



**TENDER for dignity kits**  
**Request for Proposal – Dignity kits**

**Issuance Date: June 26, 2022**

**Deadline for Offeror: June 26, 2022**

**Description:** AL SHIFAA is looking for a service provider/ company that will prepare, pack and deliver **600** dignity kits for Women and girls

**Funded By:** Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH

**Implemented By:** (AL SHIFAA for medical and humanitarian services)

**Point of Contact:** [procurement@alshifaa.lb.org](mailto:procurement@alshifaa.lb.org)

**Dignity kits must include the following items:**

count	Nb of items	ITEM	SPECIFICATION	UNIT
1	2	<b>Cotton sanitary pads</b>	No" of pads 20 / packet	packet
2	2	<b>Daily pads</b>	No" of pads 20 / packet	packet
3	1	<b>Deodorant</b>	100 ml	bottle
4	2	<b>Bath sponge</b>	medium	piece
5	1	<b>Toothpaste</b>	200 ml	piece
6	1	<b>Toothbrush</b>	smooth	piece
7	1	<b>Shampoo</b>	250 ML	bottle
8	2	<b>Soap</b>	Medium	piece
9	1	<b>Hand sanitizer</b>	100 ml	bottle
10	1	<b>cotton bag (washable)</b>	with visibility	bag

- All hygiene items (listed above) must be placed in a back backpack (cotton or cloth)
- 3 logos must be printed on the bags
- All items must be valid and with good medical quality

## 1. GENERAL REQUIREMENTS

Offer deadline and protocol: Offeror must be received no later than 3:00 PM local time on the 26th of June 2022 by sending a sealed proposal to AL SHIFAA's Address: Saida – Sahel El-Sbagh –Mardeni building –floor 5 in case you want to deliver the offers by hand to our office. Proposals should include the table of items along with an extra column indicating the price and market brand of each item.

Companies, and organizations, whether non-profit or profit, must be legally registered under the country of the presence upon award of the contract and must have a physical presence at the time the subcontract is signed.

### 1. QUESTIONS:

Questions regarding the technical or administrative requirements of this RFP must be submitted no later than 12:00 PM local Beirut time on 20th June by email to **info@alshifaa-lb** or **public.relations@alshifaa-lb.org**

a. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that AL SHIFAA believes may be of interest to other offeror will be circulated to all RFP recipients who have indicated an interest in bidding.

b. Only the written answers issued by AL SHIFAA will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of AL SHIFAA or any other entity should not be considered an official response to any questions regarding this RFP.

- **Proposals**: Proposals in response to this RFP must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in US dollars. Offeror are requested to provide sealed proposals on official letterhead or format
- **Taxes and VAT**: Projects are not exempt from cooperating country taxes, duties, and VAT.
- **Eligibility**: By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the (the EU or other donors that AL SHIFAA works with). AL SHIFAA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the donor.
- **Evaluation and Award**: A bid committee of a minimum of three people with technical and financial background will be evaluating all the RFPs'. The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following criteria. The relative importance of each individual criterion in indicated by the number of points below:
  - **Delivery** – 30 points: ability to deliver all the requirements required to AL SHIFAA , previous experience with international organizations, good written references.
  - **Price** – 30 points: The overall cost presented in the offer.
  - **Technical**- 40 points: items quality, packing and visibility.
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## PRICE SCHEDULE

- The total price must include all taxes and fees, in US Dollars, and should be expressed on a per-unit basis, based on the needed delivery items per location. Payment will be done after submitting the original invoice:
- The service provider is solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by the bidder or any third parties, in connection with the Response.
- AL SHIFAA standard payment terms are net 30 days after receipt through a bank transfer and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.

- AL SHIFAA doesn't pay advances; payments are done after the delivery of goods or completion of services. A bank guarantee may be issued by the offeror at a later stage if advance payment is required.
- Any award resulting from this RFP will be a firm-fixed price, in the form of a purchase order.

## FORM/CONTENT OF RESPONSE

All proposals shall include the following documents:

1. Cover letter, signed by an authorized representative of the offeror
2. Be in the English language.
3. Official proposals filled.
4. Contain detailed costs in US Dollars, with applicable Tax/Charges clearly identified, and provided against each of the categories of services.
5. Describe the quality and efficiency of the product as well as the product warranty after-sales
6. Provide requested payment terms and conditions.
7. Describe the qualifications, experience, and capabilities of the firm in providing the type of services being requested by this RFP.
8. Include a contact name, email address, and telephone number to facilitate communication between AL SHIFAA and the vendor.
9. A brief outline of the company and services offered, including:
  - Copy of offeror's registration or business license including: Full legal name, the jurisdiction of incorporation, and address of the company - Full legal name and country of the citizenry of the company's President and/or Chief Executive Officer and/or all other officers and senior managers of the company Year business was established;
10. One reference of one organization (emails and phone numbers) that your company has previously provided them with the same type of services.
11. Best-offer proposals are requested. It is anticipated that the award will be made solely on the basis of these original proposals. However,  
AL SHIFAA reserves the right to conduct any of the following:
  - AL SHIFAA may conduct negotiations with and/or request clarifications from any offeror prior to award.
  - AL SHIFAA may cancel this RFP at any time.

End of RFP

Authorized by AL SHIFAA Executive manager  
Date: 15-June 2022

  
