the following address:

Tripoli – Quobbe – Bakkar Street – Facing Army Officers Club

Block A - 2nd Floor

Closing deadline

Time **12:00 PM** Date **03/11/2023**

Please return back to SHiFT the Annexes 1, 2 and 3 filled, signed and stamped to the Address indicated.

Requirements

The office of SHiFT Lebanon in Tripoli invites your company to make a firm offer for the following purpose:



1. Supplies to be provided

Code	General description of supplies	Unit	Quantity
1	tattoo machine Frame material: CNC-machined billet brass Weight: 9.9 ounces Stroke length: 3.5mm	PIECE	1
2	Facial and mask machine Power: <=450 W Supersonic frequency: 1MHz RF frequency: 5MHz, 75Khz Voltage: AC 110/220V	PIECE	1
3	Equipment for beauty salon: Mirror with drawers	PIECE	1
4	black chariot in plastic used to put beauty appliances	PIECE	1
5	<u>Roll on Wax, Wax Roller Kit for Hair</u>	PIECE	1
6	A big mirror for a beauty salon	PIECE	1
7	a table with drawers to use in a beauty salon	PIECE	1
9	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1
10	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
11	small hair straightener 30.9x14cm	PIECE	1
12	commercial hair drier 2000 watts	PIECE	1
13	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
14	Nail salon equipment: nail files, nail dryer, pedicure chairs, manicure table, high quality nails and extensions, cuticul pushes and scissors, nail clippers and scissors, salon grade tools, vast selection of nail polishes, brushes.	PIECE	1
15	make up kits for make up salon	PIECE	1



16	hair products for hair salon	PIECE	1
17	a black char to put on equipment for beauty salon	PIECE	1
18	<u>Roll on Wax, Wax Roller Kit for Hair</u>	PIECE	1
19	a commercial pot for wax for hair removal	PIECE	1
20	a table for manicure and a chair for manicure	PIECE	1
21	Amber facial pod kit with pod used for facial treatment in spa and beauty salon	PIECE	1
22	a small bowl to use for water needed for manicure	PIECE	1
23	light machine used for manicure treatment: 1500 W AZURITE	PIECE	1
24	spa jacuzzi bath tub	PIECE	1
25	cleaner a vapeur 10.5 kw	PIECE	1
26	cordless electric nail drill for manicure	PIECE	1
27	Amber facial pod kit with pod used for facial treatment in spa and beauty salon	PIECE	1
28	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1
29	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1
30	commercial hair drier 2000 watts	PIECE	1
31	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
32	Gel for hair is a styling product that can create different looks, from smooth and textured to slicked-back and spiky	PIECE	1
33	Wax for hair styling is a solid substance that helps hair remain bouncy and pliable, and can provide unlimited styling possibilities, textures, and hairstyles.	PIECE	1
34	a big shaving machine for men hair designer	PIECE	1
35	100% Metal Razor for men's hair	PIECE	1



36	LED Light For Drying Nails SUNUV	PIECE	1
37	Electric nails files	PIECE	1
38	hot water filter for nail manicure and pedicure	PIECE	1
39	nair cutting equipemny	PIECE	1
40	hair removal wax machine with 3 heads	PIECE	1
41	commercial hair drier 2000 watts	PIECE	1
42	hair curly: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
43	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
45	equipment for making hair curly	PIECE	1
46	equipment for hair combing	PIECE	1
47	hair scissors professional	PIECE	1
48	hair brush and bowl	PIECE	1

2. Origin

No Limits

3. Delivery

Depending on the contract

4. Guarantee/warranty

The Supplier warrants that all the items shall conform fully to all requirements of this order, shall be free from defects in material and functioning. This warranty shall remain valid from the date of the contract until a probation period of three months after the delivering of supplies.

5. Inspection and testing

This order is subject to inspection by

Name SHiFT Social Innovation Hub

Contact person Mostapha Derbas

Telephone 81-550 352 **Fax** **E-mail** Moustafa.derbass@shiftsih.org



6. Documentation required

Document		N° Originals	N° Copies
Title	Note		
Annexes 1 to 3 of the present Invitation to Bid (ITB)	filled in, signed and stamped by the vendor	1	1
Technical information about the requested supplies	technical specification as mentioned above (chapter 2), origin (chapter 3), warranty (chapter 5)	1	1
Commercial invoice	Including description of the item, quantities, price per unit in USD, subtotal and total	1	1
Certificate of Registration issued by the Lebanese Ministry of Finance			1
Commercial Certificate issued by the Chamber of Commerce			1
Official Letter (letter head) from the vendor (company) stating the name of the manager of the company with copy of ID card in attachment		1	1
List of references of same kind of supplies from previous clients		1	1

7. Currency

Tenders must be presented in USD.

8. Methods of payment

A contract will be signed between SHiFT and the Contractor by.

Payment shall be made by bank transfer.

Payments shall be made in USD.

9. Acceptance of the offer

SHiFT reserves the right to accept the offer completely or in partly.



10. Taxes and duties

Taxes and duties should be included in the provided price offers.

11. Incomplete or inconsistent offers

Incomplete or inconsistent offers will not be taken in consideration.

12. Delay in delivery

In case of delay in delivery, will be applied to the Contractor a penalty of 0.1% of the value of the contract for each day of delay, except for any event of force majeure.

13. Rules and Ethics Clauses

Natural or legal persons **are not entitled to participate** in competitive tendering if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
3. They have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata (i.e., against which no appeal is possible);
4. They are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
6. They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
7. They are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a tender procedure or contract;
8. They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with the same Donor's funds;
9. They are in one of the situations allowing exclusion referred to in the **Ethics Clauses** (paragraph below) in connection with the tender or contract.

Ethics Clauses

SHiFT's POLICIES ON ANTI-PERSONNEL MINES & CHILD RIGHTS:

SHiFT requires that a contractor guarantees that he is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any



component produced primarily for the operation thereof, and that the contractor represents and warrants that neither he, nor any of its vendors are engaged in any practice inconsistent with the rights set forth in the UN Convention on the rights of the child.

FURTHER SHiFT POLICIES:

Any attempt by a candidate or bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its candidacy or tender and may result in administrative penalties.

Without the Contracting Authority's prior written authorisation, a contractor and his staff or any other company with which the contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the contractor.

When putting forward a candidacy or tender, the candidate or tenderer must declare that he is affected by no potential conflict of interest, and that he has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the contractor must immediately inform the Contracting Authority.

The contractor must at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession. He must refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.

For the duration of the contract, the contractor and his staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary country.

The contractor may accept no payment connected with the contract other than that provided for therein. The contractor and his staff must not exercise any activity or receive any advantage inconsistent with their obligations to the Contracting Authority.

The contractor and his staff are obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the contractor are confidential.

The contract shall govern the contracting parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.

The contractor shall refrain from any relationship likely to compromise its independence or that of his staff. If the contractor ceases to be independent, the Contracting Authority may, for any injury suffered by him, terminate the contract without further notice and without the contractor having any claim to compensation.

The Contracting Authority reserves the right to suspend or cancel the contract if 'corrupt practices' are discovered at any stage of the award process or during the



implementation of the contract itself. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.

Tenderers must provide a statement to the effect that they are not in any of the exclusion situations (annex 2).

SHiFT's representative

Date: _____ 23-10-2023 _____

Name: _____ Gheith Bittar _____

Title: _____ Executive Director _____

Address: _____ Tripoli – Quobbe – Bakkar Street – Facing Army Officers Club _____

Signature and stamp: _____


The Bidder: _____

Date: _____

Name: _____

Title: _____

Address: _____

Signature and stamp: _____

Annexes

1. Tender Form
2. Tenderer's Declaration
3. Schedule of Price



ANNEX 1: TENDER FORM

A:

Address:

Your ref.: SHIFT/BID/2023/0014 OCTOBER/2023 undersigned, hereby declare that:

1. We have examined and accept in full the content of the Invitation to Bid No01 SHIFT/BID/2023/0014 OCTOBER/2023
2. We offer to deliver, in accordance with the terms of the Invitation to Bid, without reserve or restriction:

Code	General description of supplies	Unit	Quantity
1	tattoo machine Frame material: CNC-machined billet brass Weight: 9.9 ounces Stroke length: 3.5mm	PIECE	1
2	Facial and mask machine Power: <=450 W Supersonic frequency: 1MHz RF frequency: 5MHz, 75Khz Voltage: AC 110/220V	PIECE	1
3	Equipment ofr beauty salon: Mirror with drawers	PIECE	1
4	black chariot in plastic used to put beauty appliances	PIECE	1
5	<u>Roll on Wax, Wax Roller Kit for Hair</u>	PIECE	1
6	A big mirror for a beauty salon	PIECE	1
7	a table with drawers to use in a beauty salon	PIECE	1
9	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1
10	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
11	small hair straightener 30.9x14cm	PIECE	1
12	commercial hair drier 2000 watts	PIECE	1
13	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1



14	Nail salon equipment: nail files, nail dryer, pedicure chairs, manicure table, high quality nails and extensions, cuticul pushes and scissors, nail clippers and scissors, salon grade tools, vast selection of nail polishes, brushes.	PIECE	1
15	make up kits for make up salon	PIECE	1
16	hair products for hair salon	PIECE	1
17	a black char to put on equipment for beauty salon	PIECE	1
18	<u>Roll on Wax, Wax Roller Kit for Hair</u>	PIECE	1
19	a commercial pot for wax for hair removal	PIECE	1
20	a table for manicure and a chair for manicure	PIECE	1
21	Amber facial pod kit with pod used for facial treatment in spa and beauty salon	PIECE	1
22	a small bowl to use for water needed for manicure	PIECE	1
23	light machine used for manicure treatment: 1500 W AZURITE	PIECE	1
24	spa jacuzzi bath tub	PIECE	1
25	cleaner a vapeur 10.5 kw	PIECE	1
26	cordless electric nail drill for manicure	PIECE	1
27	Amber facial pod kit with pod used for facial treatment in spa and beauty salon	PIECE	1
28	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1
29	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1
30	commercial hair drier 2000 watts	PIECE	1
31	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
32	Gel for hair is a styling product that can create different looks, from smooth and textured to slicked-back and spiky	PIECE	1



33	Wax for hair styling is a solid substance that helps hair remain bouncy and pliable, and can provide unlimited styling possibilities, textures, and hairstyles.	PIECE	1
34	a big shaving machine for men hair designer	PIECE	1
35	100% Metal Razor for men's hair	PIECE	1
36	LED Light For Drying Nails SUNUV	PIECE	1
37	Electric nails files	PIECE	1
38	hot water filter for nail manicure and pedicure	PIECE	1
39	nair cutting equipemny	PIECE	1
40	hair removal wax machine with 3 heads	PIECE	1
41	commercial hair drier 2000 watts	PIECE	1
42	hair curly: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
43	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1
44	equipment for making hair curly	PIECE	1
45	equipment for hair combing	PIECE	1
46	hair scissors professional	PIECE	1
47	hair brush and bowl	PIECE	1

3. The total value of this tender, explicitly includes:

- the Value Added Tax (VAT)
- specifying the prices are valid till
- include a warranty from the vendor
- include all risk insurance (passengers and compulsory)
- include regular car maintenance
- include car replacement in case of accident or break down
- payment schedule

4. We include in attachment the needed delivering time from the signature of the contract.

5. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.



Name and Position of person authorised to sign this tender:

.....

Duly authorised to sign this tender on behalf of:

.....

Place and date:

Stamp of the firm/company:



ANNEX 2: TENDERER'S DECLARATION

A:

Address:

Ref.: SHIFT/BID/2023/0014

We, the undersigned, hereby declare that:

6. We are not in any of the situations excluding us from participating in contracts which are listed in Article 14 of the Invitation for Bidding.
7. We agree to abide by the ethics clauses in Article 14 of the Invitation for Bidding and, in particular, have no potential conflict of interests with other candidates or other parties in the tender procedure at the time of the submission of this application
8. We will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by SHiFT.
9. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Position of person authorised to sign this tender:

.....

Duly authorised to sign this tender on behalf of:

.....

Place and date:

Stamp of the firm/company



ANNEX 3: SCHEDULE OF PRICE

REFERENCE **SHIFT/BID/2023/0014**

Date **23-10-2023**

Project Title: **SHABAKEH 2**

A	B	C	D	E	F = D X E
ART.	DESCRIPTION OF ARTICLE	UNIT	QUANTITY	UNIT COSTS \$ WITH DELIVERY IN BEIRUT	TOTAL (\$)
1	tattoo machine Frame material: CNC-machined billet brass Weight: 9.9 ounces Stroke length: 3.5mm	PIECE	1		
2	Facial and mask machine Power: <=450 W Supersonic frequency: 1MHz RF frequency: 5MHz, 75Khz Voltage: AC 110/220V	PIECE	1		
3	Equipment ofr beauty salon: Mirror with drawers	PIECE	1		



4	black chariot in plastic used to put beauty appliances	PIECE	1		
5	Roll on Wax, Wax Roller Kit for Hair	PIECE	1		
6	A big mirror for a beauty salon	PIECE	1		
7	a table with drawers to use in a beauty salon	PIECE	1		
8	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1		
9	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1		
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12	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1		
13	Nail salon equipment: nail files, nail dryer, pedicure chairs, manicure table, high quality nails and extensions, cuticul pushes and scissors, nail clippers and scissors, salon grade tools, vast selection of nail polishes, brushes.	PIECE	1		
14	make up kits for make up salon	PIECE	1		
15	hair products for hair salon	PIECE	1		
16	a black char to put on equipment for beauty salon	PIECE	1		
17	<u>Roll on Wax, Wax Roller Kit for Hair</u>	PIECE	1		
18	a commercial pot for wax for hair removal	PIECE	1		
19	a table for manicure and a chair for manicure	PIECE	1		
20	Amber facial pod kit with pod used for facial treatment in spa and beauty salon	PIECE	1		



21	a small bowl to use for water needed for manicure	PIECE	1		
22	light machine used for manicure treatment: 1500 W AZURITE	PIECE	1		
23	spa jacuzzi bath tub	PIECE	1		
24	cleaner a vapeur 10.5 kw	PIECE	1		
25	cordless electric nail drill for manicure	PIECE	1		
26	Amber facial pod kit with pod used for facial treatment in spa and beauty salon	PIECE	1		
27	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1		
28	a chair for men beauty salon: The typical chair seat is between 16 and 20 inches tall and at least 18 inches deep. If the chair has a back, it is usually at least 14 inches high.	PIECE	1		
29	commercial hair drier 2000 watts	PIECE	1		



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34	100% Metal Razor for men's hair	PIECE	1		
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36	Electric nails files	PIECE	1		
37	hot water filter for nail manicure and pedicure	PIECE	1		
38	nair cutting equipemny	PIECE	1		
39	hair removal wax machine with 3 heads	PIECE	1		



40	commercial hair drier 2000 watts	PIECE	1		
41	hair curly: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1		
42	hair straightener: Ceramic Plate size: 1 inch x 3.5 inches Temperature: 392 degrees Weight: 14.7 ounces Cord length: 10 feet 11 inches Warranty: 2 years	PIECE	1		
43	equipment for making hair curly	PIECE	1		
45	equipment for hair combing	PIECE	1		
46	hair scissors professional	PIECE	1		
47	hair brush and bowl	PIECE	1		
				TOTAL	



Unit costs and total price shall include VAT.

Prices are valid until

**Done
at**

by

[Tenderer's signature and stamp]

