



# **FORMAL INVITATION TO TENDER FOR**

## **Supply of chickens**

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## MADA ASSOCIATION

### FORMAL INVITATION TO TENDER FOR PROCUREMENT OF CHICKEN TENDER NUMBER:

#### *SECTION 1 INTRODUCTION*

- 1.1 This document defines the requirements of Mada Association for the **procurement of chicken**.
- 1.2 You are invited to tender, for the provision of the requirements outlined in **Section 3** “Technical Specifications”.
- 1.3 All correspondence concerning this tender, whether in writing, by fax or by email shall be addressed to:

Telephone number: 81 108 029

Email: [julien.barhoun@mada.org.lb](mailto:julien.barhoun@mada.org.lb)

#### **SECTION 2 INSTRUCTIONS TO TENDERER**

##### 2.1 Cost of Tender

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Mada Association referred to as “The Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

##### 2.2 The Tender Documents

The goods and services required, tender procedures and contract terms are described in the Tender Documents. In addition to the invitation to tender, the Tender Documents include:

- Instructions to tender Section 2 of this document
- Technical specifications Section 3 of this document
- Tender form and price schedule Section 4 of this document

##### 2.3 Amendment of Tender Documents

At any time prior to the deadline for submission of tenders, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Documents by amendment.

##### 2.4 Language of Tender

The Tender prepared by the Tenderer and all correspondence and documents relating to the tender, exchanged by the Tenderer and the Purchaser shall be written in the English language.

## 2.5 Documents Comprising the Tender

The tender prepared by the Tenderer shall comprise the following components:

- (a) A detailed description of the supplies tendered in conformity with the technical specifications, including any documentation required, including if applicable;
- (b) The Tender Form and Price Schedules (Section 4)
- (c) Documents establishing the tenderer's eligibility and capacity to successfully undertake this contract.

The technical offer should be presented as per template in section 3, (the Tenderer's technical offer) completed when and if necessary by separate sheets for details while specifying if the tenderer apply for both lots or which lot.

## 2.6 Tender Prices

Unless otherwise specified in the Technical Specifications, tenderers shall quote for the entire lot on a "single responsibility" basis such that the total tender price covers all the Contractors' obligations mentioned in or to be reasonably inferred from the tender documents in respect of the design, supply, delivery and installation of the lot at the specified location.

Items against which no price is entered by the Tenderer will not be paid for by the Purchaser when executed and shall be deemed to be covered by the prices for other items.

Tenderers shall give the required details and a breakdown of their prices as follows:

Installation and transportation Services shall be quoted separately and shall include rates or prices for all labor, temporary works, materials, consumables and all matters and things of whatsoever nature, including operations and maintenance services, the provision of operations and maintenance manuals, etc., where identified in the tender documents, as necessary for the proper execution of the Installation Services, including all taxes, duties, levies and charges payable in the Purchaser country.

## 2.7 Tender Currencies

Prices shall be quoted in United States Dollars.

## 2.8 Period of Validity of Tenders

Tenders shall remain valid for 90 (ninety) days after the date of tender opening prescribed by the Purchaser. A tender valid for a shorter period may be rejected by the Purchaser as non-responsive.

The Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). A Tenderer granting the request will not be required nor permitted to modify its tender.

## 2.9 Deadline for Submission of Tenders

Tenders must be received by the Purchaser at the address (hand delivery) or email no later than October 2 2020, 4.00 pm.

Addresses:

1/ Mada association, main street, Minnieh

Or

2/ Mada association, Atallah building 2<sup>nd</sup> floor, Areed street, Ain El Remaneh

Email: mada.vacancy@gmail.com

## 2.10 Acknowledgement of Tender

A copy of the receipt signed by both parties will be given to the tenderer specifying the date and hour of reception.

## 2.11 Late Tenders

Any tender received by the Purchaser after the deadline for submission will be rejected.

## 2.12 Modification and Withdrawal of Tenders

The Tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification or withdrawals is received by the Purchaser prior to the deadline prescribed for submission of tenders.

## 2.13 Clarification of Tenders

To assist in the examination, evaluation and comparison of tenders the Purchaser may, at its discretion, ask the Tenderer for a clarification of its tender. The request for clarification and the response shall be in writing and no change in the price or substance of the tender shall be sought, offered or permitted.

## 2.14 Non – Disclosure Agreement

The successful tenderer will be required to sign a non-disclosure agreement prior to the execution of the contract.

## 2.15 Preliminary Examination

The Purchaser will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

#### 2.16 Evaluation and Comparison of Tenders

The Purchaser will evaluate and compare only those tenders determined to be responsive.

A responsive tender should comply with the following:-

- (a) Furnish all information required by the tender document.
- (b) Technical Specifications as detailed in Section 3.
- (c) Provide acceptable documentation including information on materials, manufacture, and design that will allow a robust technical evaluation of the product to prove that products meet or exceed appropriate specifications. Warranties on the materials and manufacture of various components of the product, if applicable, should also be stated.
- (d) Submission of a tender valid for 90 days after the date of tender opening as prescribed by the purchaser.

#### 2.17 Award Criteria

The Purchaser will award the Contract to the successful Tenderer whose tender has been determined to be substantially responsive and has been determined as the most acceptable evaluated tender, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.

#### 2.18 Notification of Award

Prior to the expiration of the period of tender validity, the Purchaser will notify the successful Tenderer in writing or fax that its tender has been accepted.

#### 2.19 Signing of Contract

Within 5 working days of the Purchaser notifying the successful Tenderer that its tender has been accepted, the Purchaser will send the tenderer a draft contract incorporating the terms and conditions of the agreement between the parties for review and confirmation of their acceptance of the terms and conditions of the draft.

## SECTION 3 TECHNICAL SPECIFICATIONS

### 3.1 Chickens

All chickens must:

- Be 16 to 20 weeks of age
- Be in good shape
- Have good hygiene
- Taken all their vaccination

The tenderer must mention the species of chicken provided

**Note: the chickens will be assessed by a veterinary appointed by the purchaser prior to the arrangement.**

### 3.2 Quantity

A total of **900 chickens** are required to be delivered on all sites.

### 3.3 Location

All chickens must be delivered to the following regions:

Lot 1 (600 chickens):

- Deir Imar area
- Minieh area
- Bebnin area
- Sahel Akkar area

Lot 2 (300 chickens):

- Donniye area
- Zgharta area

### 3.3 Deliverables

All chickens must be delivered before November 30, 2020.

**SECTION 4 TENDER FORM AND PRICE SCHEDULE**

4.1 Tender Form

Date:.....

Lot No.:.....

To: Mada Association

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Tender Documents.
- (b) We offer to supply in conformity with the Tender Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services  
\_\_\_\_\_
- (c) The total price of our Tender, excluding any discounts offered in item (d) below, is:;  
Our tender shall be valid for the period of time specified in section 2.10 from the date fixed for the tender submission deadline in accordance with section 2.11, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (f) We understand that you are not bound to accept the lowest evaluated tender or any other tender that you may receive.

Signed:\_\_\_\_\_

In the capacity of \_\_\_\_\_

Name:\_\_\_\_\_

Duly authorized to sign the tender for and on behalf of:\_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_



**Mada Association**

**4.2: PRICE SCHEDULES**

**Schedule No. 1: Chickens Offered**

<b>Item</b>	<b>Description</b>	<b>Qty (1)</b>	<b>Unit Price (US\$) (2)</b>	<b>Total Price (1) x (2)</b>
<b>TOTAL (to Schedule No. 3. Grand Summary)</b>				
<b>Brand</b>				
<b>Country of Manufacture</b>				
<b>Period of validity</b>				

Tender Submitted by (Name of Company): \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

Tender Prepared By (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Stamp: \_\_\_\_\_ MoF number: \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

**Mada Association**

**Schedule No. 2. Local Transportation, Insurance and Other Incidental Services [including local taxes ]**

Item	Description	Qty.  (1)	Unit Price <sup>1</sup>	Total Price <sup>1</sup>
			Local Currency Portion  (2)	(1) x (2)
TOTAL (to Schedule No. 3. Grand Summary)				

Tender Submitted by (Name of Company): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

Tender Prepared By (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

*[Note: This schedule will cover only for items in Schedule No.1. When the named place of destination is the project site, the transportation costs for Schedule No. 1 items are covered under CIP and therefore will not be stated here. If the named place of destination is different from the site of installation (project site), then the transport cost from the named place of destination to project site for Schedule No.1 shall be also included here.]*

**Mada Association**  
**Schedule No. 3. Grand Summary**

Item	Description	Total Price <sup>1</sup>	
		Foreign	Local
	Total Schedule No. 1., Chickens		
	Total Schedule No. 2. Local Transportation, Insurance and Other Incidental Services		
		TOTAL	

Tender Submitted by (Name of Company): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

Tender Prepared By (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.