

INJAZ LEBANON (IL)
**INVITATION to Bid for the supply of a Truck with a Crane-Bus-Backhoe
Loader**

SECTION 1 Cover Letter

Lebanon, May 8, 2023

Subject: Purchase of Multiple Vehicles, Including 2 Truck Crane, Backhoe Loader, And A Bus.

ABOUT INJAZ LEBANON

INJAZ Lebanon (IL) is a non-profit non-governmental educational organization dedicated to educating youth about work readiness, entrepreneurship, and financial literacy through experiential hands-NJAZ Lebanon will respond to all queries received in writing at least 2 working days prior to the submission deadline. on programs that help inspire a culture of entrepreneurialism and business innovation among youth in Lebanon. INJAZ Lebanon is an affiliate of INJAZ Al-ARAB and JA Worldwide, one of the world's largest and most-impactful youth-serving NGOs.

Dear Mr/Ms

INJAZ Lebanon (IL) is pleased to invite you to submit a bid for the procurement of several vehicles as part of our ongoing project. Our goal in this procurement is to acquire high-quality **second-hand vehicles** that meet our specific needs and requirements, while also ensuring value for money and timely delivery.

Potential suppliers are not required to provide all of the vehicles listed in this tender. Suppliers may submit a proposal for one or more of the vehicles listed, depending on their capabilities and available resources.

If bidders require any clarifications regarding the tender, they must submit their questions in writing to INJAZ Lebanon at least 5 working days prior to the submission deadline.

The bidder is solely responsible for all costs and expenses associated with the preparation and submission of their tender proposal, and INJAZ Lebanon shall not be liable for any such costs or expenses.

Please ensure that your tender proposal is delivered to the address specified in the Instructions to Bidders no later than **May 29, 2023**, as indicated in the procurement notice. We look forward to receiving your submission.

Yours sincerely,

INJAZ Lebanon Procurement Department

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SECTION 2
Bid Data Sheet

1. Instructions

Schedule and Deadline for Submission

The deadline for submission of bids is **May 29, 2023**. Late bids will not be accepted.

Deadlines	Date	Time
The date of Invitation to Bid	08 - 05 - 2023	10:00
The Deadline for sending email expressing your interest	12 - 05 - 2023	18:00
The deadline for asking INJAZ Lebanon for any clarifications	17 - 05 - 2023	18:00
The last date on INJAZ Lebanon issued clarifications	19 - 05 - 2023	18:00
The deadline for submitting bids (receiving date, not sending date) From Monday to Wednesday between 9.00 and 17.00	29 - 05 - 2023	18:00
Opening of the tender by INJAZ Lebanon	30 - 05 - 2023	09:00
Notification of award to the successful tenderer	02 - 06 - 2023	05:00
The signing of the agreement	TBD	-

**Please be aware that the dates mentioned are subject to change and INJAZ Lebanon reserves the right to modify this schedule.*

Format for Submitting the Bid

Please ensure that your bids meet the specifications described below while submitting your proposals:

Interest bidders are required to send an email expressing their interest in this tender prior to submitting a proposal. The email should be sent to firas@injaz-lebanon.org and include the tender reference number **PCL_IL_TENDER 0007** and the bidder's company name in the subject line. This email is mandatory and must be received by **May 12, 2023** to be considered for the tender process. Bidders who fail to submit an email expressing their interest by the deadline may be disqualified from the tender process. Please note that the expression of interest email should not include any pricing or commercial information, and should be limited to expressing the bidder's interest in the tender opportunity. Once interested bidders have submitted the required expression of interest email, they may proceed to submit their proposal. The bidding process consists of **two separate** proposals:

The technical proposal and financial proposal:

The technical proposal must include all the technical specifications outlined in Section 2-Step 1&2. **(Labeled as technical proposal).**

The financial proposal must include the proposed price for the vehicles, taxes, fees, discount, offered by the bidder. **(Labeled as financial proposal).**

The Bid documents (Administrative-Technical-Financial) must be submitted in a **sealed envelope, marked only with the tender reference number PCL_IL_TENDER 0007** either by hand delivery at INJAZ Lebanon Head Office at Bechara El Khoury, Beirut Digital District (BDD), Berytech 1294, 4th Floor or North Office at Dam w Farez, Tripoli, Lebanon, Park Center, 2nd floor, Mostafa Al Rafei Street, From Monday to Wednesday between **9.00** and **17.00** no later than **May 29, 2023**, on the due date indicated above.

Any questions or clarifications are addressed via firas@injaz-lebanon.org

Evaluation Criteria

The evaluation and selection process will be based on the following criteria for suppliers:

Step 1: Administrative compliance check

Bidders must provide evidence of the following for their bid to be considered compliant:

1. Sections 3 terms and conditions, and Section 4 Bidding Form completed, signed, and stamped.
2. Bidder has included a copy of their valid commercial registration, VAT registration and Ministry of Finance registration.

Step 2: Technical Evaluation

1. Bidders will be evaluated based on their ability to meet the technical requirements outlined in Annex 1. (BUS). Section 5 signed and stamped. Annex 2. (Truck with Crane). Section 6 signed and stamped. Annex 3. (Backhoe Loader). Section 7 signed and stamped. **(As mentioned in section 1-Cover letter)**
2. Photos of the vehicles (exterior and interior)

Step 3: Financial Evaluation

1. Bidders should provide a detailed breakdown of the total price for the vehicles, including any taxes, duties, and other fees.
2. Bids will be evaluated based on the total price and value for money.
3. Bidders will be evaluated based on any discounts they have offered on the total price. The discount should be clearly mentioned in the total price and should not have any hidden fees or charges.
4. Annex 4. Section 8 – Financial proposal form.

SECTION 3

INJAZ Lebanon Invitation to Bid - Terms and Conditions

1. Eligible Bidders

- 1.1. Only bidders who meet the specified criteria and requirements (section 2) will be considered for the Tender. INJAZ Lebanon reserves the right to reject any bids that do not meet the eligibility criteria.
- 1.2. Bidders must comply with all applicable laws and regulations.
- 1.3. Any falsification or misrepresentation of information by bidders may result in disqualification.
- 1.4. INJAZ Lebanon reserves the right to conduct site visits, inspections of bidders of their facilities.
- 1.5. INJAZ Lebanon reserves the right to request additional information or clarification from bidders at any time during the evaluation process.
- 1.6. Bidders must keep their proposals valid for a period of at least 60 days from the deadline for submission.
- 1.7. All information provided by bidders will be kept confidential and used only for the purpose of evaluating bids. Bidders are not allowed to disclose any information related to the tender to any third party without the prior written consent of INJAZ Lebanon.
- 1.8. Bidders must submit their technical and financial proposals separately in sealed envelopes clearly marked “Technical Proposal” and “Financial Proposal”, while the envelope marked only with **PCL_IL_TENDER 0007** respectively. Late or incomplete bids will not be considered.
- 1.9. Bids will be evaluated based on the criteria and weighting specified in the tender document. INJAZ Lebanon reserves the right to reject any bids that do not meet the requirements or to cancel the tender at any stage of the evaluation process.
- 1.10. The contract will be awarded to the bidder who meets all the requirements and has the highest overall score based on the evaluation criteria. The decision of INJAZ Lebanon will be final and binding.
- 1.11. The successful bidder will be required to sign a contract with INJAZ Lebanon that includes the terms and conditions of the tender, as well as any additional terms and conditions that may be required.
- 1.12. Payment will be made to the successful bidder based on the agreed-upon terms and schedule specified in the contract.

- 1.13. The successful bidder will be required to provide a warranty period as specified in the document Annexes and contract.
- 1.14. INJAZ Lebanon will not be held liable for any delay or failure in the performance of the contract by events beyond its control, such as natural disasters, wars, or government actions.
- 1.15. Any disputes arising from the tender or contract will be resolved through negotiation between the parties. If no agreement can be reached, the dispute will be referred to arbitration in accordance with the laws of Lebanon.
- 1.16. INJAZ Lebanon reserves the right to accept the whole bid or part of any bid.

2. Cost of Bidding

- 2.1. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and INJAZ Lebanon shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Clarification of bidding documents

- 3.1. A prospective Bidder requiring any clarification on the Bidding Document shall contact INJAZ Lebanon in writing. INJAZ Lebanon will respond in writing to any request for clarification before the deadline for clarification of bids. INJAZ Lebanon shall forward copies of its response to all Bidders who have sent an email expressing their interest. Section 2.

4. Amendment of Bidding document

- 4.1. At any time, prior and until 48 hours prior to the deadline for submission of bids, INJAZ Lebanon may amend or cancel the Bidding Document by informing the bidders in writing.
- 4.2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, INJAZ Lebanon can, at his discretion, extend the deadline for the submission of bids.

5. Language of Bid

- 5.1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.

- 5.2. Supporting documents and printed literature that are part of the bid may be in another language.
- 5.3. Copies of official documents such as business registration, tax documents, can be provided in their issuance language.

6. Documents Comprising the Bid

- 6.1. The forms must be filled out in their original format without any modifications, and no replacements will be permitted. All requested information must be provided in the designated spaces without leaving any blank spaces.
- 6.2. The Bidders submission must include all the mandatory documents outlined in section 2.

7. Bid price

- 7.1. Bidders who are subject to VAT must include the applicable VAT amount in their offers.
- 7.2.** All bidders are obligated to submit their pricing in US Dollars **(USD)**.

8. Alternative Bids

- 8.1. Bidders must submit proposals that meet the requirements specified in the bidding documents section 2 Bid Data Sheet. Bidders are responsible for carefully reviewing and understanding all requirements before submitting their proposal. Unless otherwise stated in Section 2, the Bid Data Sheet, alternative proposals will not be taken into consideration.

Sealing and Marking of the Bid

- 8.2. The Bidder shall enclose their bid as per section 2 Bid Data Sheet
- 8.3. The envelope(s) shall:
 - 8.3.1.1. Be addressed to the head office, INJAZ Lebanon, in the location specified in Section 2 – Bid Data Sheet – Format for submitting the Bid.
 - 8.3.1.2. Marked by **PCL_IL_TENDER 0007**
 - 8.3.1.3. No other markings should be on the envelope.

- 8.4. If all envelopes are not sealed and marked as required, INJAZ Lebanon might decide to reject the bid.

9. Deadline for submission of Bids

- 9.1. Bids must be received by INJAZ Lebanon at the address given and no later than the date and time indicated in section 2 – The Bid Data Sheet.
- 9.2. INJAZ Lebanon shall not consider any bid that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet. Any bid received by INJAZ Lebanon after the deadline for submission of bids shall be declared late and rejected.

10. Clarification of Bids

- 10.1. INJAZ Lebanon may, at its discretion, request any Bidder to provide clarifications regarding their bid. All communication between INJAZ Lebanon and the Bidder regarding the request for clarification and its response should be in writing. No revisions to the substance or price of the bid shall be allowed, except for the correction of errors.

11. Evaluation of Bid

- 11.1. INJAZ Lebanon shall examine the legal documentation stated in section 2 step 1.2 and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria:
- 11.1.1.1. Completion and inclusion of requested information and supporting documents (Administrative compliance).
- 11.1.1.2. Price in comparison to INJAZ Lebanon estimated rate (Financial evaluation).
- 11.2. INJAZ Lebanon reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.

12. Signing of Contract

- 12.1. Upon receipt of the Letter of Acceptance, INJAZ Lebanon shall call the successful Bidder to sign the Contract.
- 12.2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to INJAZ Lebanon.

Please print, sign, and stamp the terms and conditions and add it to the technical form

Signature	
Stamp	
Name	
Position	
Date	
Place	

**SECTION 4
Bidding Form**

Bidder’s General Business Details

Please provide information against each requirement.

a) General Information

Company name:	
Any other trading names of company:	
Registered name of company (If different):	
Nature of primary business/trade:	
Primary contact name:	
Job Title:	
Phone:	
Email:	
Registered Address:	
Business license number:	
Registration date:	
Legal status of company (e.g., Partnership, private, limited company, etc.)	

b) Owners/Managers/Employee

Please list the person/s who would be involved with INJAZ Lebanon in the event of contract award:

Employee name	Job title	Phone Number	Email

**Add more lines if needed.*

c) Company bank account details:

Beneficiary name:

Beneficiary account no:

Beneficiary bank:

Bank Branch:

SWIFT:

IBAN:

Bank Address:

d) References

Please provide at least three client references.

Client/Company name	Contact Person	Phone	Email
1.			
2.			
3.			

**Add more lines if needed.*

By submitting this offer, we, the bidder, certify that it is a real proposal with the intent to be competitive. We also confirm that we are qualified to participate in public procurement and that we meet the requirements outlined in the invitation to bid. We confirm that the prices provided are fixed and firm for the entire time that they are in effect and won't change or be revised.

We, the bidder, attest that the documents included in this offer are those we have verified in accordance with Section 2 – Administrative – Technical and Financial.

We agree that INJAZ Lebanon may verify the information provided in this form itself or through a third party as it may deem necessary.

Please print, sign, and stamp the bidding form and add it to the technical form

Section 5
Annex 1 - Technical Proposal - Bus

Requirements	Information to be provided by supplier	Answers
Bus capacity	Number of passengers the bus can carry (Required 33-38)	
Safety	Does the bus meet safety standards?	
	Are there seat belts for all passengers?	
	Are there airbags?	
	Are there emergency exits?	
Comfort	Does the bus have air conditioning?	
	Does the bus have a heating system?	
Maintenance	Is the bus easy to maintain and repair?	
	Are spare parts readily available?	
Fuel efficiency	What is the fuel rating?	
Bus report	Does the bus come with a report?	
	What defects or problems has the bus encountered?	
Audio systems	What is the status of the speakers?	
	How are the speakers distributed in the bus?	
	Does the bus have a microphone for communication with passengers?	
Technical Requirements		
Engine	What type of engine does the bus have?	
	Is it powerful and efficient?	
Fuel Type	Gasoline/Diesel	
	Does it comply with applicable emission standards?	
Transmission	What type of transmission system does the bus have?	
	Is it reliable and efficient?	
Suspension	What type of suspension does the bus have?	

	Is it robust and capable of absorbing shocks and vibrations?	
Brakes	What type of braking system does the bus have?	
	Is it dependable and efficient?	
Electrical system	What type of electrical system does the bus have? Is it dependable and capable of supplying enough electricity to all electrical components in the vehicle?	
Bus age	What is the year of manufacture?	
Kilometers	What is the odometer reading (In Kilometers) of the bus	
Registration	Is the bus registered in Lebanon? If yes, please provide the documents	
	Year of registration	
Customs Certification	Has the bus been cleared for import into Lebanon? If yes, please provide the documents	
Warranty	How many Days/Months	
Delivery Date	Please provide the estimated delivery date	

**Add more lines if needed*

**Please add interior and exterior pictures to your technical proposal*

Please print, sign, and stamp the bidding form and add it to the technical form

Prepared by:	
Name:	
Position:	
Signature:	
Date:	
Stamp:	

Section 6
Annex 2 - Technical Proposal - Truck with Crane

Requirements	Information to be provided by supplier	Answers
Brand	(Required) Nissan UD / Mitsubishi Truck	
Transmission	What type of transmission system does the bus have? (Required Manual Gearbox)	
Fuel Type	Gasoline / Diesel	
Engine	What type of engine does the bus have?	
	Is it powerful and efficient? (Required 350 – 450 Horsepower)	
Registration	Is the truck registered in Lebanon? If yes, please provide the documents	
Crane Requirements		
	Lifting capacity (required 4-10 tons)	
	What is the system of Crane (Required Hydraulic System)	
Rotation	Rotation angel (required 360°)	
Kilometers	What is the odometer reading (In kilometers)	
Warranty	How many Days/Months	
Delivery Date	Please provide the estimated delivery date	

**Add more lines if needed*

**Please add interior and exterior pictures to your technical proposal*

Please print, sign, and stamp the bidding form and add it to the technical form

Prepared by:	
Name:	
Position:	
Signature:	
Date:	
Stamp:	

Section 7
Annex 3 - Technical Proposal - Backhoe Loader

Requirements	Information to be provided by supplier	Answers
Name	JCB 3CX (required)	
Engine type	What type of engine does the backhoe have? (Turbocharged 100HP Engine)	
System of Loader	What is the system of loaders (Required Hydraulic System)	
Transmission type	4 Forward & 4 Reverse Gears Powershift Transmission System (Required)	
Registration	Is the bus registered in Lebanon? If yes, please provide the documents	
Warranty	How many day/Months	
Delivery Date	Please provide the estimated delivery date	

**Add more lines if needed*

**Please add interior and exterior pictures to your technical proposal*

Please print, sign, and stamp the bidding form and add it to the technical form

Prepared by:	
Name:	
Position:	
Signature:	
Date:	
Stamp:	

Section 8
Annex 4 - Financial Proposal

Financial Proposal Form

Date:

Company Name:

Name:

To:

Offer to purchase the following vehicle:

(.....)

Model: (.....)

Year: (.....)

Vehicle identification Number: (.....)

For the following price \$: before VAT.

In letters:

(.....)

.....Dollars Only)

Plus applicable VAT or any additional charges:

(.....)

Total: (.....)

This offer shall expire in (.....)

Dated: (.....)

Sign and Stamp (.....)

Please print, sign, and stamp the bidding form and add it to the financial form

Section 9
Annex 5 – Pictures for all the vehicles required



Section 10
Bid Evaluation Checklist (Procurement Committee)

Criteria	Check	Maximum Score	Weight	Score
Administrative Compliance Check		10	10%	
Bidder has included valid commercial registration	<input type="checkbox"/>	3		
Bidder has included VAT registration	<input type="checkbox"/>	3		
Bidder had included Ministry of Finance registration	<input type="checkbox"/>	4		
Terms and conditions completed, signed and stamped	<input type="checkbox"/>	10	10%	
Bidding form completed, signed and stamped	<input type="checkbox"/>	10	10%	
Technical Proposal		45	45%	
Year of Manufacture	<input type="checkbox"/>	5		
Engine Type	<input type="checkbox"/>	5		
Odometer/Kilometers	<input type="checkbox"/>	5		
Capacity/Bus	<input type="checkbox"/>	5		
Transmission	<input type="checkbox"/>	5		
Maintenance	<input type="checkbox"/>	5		
Customs Certification	<input type="checkbox"/>	5		
Fuel Type	<input type="checkbox"/>	5		
Warranty	<input type="checkbox"/>	5		
Financial Proposal		25	25%	
Total Price	<input type="checkbox"/>	10		
Discount	<input type="checkbox"/>	5		
Financial proposal form completed, signed and stamped	<input type="checkbox"/>	5		
Delivery Date	<input type="checkbox"/>	5		
Total		100	100%	

The Evaluation Criteria Table will be used by the Procurement Committee to determine the successful supplier. The committee will allocate scores for each criterion and provide an overall evaluation based on the total score achieved by each bidder.

Thank You