

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Tender Requirements

The UNITED NATIONS CHILDREN'S FUND (UNICEF) launches an invitation to tender restricted to suppliers or manufacturers of educational materials for the procurement of laboratories equipment for eight public schools affected by the Beirut blast: El Tabaris El Namozajia Mixed, Achrafieh Third Mixed Intermediate, Beirut Alaliya Girls Intermediate, Bourj Hammoud Third Mixed Intermediate, Mufti Shaheed Hasan Khaled Secondary, Riyadh el Soloh mixed Secondary, Madame Nadia Aoun secondary, Al Akhtal Assaghir Secondary for Boys.

Equipment are divided into 2 separated lots:

- Lot No A
- Lot No D

Distributed to 8 public schools. These schools are divided into eight school lots as follow:

Lot 1 - Intermediate Schools

- El Tabaris El Namozajia Mixed

Lot 2 - Intermediate Schools

- Achrafieh Third Mixed Intermediate

Lot 3 - Intermediate Schools

- Beirut Alaliya Girls Intermediate

Lot 4 - Intermediate Schools

- Bourj Hammoud Third Mixed Intermediate

Lot 5 - Secondary Schools

- Mufti Shaheed Hasan Khaled Secondary

Lot 6 - Secondary Schools

- Riyadh el Soloh Mixed Secondary

Lot 7 - Secondary Schools

- Madame Nadia Aoun Secondary

Lot 8 - Secondary Schools

- Al Akhtal Assaghir Secondary

Bidders are allowed to bid for one or more of the above school lots (Lot 1, Lot 2...) but their bid must be complete for all the items in every lot.

UNITED NATIONS CHILDREN'S FUND (UNICEF)

BEIRUT

**SUPPLIERS OR MANUFACTURERS CONTRACT FOR THE
PROCUREMENT OF LABORATORIES EQUIPMENT
FOR EIGHT SCHOOLS AFFECTED BY THE BEIRUT BLAST**

INSTRUCTIONS TO BIDDERS

INSTRUCTIONS TO BIDDER

Object: Invitation to Tender for the procurement of laboratories equipment for eight public schools affected by the Beirut blast.

1. Purpose of the Tender

The UNITED NATIONS CHILDREN'S FUND (UNICEF) intends to provide eight public schools affected by the Beirut blast with laboratories equipment.

2. Type of offers

Bidders shall submit a global tender for the equipment supply, installation, operation, adjustment and test (as well as the spare parts and consumable goods, if specified in the technical specifications for a period of 5 years). This offer might be used as a basis for the signature of a contract between the company and the UNITED NATIONS CHILDREN'S FUND (UNICEF).

Equipment are divided into 2 separated lots:

- Lot No A
- Lot No D

Distributed to 8 public schools. These schools are divided into eight school lots as follow:

Lot 1 - Intermediate Schools

- El Tabaris El Namozajia Mixed

Lot 2 - Intermediate Schools

- Achrafieh Third Mixed Intermediate

Lot 3 - Intermediate Schools

- Beirut Alaliya Girls Intermediate

Lot 4 - Intermediate Schools

- Bourj Hammoud Third Mixed Intermediate

Lot 5 - Secondary Schools

- Mufti Shaheed Hasan Khaled Secondary

Lot 6 - Secondary Schools

- Riyadh el Soloh Mixed Secondary

Lot 7 - Secondary Schools

- Madame Nadia Aoun Secondary

Lot 8 - Secondary Schools

- Al Akhtal Assaghir Secondary

Bidders are allowed to bid for one or more of the above school lots (Lot 1, Lot 2...) but their bid must be complete for all the items in every lot. Any offer omitting one or more of the items requested in each of the lot(s) (object of the bid) shall be rejected.

The Evaluation shall be based on **lot-by- lot basis**

Bidders, which would consider it necessary, may sign partnership agreements with one or more other companies in order to be able to submit an offer. In this case, the partnership agreement must be submitted with the offer: members of the group must be jointly and severally responsible and a representative will have to be designated to represent the various partners towards the UNICEF.

3. Tender Documents

The Tender Documents include all the following bidding documents. The candidate is required to examine and initial all the Tender Documents listed below to avoid intelligible bidders.

- (1) The tender document BOQs The Tender Requirements document

Technical evaluation will be conducted based on:

- Presentation of technical documentation (detailed description, original catalogues).
- Responsiveness to technical specifications.

UNICEF will award the contract to the successful Bidder whose Bid has been determined to be technically compliant and has been determined to be the lowest evaluated Bid.

UNICEF is not bound to accept any of the submitted offers if the technical assessment of the offers is not satisfactory

4. The submitted price offer must remain valid 150 days as of the date of submittal of the offers, period during which the supplier will have to maintain, without introducing any modification, the services offered.

UNITED NATIONS CHILDREN'S FUND (UNICEF)

BEIRUT

**SUPPLIERS OR MANUFACTURERS CONTRACT FOR THE
PROCUREMENT OF LABORATORIES EQUIPMENT
FOR EIGHT PUBLIC SCHOOLS AFFECTED BY THE BEIRUT
BLAST**

**CONDITIONS FOR THE SUBMITTAL OF TECHNICAL AND
FINANCIAL OFFERS**

CONDITIONS FOR THE SUBMITTAL OF TECHNICAL AND FINANCIAL OFFERS

1. Content of the offer to be submitted by the bidder

The bidding is open to the following:

- Local suppliers of school laboratories equipment;
- A joint venture partnership between package builders and manufacturers, having designated a joint representative to submit the bid within the scope of a single contract.

2. Content of the Offer

a) Identification of the bidder company

The Bidder shall prove the financial and human capacity of the company for the specialized equipment proposed, on basis of the following representative documents:

- A certified copy of the Articles of Association of the company (or the companies of the group).
- The audited and certified accounting balance sheets evidencing the company's financial equilibrium during the last 5 years.
- References (Client Certificates) in the field of the proposed equipment, with sufficient details such as the source of financing, the name of an authorized person within the beneficiary institution with his address for a possible contact, the realization date, etc.
- Bidders must provide documents evidencing company's registration at the Chamber of Commerce for the last 5 years proving that bidders' field of activity include those stated in the tender specifications.

Qualification requirements:

- The bidder must have successfully executed during the last 10 years projects of a similar nature and value.

b) The Bidder shall submit there offer on basis of the following documents:

- 1- The Bidders shall submit a complete and detailed **descriptive report** of the equipment object of their offer to justify the requested particular technical characteristics. The descriptive report shall specify for each article, the **brand and reference of the manufacturer**, the technical specifications, accessories, spare parts, etc. The conformity to the requested technical specifications will be confirmed in writing.

The Bidders' offers shall also include the **technical notices and documentations** (issued by the various builders and manufacturers) related to the requested equipment and material. Any complementary commercial documentation is useless and should not be submitted.

Said documentation shall be related to the proposed equipment and not to equivalent equipment and should be presented under original hard copy formats to be sent to UNICEF Premises – 5th floor – SAMA Beirut, Sodeco Area – Attention: Supply Section

UNICEF has the right to verify all received documents and may reject any proposal containing an incomplete or illegible documentation.

The characteristics and performances of the equipment offered by the Bidder shall be proven to be in conformity with the present technical specifications in a clear, precise and univocal way.

- 2- The list of names and addresses of the manufacturers of each article along with the certificates indicating the origin.
- 3- The confirmation of the maximum contractual delivery period (180 days) on the sites of the public schools.
- 4- The name of the local representative, which can guarantee the follow-up of the supplied equipment; the guarantee delivered by said representative confirming the availability of the spare parts for a period exceeding 5 years.
- 5- The proxy designating the person duly authorized to sign the offers and the Contract Agreement.
- 6- That in case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Purchaser's country
- 7- For local companies only, to submit:
 - a- Certificate of Quittance issued by the National Social Security Fund valid at the date of submission of Bids;
 - b- Certificate of registration of the company issued by the Ministry of Finance.
 - c- Certificate of Registration at the Register of Commerce.

The Bidder shall submit its complete financial offer on basis of the documents provided in the consultation file.

The following documents shall be submitted with the offer:

- The quantitative price list duly completed with the prices denominated in USD.
- The Bid Form duly completed and signed by the person authorized by the company.

All financial charges, levies and duties, necessary for the complete commissioning of the supplies indicated in this tender document, as well as the charges for the availability of the required spare parts for the period indicated previously, shall be included in the unit price of each item.

Unit prices shall not include VAT.

Each offer shall be completed separately for each lot.

UNITED NATIONS CHILDREN'S FUND (UNICEF)

BEIRUT

**SUPPLIERS OR MANUFACTURERS CONTRACT FOR THE
PROCUREMENT OF LABORATORIES EQUIPMENT
FOR EIGHT PUBLIC SCHOOLS AFFECTED BY THE BEIRUT
BLAST**

TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS

ARTICLE 1- ORIGIN OF EQUIPMENT

All of the equipment, including accessories and spare parts shall be new, lately manufactured, well built, and certified by the competent authorities attesting the quality and conformity with the industrial standards and conditions of use in accordance with the contractual values and performances.

For this purpose, the suppliers shall indicate the origin and place of manufacturing of their equipment including the original quality control certificates justifying the products testing by the manufacturer. Please note that Quality Management Systems certificate do not replace any product testing certificate.

For the supplier who was awarded the contract, a Declaration for Under License Manufacturer shall be presented for all concerned products specified by the consultant.

Manufacturer's declarations shall:

- Bear the manufacturer's name or trademark
- Name and description of product
- Statement regarding quality of product
- Be signed and dated.

The specialized tool shall be delivered in sufficient quantities to enable the assembly and particular adjustments necessary for the smooth operation of the delivered equipment.

ARTICLE 2- CONFORMITY WITH THE STANDARDS

The origins, qualities, characteristics, types, dimensions, masses, as well as the delivery, control, and testing marking methods shall be in conformity with the standards accepted upon the signature of the order. The used standards shall be the latest applicable Lebanese, European and/or US standards.

ARTICLE 3- RESPECT TO ENVIRONMENT

When applicable, environmentally friendly products are preferred over other products not presenting any criteria for the respect of environment.

Environmentally friendly means but is not limited to:

- Products that are made of recycled material,
- Products generating minimum packaging wastes,
- Products that followed a clean production process
- Products that could be recycled totally or partially at the end-of-life cycle
- Energy saving

ARTICLE 4- INITIAL PACKAGING

The Supplier or the Manufacturer shall ensure the packaging of the equipment in a way to avoid damage during their transport towards their final destination in the storing areas designated by the UNICEF.

The packaging shall be sufficient to resist in any circumstances to handling, extreme temperatures, salt and atmospheric precipitations during transport and transit warehousing.

Sizes and weights of the packages shall take into account when needed, the distance of the final destination and the absence of handling means for heavy packages at all stages.

The packaging, marking, external labeling, and related documentation shall be strictly in conformity with the technical specifications and shall be included in the costs of the various equipment.

ARTICLE 5- TRANSPORT OF EQUIPMENT

Supplier is responsible to deliver the goods to the designated schools.

ARTICLE 6- DELIVERY PERIOD

The entirety of the equipment shall be delivered within a maximum period of 180 days as of the date of entry into force of the contract.

The delivery conditions, according to the manufacturing planning, shall be confirmed by the Supplier in order to define the number of freights and packing list, as agreed with the Buyer.

ARTICLE 7- LOCAL REPRESENTATION AND AFTER SALE SERVICES

Each Supplier shall certify in writing the local representation and shall guarantee the conservation of the spare parts stock as well as the equipment and tools necessary for the maintenance of the equipment and material included in the offer.

The Supplier shall give, for every equipment, the list of potential Suppliers of spare parts and consumables in Lebanon along with their prices and normal delivery periods.

ARTICLE 8- TECHNICAL DOCUMENTATION

Upon the temporary receipt, the Supplier shall provide in two copies the technical documents enabling the use, maintenance, and repair of all the mechanical, electrical, and hydraulic elements of the supplied material including the complete user guide of the machine.

These documents shall be in French, English, and /or Arabic.

- The complementary documents including the listing of the “factory” spare parts shall enable the identification of each part and its accessories enabling a global order of the repair set.
- The operation and maintenance documents shall identify the maintenance methods covering each equipment.

- The addresses of all of the Suppliers and manufacturers shall be provided.
- A copy of this documentation (on whatever medium) shall permanently remain the Buyer's offices.

ARTICLE 9- INSTALLATION AND OPERATION

The Supplier shall specify in its price offer, the installation, operation, adjustments, and testing of the equipment. It is worth mentioning that the Supplier who will be awarded with the contract will have to visit the site to check the existence of the adequate electrical network for the installation of the equipment. The price of the operation of the equipment should include the cost of the necessary electrical works on the site for the installation and putting into service of the equipment.

**LOT A:
SPECIFICATIONS**

**LOT D:
SPECIFICATIONS**

**GENERAL SPECIFICATIONS
FOR LOT A & LOT D**

UNITED NATIONS CHILDREN'S FUND (UNICEF)

BEIRUT

**SUPPLIERS OR MANUFACTURERS CONTRACT FOR THE
PROCUREMENT OF LABORATORIES EQUIPMENT
FOR EIGHT PUBLIC SCHOOLS AFFECTED BY THE BEIRUT
BLAST**

QUANTITATIVE PRICE LIST

LOT 1:

**El Tabaris El Namozajia Mixed
Intermediate**

LOT 2:

**Achrafieh Third Mixed
Intermediate**

LOT 3:

**Beirut Alaliya Girls
Intermediate**

LOT 4:

**Bourj Hammoud Third Mixed
Intermediate**

LOT 5:

**Mufti Shaheed Hasan Khaled
Secondary**

LOT 6:

Riyad el Soloh Mixed Secondary

LOT 7:

Madame Nadia Aoun Secondary

LOT 8:

Al Akhtal Assaghir Secondary