



Invitation to bid (ITB)

ITB#:ITB/2023/004.....

Issuing DATE.....08/14/2023.....

CLOSING DATE AND TIME:09/04/2023.....

Letter of invitation:

The office of SAWA for Dev & Aid in Beirut invites qualified and eligible vendors and manufacturers, registered with the Lebanese Government, to make a firm offer for the supply and delivery of**Renovation of Marej Garden – أعمال انشاء وتجهيز حديقة عامة في المرج**..... with a fixed price till the end of2023....year

This document in not construed, in any way, as an offer to contract with your firm.

Important Notes:

- ✓ Filing, signing and stamping each paper of the ITB Ref #.... **ITB/2023/004**... to indicate the acceptance of the company on the required technical specification and terms.
- ✓ SAWA may choose to cancel the agreement if deemed necessary.
- ✓ SAWA will award the tender to one or two bidders based on the necessary
- ✓ The delivery time, Location and quantity of the supply will be defined for each order based on our projects need during 2023 year.
- ✓ SAWA may terminate the contract or impose other penalties if supplier fails to deliver items within this period.
- ✓ Bid should be submitted typing and not hand written (written by hand bids will be considered as ineligible)
- ✓ All Tender Documents should be signed and stamped by the bidder.

A. TENDER DOCUMENTS

This ITB document contains the following:

- **Annex A:** Vendor Registration Form **fully and accurately filled in, signed and stamped**
- **Annex B:** Technical specifications and requirements
- **Annex C:** Financial Proposal Form **fully and accurately filled in, signed and stamped**
- **Annex D:** Past Performance & Bidder References **fully and accurately filled in, signed and stamped**

B. TENDER PROCESS

The following processes will be applied to this Tender:

1. Tender Period
2. Tender Closing
3. Tender Opening
4. Administrative Evaluation
5. Technical Evaluation
6. Financial Evaluation
7. Contract Award
8. Notification of Contract Award



C. BIDDING INFORMATION

Bidder are required to submit all their queries in respect of this request for quote to lida.m@sdaid.org copying: and lara.s@sdaid.org and mazen.r@sdaid.org

Deadline for questions:08/30/2023.....

- 1. Delivery time:** the bidder shall state the delivery lead time from the purchase order issuance date. Shorter delivery time will be given higher consideration.
- 2. Delivery terms:** Delivery at place (DAP) Tenderer(s) shall be responsible for all costs arising from packing, forwarding and delivering of goods to actual points of delivery including loading, unloading, transport.
- 3. Warranty:** The supplier warrants the goods/services furnished under the purchase order/contract to be fit for their intended use, free from defect in workmanship or materials, and indemnifies SDAID against any claim resulting there from.

Please state the warranty period. Longer period of warranty will be considered as an added value.

4. Packing:

The Supplier shall pack all goods appropriately and with every care in accordance with normal commercial standards of export packing for the type of goods specified herein. Such packing materials used must be adequate to safeguard the goods while in transit. The supplier shall be responsible for any damage or loss which can be shown to have resulted from faulty or inadequate packing.

5. BID VALIDITY:

The suppliers are requested to hold their proposal valid **till the end of October 2023** from deadline for submission.

6. DELIVERY LOCATION:

Location : Al Marej, Marej Garden, حديقة المرج

7. PRICE:

- The price should be the best final offer
- Include discounts for early payment, **if any**
- **Suppliers must include all delivery amounts, if any**

8. PAYMENT TERMS:

Payment will be made within 30 days of receipt of invoice at SAWA's Office in Beirut following satisfactory delivery of services.

Payment will be through Bank note.



D. BIDDING ISTRUCTIONS:

All interested and eligible firms should submit their quotations to SAWA's Head office at (**Arab University, Kalaat Rashaya Street, Next to Omar Faroukh School for Girls, Abed Al Hadi Mhaisen Building, 7th Floor**) and not by email, all ITBs are to be placed in the Tender Box (placed at the procurement department 7th floor)

ITB file must include the following:

ONE:

A submission Letter with the **Annex A-registration form** must be placed in a sealed envelope

Please indicate on the envelope the ITB #: **ITB Ref # ITB/2023/004: Name of your firm**

Note: Any Financial documents received by the bidder through e-mail will be directly disqualified

TWO:

One sealed envelope with the inscription: **ITB# ITB/2023/004 Do not open before:08/31/2023** No other inscription should be included on this envelope.

Inside this envelope, there will be two smaller ones as follows:

The first one will be titled as "Technical Proposal" and should be sealed and stamped. It should include:

- a) This invitation to bid form **signed, and stamped**
- b) **Annex B** Technical Specs and requirements **signed and stamped**
- c) Technical Evaluation **Annex D** **fully and accurately filled in, signed and stamped**
- d) The company's portfolio and list of references **Annex E**, including name, phone number, and proof of the specific collaboration **fully and accurately filled in, signed and stamped**
- e) Copy of company registration
- f) Copy of tax registration (Ministry of Finance)
- g) Copy of VAT registration (Ministry of Finance)

The second one will be titled as "Financial Proposal" and should be sealed and stamped. It should include:

Financial Offer form **Annex C** fully and accurately filled in, signed and stamped. All food items should be of excellent quality, and they should comply with the National and International Food Quality and Safety Standards.



THREE:

ANNEX A- Supplier registration form signed and stamped should be placed inside the box.

Failure to submit any of the above or comply with the instructions will disqualify the offer. If one item cannot be submitted, the offer is rejected.

All bids must be received latest by 09/04/2023 4:00 PM or earlier.

E. SELECTION AND CRITERIA

This tender will be awarded to the lowest cost technically compliant bid.

SAWA may disqualify the bidder if:

- They fail to submit all or some of the Technical/Eligible Documents
- the information in Bid Form is not complete and clear.

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the ITB.

A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the ITB without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the ITB, it will be rejected.

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically noncompliant will not be financially evaluated.

Thank you and we look forward to receiving your quotation.

Sincerely yours,



ANNEX A: SUPPLIER REGISTRATION FORM

1. NAME OF COMPANY:	
Owner(s) Name(s):	
Company Website:	
Company Mailing Address:	
Company Telephone No:	
2. Contact Person (s) /Title/Department	
Telephone No:	
Email :	
Nationality:	
2. ORGANISATION REGISTRATION:	Year Established: Under the laws of:
VAT Number	
Date of Registration of VAT	
3. SIZE OF BUSINESS	No. of Employees: No. of Branches:
	No. of Offices:
	Location of Factories/Site/premises:
	No. of Warehouses/location if applicable:

Supplier Signature and Stamp:



Annex B: Technical specification and requirements

Item #	Item name	UOM	Description/Specifications of Goods with Sample Images	Estimated QTY

Marking and Packaging: (Mandatory)

Brand name

Date of manufacture

Manufacturing Country

Packaging Country

Warranty per Item

Note (1): All the quantity mentioned above is an estimate, to be determined later based on the needs of the beneficiary

Note (2): Please quote us separately all the options available from each items with the mentioned specs

Note (3): Please mention the quantity available from each quoted item.



ANNEX D: Past Performance & Bidder References

Please provide the details of minimum two companies for your reference check. For these companies it is compulsory to attach a copy of the Contract/ Purchase order/ Completion certificate/ or Reference letters as proof.

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

Reference 1	
Company name	
Contact person/Title	
Phone number	
Email address	
Reference 2	
Company name	
Contact person/Title	
Phone number	
Email address	
Reference 3	
Company name	
Contact person/Title	
Phone number	
Email address	

Supplier Signature and Stamp: