

**Tender Notice**

Name of Organization: American Near East Refugee Aid (ANERA)
Project Title: Community Based – Solid waste management
Location: Bekaa
Date of Issuance: 15/08/2018
Deadline of Submission: 20/08/2018
Office Address: Forest bldg, 3rd floor Alam Street Badaro, Lebanon
For Inquiries only: Office Landline: 01-382590/1 Ext: 111 or 120

**Brief Description:**

As part of Anera’s “Community Based – Solid waste management” project funded by UNHCR and in partnership with three municipalities in Bekaa, Majdl Anjar, Temnine Faouqa and Mansoura, Anera is inviting interested bidders to submit their proposals for the production of 10 000 Waste Bins.

The bids proposals submittal is open between Wednesday, 15 August 2018 (9:00 A.M. – 4:00 P.M.) until Monday, 20 August 2018.

Proposals must be submitted in sealed envelope stamped in red wax to ANERA Office Beirut before 10:00 A.M. on Monday, 20, August 2018.

Anera Address: Beirut-Badaro, Alam Str. Forest Bldg-2nd Floor.

N.B.: Proposals submitted after the deadline will be rejected

**About ANERA:**

- American Near East Refugee Aid (Anera) advances the well-being of people in the West Bank, Gaza, Lebanon and Jordan. Through partnership and close consultation with local groups and communities, Anera responds to economic, health and educational needs with sustainable solutions and also delivers humanitarian aid during emergencies.
- Incorporated in 1968 to help ease the suffering of Palestinian refugees after the Arab-Israeli War of 1967, Anera is non-political and non-religious and is one of the largest American non-profits working solely in the Middle East for 40 years.
- Anera helps local institutions become more self-sufficient and effective in serving their communities. Every project is planned in consultation with the communities that ultimately benefit an approach that ensures relevancy and commitment, and secures the long-term viability of the projects.

**Objective of the project:**

The Community Based Solid Waste Management Project aims at improving sanitary conditions and hygiene status in three villages, namely: Majdal Anjar, Temnine el Faouqa and Mansoura to benefit a total of 48,533 persons residing in the three villages (20,533 refugees and 28,000 host community members) through upgrading solid waste management systems used by the municipalities and mobilizing the community towards improved Solid Waste Management Systems

**Terms of Reference:**

Interested parties are invited to submit their technical and financial proposal based on the below TORs.

1) The financial proposal should be based on the below table:

Product	Reference	Size	Color	Quantity
Waste Bins	Tokyo 50 L – Flat Cover	41*38	Red	8900
Waste Bins	Geo 28 L – Swing Cover	28*28*51	Green	1100
Total				10 000

2) Technical Proposal should include:

- Company Profile
- Delivery Plan
- Company Registration Certificate
- Power of Attorney for Authorized signatory
- Registration of the company at the ministry of Finance
- Company VAT Certificate
- Declaration of Impartiality, Confidentiality and Conflict of Interest (Annex I)

3) Time Frame:

Waste Bins need to be produced in a maximum period of 10 days upon selection of winning bidder.

4) Additional requirements:

- Delivery of Waste Bins to Anera/UNHCR warehouses should be included in the offer
- Inclusion of policy for modifications and/or returns.
- Ability to meet the above mentioned time frame

**Evaluation Criteria:** submitted quotations will be evaluated on the below factors:

- Price of good or service
- Delivery of goods plan / Time frame
- Past performance of the vendor

**Contract type:**

The winning bidder will enter into a service agreement with Anera which contains the technical and financial proposal submitted by them as an Annex to the agreement.

### **How to apply**

Technical and financial proposal should be submitted by hand in one big sealed enveloped titled **Waste Bins Proposal** before Monday, 20 August 2018 10:00 A.M.

Inside the sealed envelope, there should be two other envelopes, one labeled as technical proposal and one as financial proposal.

Inside each of the envelopes there should be a cover letter containing the following information:

- Name of tenderer
- Contact details of tenderer

All interested parties should submit the Declaration of Impartiality, Confidentiality and Conflict of Interest (Annex I) attached to this offer as a cover letter inside their technical proposal.

Incomplete applications will be automatically disqualified.

Anera reserves the right to accept or reject any quotations, cancel the bidding process and to reject all quotations at any time prior to the award of the contract.

### **Opening of the Bids:**

Anera's tender committee will convene on Monday 20 August 2018 at 1:00 P.M.

### **For inquiries**

Any inquiries regarding the tender can be sent by Email to: [procurement@aneralebanon.org](mailto:procurement@aneralebanon.org)

Or bidders can contact Louai Ladki by phone at 01- 382 590 Ext. 111

**Annex I**  
**Declaration of**  
**Impartiality, Confidentiality and Conflict of Interest**

Solicitation Reference: **Production of Waste Bins**

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above mentioned procurement. By making this declaration, I confirm that I have familiarized myself with the information available to date concerning this procurement action including the content of the solicitation, the procurement request and all supporting documents. Further, I have read and understand ANERA’s procurement policy and procedures and the procurement evaluation process has been explained to me including issues related to confidentiality and conflict of interest. I further declare that I shall execute my responsibilities honestly and fairly.

**Conflict of Interest:** It is ANERA policy that no ANERA employee, office, or agent(s) shall participate in the selection, award or administration of a contract/purchase order supported by ANERA fund if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer or agent(s), any of the member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in a supplier/firm that is competing under this solicitation either as a prime supplier or subcontractor.

I am independent of all parties which stand to gain from the outcome of the evaluation process. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, should it become apparent during the course of the evaluation process that such a relationship exists or has been established, I will immediately cease to participate in the evaluation process and notify the Procurement Officer as to the facts that have caused my departure.

I agree to hold in trust and confidence any information or documents (“confidential information”) disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party. I also agree not to retain copies of any written information or prototypes supplied.

Confidential information shall not be disclosed to any employee or expert unless they agree to execute and be bound by the term of this Declaration.

Name	:	
Signature	:	
Date	:	