INVITATION TO BID (ITB) NO: 2025-012 Supply and Delivery of Dental Equipment.

The Lebanese Red Cross (LRC) hereby invites sealed bids from qualified suppliers, registered with the Lebanese government, for the supply and delivery of **Supply, Delivery and installation of Dental Equipment** as specified in this tender document.

**TENDER DETAILS:** The Tender details are as follows:

|  |  |
| --- | --- |
| **INCOTERMS:** | DDP – Beirut Delivery Duty Paid |
| **Delivery address of the Bid:** | Lebanese Red Cross Head Quarters, Finance Sector, 2st floor, Spears Street, Kantari, Beirut, Lebanon |
| **ITB Published Date:** | February 11, 2025 |
| **Bid Submission deadline:** | February 25, 2025 / Time: 4:00 p.m. |
| **Site Visit: (Mandatory)** | **Site Visit Details:**  Date: February 18th, 2025  Time: 11:00 a.m.  Location: Lebanese Red Cross Hadath HC  Contact Person: Takla Abou Rached  Contact Number: 79-300396 |
| **Deadline for questions:** | February 19, 2025 / Time: 4:00 p.m. |
| **Bids to be marked:** | Tender reference: **2025-012** Do not open before **February 25, 2025** |

*All documents can be downloaded from* [*http://www.redcross.org.lb/*](http://www.redcross.org.lb/) *(Please select “Tender” from the menu at the top right of the page). Tenderers are advised to check the website regularly as any changes or additional information related to this tender will be updated via the website.*

#### IMPORTANT INFORMATION REGARDING THIS ITB:

1. Bid should be submitted typing and not hand written *(written by hand bids will be considered as ineligible)*
2. All interested bidder in this ITB are requested to send an email with subject Reference ***INVITATION TO BID (ITB) NO: 2025-012- Supply and Delivery of Dental Equipment.*** The following email [rim.fares@redcross.org.lb](mailto:rim.fares@redcross.org.lb) indicating the willingness to be a part of this bid, this will enable you to receive any amendments or updates related to this ITB.
3. Bidders should possess a scanned copy of the Invitation to Bid (ITB) documents that are completed, signed, and stamped. These documents must be readily available to be sent to the Lebanese Red Cross (LRC) via email when requested.

## SELECTION AND AWARD CRITERIA

The awarding decision will be based on the lowest-cost technically compliant bid/lot. However, in cases where the majority of bidders have not bid on all items per lot, or based on the results of the technical and financial evaluations, along with the recommendations of the technical advisor (which can only be determined after bid evaluation), LRC reserves the right to award the contract based on the lowest-cost technically compliant bid for each individual item.

The technical evaluation criteria are as per ***Annex 3 : Detailed Specification***

## ADMINISTRATIVE EVALUATION *(Sign and Stamp)*

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids thatare deemed administratively non-compliant may be rejected.

**DOCUMENTS LISTED BELOW SHALL BE SUBMITTED WITH YOUR BID:**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **ANNEX** | **DOCUMENT** | **INSTRUCTIONS** |
| 1 | Annex 1 | LRC Supplier Registration Form | Complete ALL sections in full, sign, stamp and submit ***Mandatory.*** |
| 2 | Annex 2 | Bid Form | Complete ALL sections in full, sign, stamp and submit ***Mandatory.*** |
| 3 | Annex 3 | Detailed Specification | Complete ALL sections in full, sign, stamp and submit ***Mandatory.*** |
| 4 | Annex 4 | Past Performance & Bidder References: | At least Two Proof of similar working experience with local or international NGO, Public or private sector shall be submitted.  Proof includes a copy of contract/purchase order signed or copy of Job Completion.  ***Note: notification of contract award is not a***  ***Proof of experience for LRC.*** |
| 5 | Annex 5 | Tender Award and Acknowledge Certificate | Mandatory, Signed and Stamped |
| 6 |  | Data Sheet for the proposed items and technical proposal for the installation | Mandatory, Signed and Stamped |
| 7 |  | Copy of company registration – (Ministry of Justice)- وزارة العدل) ) شهادة تسجيل شركة تجارية | Mandatory |
| 8 |  | Copy of tax registration (Ministry of Finance (وزارة المالية) شهادة تسجيل الشركة | Mandatory |
| 9 |  | Copy of VAT registration (Ministry of Finance)  (وزارة المالية) شهادة تسجيل في الضريبة على القيمة المضافة | If registered |
| 10 |  | اذاعة تجارية | Mandatory |
| 11 |  | IBAN official Document Signed by the Bank | Mandatory |

## TECHNICAL EVALUATION

* To be considered technically acceptable, the bid must meet or exceed all requirements and specifications in the ITB.
* A bid is considered compliant if it meets all mandatory conditions and specifications without significant deviations or restrictions. Non-compliant bids will be rejected.
* LRC reserves the right to request alternatives for non-compliant items.
* Only bids passing the Technical Evaluation will proceed to the Financial Evaluation. Non-compliant bids will not undergo financial evaluation.

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| --- | --- | --- |
| **LRC Essential Requirements *N.B: bidders who do not comply with LRC below mandatory Requirement will be disqualified.*** | **Is bid compliant?** Bidder to complete | **Comments if any** |
| Awarded Bidder(s) must commit to One Years Framework Agreement. With possibility for one year extension **Mandatory** | ☐ Yes ☐ No |  |
| **LRC Payment Terms:** Bank fresh USD transfer, within 30-45 calendar days from the invoice date.  The VAT amount will be paid in LBP cheque based on the Sayrafa exchange rate **Mandatory** | ☐ Yes ☐ No |  |
| **Bid validity for evaluation:**  Bids shall remain valid for a period of three (3) calendar months from the deadline for the receipt of bids **Mandatory** | ☐ Yes ☐ No |  |
| **Lead Time Delivery:** **Mandatory**  **1 WEEK** from receiving the PO via email | ☐ Yes ☐ No |  |
| **Warranty:** 2 years from date of delivery | ☐ Yes ☐ No |  |
| The bidder agrees to accept being awarded as a secondary provider (defined as a backup or alternative supplier) rather than a primary one (defined as the main or preferred supplier). | ☐ Yes ☐ No |  |

1. **TENDER PROCESS**

The following processes will be applied to this Tender:

 Tender Period

 Tender Closing

 Tender Opening

 Administrative Evaluation

 Technical Evaluation

 Financial Evaluation

 Contract Award

 Notification of Contract Award

## Instructions to bidders

Tenderers must meet all the requirements specified in the tender documents and therefore advised to go through the tender documents carefully before submission and be certain that they are able to comply with the specified terms & conditions.

1. **Bidding in lots:**

If the tender is divided into lots, bidders should make every effort to bids for all items within the lot they are interested in. If bidders fail to complete all items within the lot LRC reserves the right not to award the lot to the bidder. Bidders can bid for as many lots as they wish.

1. **Items and Quantity:**

LRC reserves the right to split up the order between suppliers.

1. **Specifications:**

The detailed specification in respect of requested item with packing, marking/ labelling instructions etc. are given in ***Annex 3*** which tenderers must adhere to.

**Eligibility:**

* 1. Bidders are solely responsible for ensuring that the full bid is received by LRC in accordance with the ITB requirements, prior to the specified date and time mentioned above. LRC will consider only those portions of the bids received prior to the closing date and time.
  2. All responsive Bids shall be typed on the LRC Bid Form.
  3. Bids submitted are at the Bidders risk and LRC takes no responsibility for the receipt of such Bids.
  4. Bidders are solely responsible for ensuring that the full Bid is received by LRC, in accordance with the ITB requirements:

**Submission of the Hard Copy:**

Bid shall be placed in an outer sealed envelope, addressed and delivered to:

***“Tender reference: 2025-012. Do not open before February 25, 2025”*** Failure to comply with the above may disqualify the Bid.

* 1. Tenderer(s) must be Manufacturers, accredited Wholesalers, Traders / Suppliers, Agents in their registered countries.
  2. Any unsealed tenders and tenders received after the submission deadline will not be accepted.
  3. Tenderer(s) should have the capacity and capability to supply the items in accordance with the specifications within the prescribed delivery time and the terms & conditions mentioned herein.
  4. Contracts can be awarded individually or jointly.

1. **Price:**
   1. Price should be best and final offer
   2. Include discounts for early payment, if any
   3. All prices should be denominated in the currency that is specified in the **Addendum** attached.
   4. Applicable VAT/duty rates should be clearly stated per item in the offer as to facilitate any tax/ duty exemptions/ reimbursement
2. **I’NCOTERMS:**

DDP INCOTERMS©2021 as defined by the International Chamber of Commerce will be used to govern the terms of delivery/ contract.

1. **Delivery Destinations:**

Details of the consignee and necessary details for the paperwork will be agreed at the time of signing contract with successful Tenderer/s. Tenderer(s) shall be responsible for all costs arising from packing, forwarding and delivering of goods to actual points of delivery including loading, unloading, transport and insurance and clearance costs as per the stated INCOTERMS.

1. **Delivery/Readiness Period:**

The delivery/readiness must be within the agreed timeframe after the of signing the contract by both parties and all the items/quantities must be delivered at the delivery destinations within a maximum period as agreed on the signing of the contract. The successful Tenderer will be required to agree to the Delivery Schedule (as stated, in tranches so they meet the requirements of our consignee)

1. **Packaging:**

All goods must be appropriately packed (if applicable – refer **Annex 3** suitable for sea/road transportation and loading/unloading including rough handling to final destinations.

1. **Marking/Labelling:**

Marking / labelling instructions are provided in **Annex 3**

1. **Presentations:**

Bids should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules, which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized

1. **Language:**

The documents submitted will be accepted in English language only. The certificate, etc. from local government or local authorities (if applicable) could be provided in actual language All markings and labelling should appear in English only.

1. **Samples**

Please refer to the **Addendum** if samples are required with the bid submission or not. If required samples of all the items must be submitted together with your Tender documents. Samples must meet the required specifications as per **Annex 3** . Each sample must be clearly labelled. LRC reserves the right to reject bids where Tender documents are not accompanied by the samples.

1. **Validity Period:**

Bids shall be valid for at least the minimum number of days specified in the Addendum, and from the date of Bid closure. LRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids, which do not specify any such maximum or minimum limitation.

If the bid is successful and contracted, the bid will remain valid for the duration of the contract.

1. **Your offer should clearly state the following:**
   1. Country of origin of the goods
   2. Place of manufacture and place of despatch
   3. Unit prices / Total prices, etc. as per **Annex 2 - Bid Form**
   4. Price should be net after deduction of any discount and should be compatible with the appropriate INCOTERMS specified in the **Addendum**.
   5. Firm dates for starting and completion of delivery at delivery points.
   6. Confirmation to comply with the specifications as per **Annex 3 – Detailed Specification**, if you can meet the specifications. If not, state clearly.
   7. Confirmation to agree to accept the terms and condition as per this tender document and the general terms and conditions, stated within Annex 5 Tender and Award Acknowledge Certificate.
   8. Full packing details (contents, weight and volume)
2. **Award of Contracts:**

This ITB does not commit LRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. The Bidder of an offer made by LRC will regard as an offer made by the Bidder and not as an acceptance any bid submitted.

No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of LRC and the successful Bidder.

LRC may award contracts for part quantities or individual items. LRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened.

LRC reserves the right to cancel any ITB, to reject any or all Bids in completely or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future LRC ITBs.

1. **ACCEPTANCE:**

LRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITB closure.

1. **CONFIDENTIALITY:**

This ITB or any part hereof, and all copies hereof shall be returned to LRC upon request. This ITB is confidential and proprietary to LRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to

Others without the prior written consent of LRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this ITB.

1. **COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT**

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

 The preparation of submission of Bids,

 The clarification of Bids,

 The conduct and content of negotiations,

 including final contract negotiations,

In respect of this ITB or procurement process, or any other procurement process being conducted by LRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to LRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

1. **IMPROPER ASSISTANCE**

Bids that, in the sole opinion of LRC, have been compiled:

- With the assistance of current or former employees of LRC, or current or former contractors of LRC in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,

- With the utilization of confidential and/or internal LRC information not made available to the public or to the other Bidders,

In breach of an obligation of confidentially to LRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from LRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this ITB was an official, agent, functionary, or employee of, or otherwise engaged by LRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this ITB relates.

1. **CORRUPT PRACTICES**

LRC has zero tolerance for corruption. The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by LRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favoritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by LRC, including tendering, award or execution of core serves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate LRC policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore, agrees to inform LRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific LRC country operations

1. **CONFLICT OF INTEREST**

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of LRC and the Bidder’s interests during the procurement process.

If during any stage of the procurement process or performance of any LRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify LRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of LRC, or cases in which any LRC official, employee or person under contract with LRC may have, or appear to have, an interest of any kind in the Bidder’s business or any kind of economic ties with the Bidder. The Bidder shall take steps as LRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of LRC.

1. **WITHDRAWAL/MODIFICATION OF BIDS**

Requests to withdraw a Bid after the Bid closure time shall not be honored.

Withdrawal of a Bid may result in your suspension or removal from the LRC suppliers List.

A Bidder may modify its Bid prior to the ITB closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITB closure.

1. **LATE BIDS**

All Bids received after the ITB closure will be rejected.

1. **OPENING OF THE ITB**

The Tender Opening will take place at the time and location stated within Addendum.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence LRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

1. **CONDITIONS OF CONTRACT**

All Bidders shall acknowledge that the LRC General Conditions, or the Special Conditions of Contract, as applicable, are acceptable.

1. **CANCELLATION OF THE ITB**

In the event of an ITB cancellation, Bidders will be notified by LRC. If the ITB is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders.

*The ITB may be cancelled in the following situations:*

* where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
* the economic or technical parameters of the project have been fundamentally altered;
* Exceptional circumstances or force majeure renders normal performance of the project impossible;
* All technically compliant Bids exceed the financial resources available; or there have been irregularities in the procedure, in particular where these have prevented fair competition.

LRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an ITB, even if LRC has been advised of the possibility of damages. The publication of a procurement notice does not commit LRC to implement the programme or project announced.

1. **QUERIES ABOUT THIS ITB**

For queries on this ITB, please contact the Procurement, on the following email: [rim.fares@redcross.org.lb](mailto:rim.fares@redcross.org.lb)

All questions regarding this ITB shall be submitted in writing to the above. On the subject line, please indicate the ITB number, Bids shall not be sent to the above email. All questions during the tender period, as well as the associated answers, will be shared with all invited bidders.

1. **ITB DOCUMENTS**

This ITB document contains the following:

1. This Invitation to Bid.

2. Addendum

3. Annex 1: LRC Supplier Registration Form.

4. Annex 2: LRC Bid Form.

5. Annex 3: Detailed Specification

6. Annex 4: Past Performance and Reference Check.

7. Annex 5: Tender and Contract Award Acknowledgement Certificate.

8. Annex 6: General Conditions of Procurement Contract.

9. Bidder Checklist.

Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. LRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely

|  |  |  |
| --- | --- | --- |
| Addendum | | |
| **Bidders Instructions:** | **Item:** | **Specific Instruction / Requirements:** |
| **Language:** | Tender document language | English |
| **Price:** | Currency of Bid | United State Dollar USD |
|  | Exchange rate | For evaluation purposes, we will use the following exchange rate  No other currencies are acceptable. |
| **Payment:** | Terms | 30-45 calendar days after the submission of all required documentation (invoice GRN….)  ***In case of payment in LBP, the value of the Lebanese Pound shall be determined according to the exchange of the US dollar issued by the Beirut Stock Exchange, on the payment's date*** |
| Method | Bank transfer – VAT Amount will be paid in Cheque LBP (sayrafa rate) |
| **INCOTERMS©** | Terms of delivery | DDP |
| **Submission Details** | Submission of the Hard Copy in sealed envelope | Bid shall be placed in an outer sealed envelope, addressed and delivered to:***Tender reference: 2025-012. Do not open before February 25, 2025***  **Note: Special Instructions:**  Please ensure that the papers are not stapled. The documents should remain loose or, if necessary, they can be attached using a clip or another fastening method, and please the documents must be printed 1 side not 2 sided  يرجى التأكد من عدم تدبيس الأوراق. يجب ترك الأوراق مفككة أو، إذا لزم الأمر، يمكن ربطها باستخدام مشبك أو وسيلة أخرى |
| **QUERIES ABOUT THIS ITB** |  | All questions regarding this ITB shall be submitted in writing to the following email: [rim.fares@redcross.org.lb](mailto:rim.fares@redcross.org.lb) .please indicate the ***Tender reference only: ITB-2025-012.*** |
| **Tender delivery** | Delivery address | Lebanese Red Cross ,Finance office- 2nd Floor, Head Quarter  Spears St Freet,Kantari, Beirut, Lebanon |
| **Lead Time delivery** |  | Lead time delivery from Purchase order: 1 WEEK |
| **Goods/ services delivery period** | 1 year FWA | Awarded Bidder(s) must commit to One Year Framework Agreement. With possibility of one year extension |
| **Goods delivery location** |  | Hadath HC – Old Municipality Bld |
| **Marking/ labelling** |  | N/A |
| **Samples** |  | Data Sheet with the technical proposal for the installation |
| **Site Visit** | Mandatory | **Site Visit Details:**  Date: February 18th, 2025  Time: 11:00 a.m.  Location: Lebanese Red Cross Office in Hadath health Center  Contact Person: Takla Abou Rached  Contact Number: 79-300396 |
| **Bid validity for evaluation** | 3 calendar months | Bids shall remain valid for a period of three (3) calendar months from the deadline for the receipt of bids |
| **Liquidated damages** | Damages per calendar day of delay | 0.5% of contract value |
| Maximum delay damages | 5% of contract value |
| **Tender information** | Tender launching /advertisement date: | February 11, 2025 |
| Tender Submission deadline: | February 25, 2025 / Time: 4:00 p.m. |
| Deadline for questions: | February 19, 2025 / Time: 4:00 p.m. |
| Bids to be marked: | ***ITB-2025-012*** Do not open before ***February 25, 2025*** |

## 

## Annex 1: Supplier Registration Form (Must be signed and stamped)

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire. All bidders should completely fill up this form. If found blank then the bidder's tender shall not be included in the Final Evaluation

|  |  |
| --- | --- |
| 1. NAME OF COMPANY: |  |
| Company Address | Location: |
| Country: |
| Contact Person (s) information | Name:  Position:  Mob Number:  Email: |
| Company Telephone No | Fax:  Mob:  Tel: |
| Company Email |  |
| Company Website |  |
| Owner(s) Name(s): |  |
|  |
| Nationality: |  |
| VAT Number |  |
| Date of Registration of VAT |  |
| 1. ORGANISATION REGISTRATION: | Year Established: Under the laws of: |
| 1. SIZE OF BUSINESS | No. of Employees: No. of Branches: |
| No. of International Offices: |
| Location of Factories: |
| No. of Plants: |
| No. of Warehouses |
| 1. AFFILIATED/HOLDING/ SUBSIDIARY COMPANIES: | Name Address Nature of Affiliation |
|  |
|  |

## ANNEX 2 - BID FORM (ALL REQUESTED DETAILS TO BE FILLED OUT, SIGNED, AND STAMPED-MANDATORY)

**Important Instructions for Bidders:**

* All bids must be typed; handwritten bids will be rejected.
* The contract will be awarded to the lowest-cost technically compliant bid/lot.
* All prices must be inclusive of all costs, including installation. In case of any discrepancy between the unit price and total price, LRC reserves the right to rely on the unit price as stated in the financial bid. ***(The unit price must be provided with no more than two decimal places)***
* The quantities reflected in the table below are Estimated. Bidders must maintain the same unit price for the entire one-year period.

**LOT #1: Dental Equipment *(all the below items must be compatible with the dental chair unit)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LRC TO COMPLETE** | | | | **BIDDER TO COMPLETE**  *(MANDATORY TO FILL ALL THE REQUIRED DETAILED)* | | | |
| **ITEM #** | **ITEM/MILESTONE REQUIRED**  ***(REFER TO ANNEX 3 DETAILED SPECIFICATION)*** | **UOM** | **QTY** | **ITEM OFFERED**  *MODEL NAME, MODEL, UOM AND (FULL DESCRIPTIONS IF DIFFERENT THAN WHAT IS REQUIRED IN THE REQUIRED TECHNICAL DESCRIPTION)*  ***MANDATORY TO FILL*** | **UNIT PRICE (USD)**  EXCLUSIVE VAT | **VAT 11%** | **TOTAL PRICE (USD)**  INCLUSIVE VAT |
| **1.1** | Dental Chair unit | Pcs | 1 |  |  |  |  |
| **1.2** | Dental Curing Light | Pcs | 1 |  |  |  |  |
| **1.3** | Ultrasonic Scaling | Pcs | 1 |  |  |  |  |
| **1.4** | Dental Digital High Speed Amalgamator Amalgam Capsule Blend Mixer | Pcs | 1 |  |  |  |  |
| **1.5** | Built in Dental Teeth Whitening Light Machine | Pcs | 1 |  |  |  |  |
| **1.6** | Endo-Motor | Pcs | 1 |  |  |  |  |
| **1.7** | Apex Locator | Pcs | 1 |  |  |  |  |
| **1.8** | Dental Air Prophy Polisher Tooth Polisher with Quick Connect | Pcs | 1 |  |  |  |  |
| **1.9** | Dental High Speed Low Speed Handpiece Kit | Pcs | 1 |  |  |  |  |
| **1.10** | Dental Medical Air Compressor | Pcs | 1 |  |  |  |  |
| **1.11** | Dental Intraoral Camera | Pcs | 1 |  |  |  |  |
| **1.12** | Portable X-Ray Gun | Pcs | 1 |  |  |  |  |
| **1.13** | Intraoral sensor | Pcs | 1 |  |  |  |  |
| **1.14** | Installation fees including all work needed to install all the equipment covering tube/electrical work based on the site visit | LS | 1 |  |  |  |  |

**BANK ACCOUNT DETAILS:** *(ALL REQUESTED DETAILS TO BE FILLED OUT, SIGNED, AND STAMPED-MANDATORY)*

|  |  |
| --- | --- |
| **SUPPLIER BANK DETAIL:** | |
| Bank Name: |  |
| Bank Address: |  |
| Beneficiary Name: |  |
| Beneficiary Address: |  |
| Account#: |  |
| Currency: |  |
| IBAN : |  |
| SWIFT : |  |

## ANNEX 3: Detailed Specification

| **ITEM #** | **ITEM NAME** | **TECHNICAL DESCRIPTION** |
| --- | --- | --- |
| **1.1** | **Dental Chair unit** | 1. Chair Dimensions and Adjustability:  Height Range: Typically between 35 to 45 cm (from the floor to the seat).  Backrest Adjustability: Must be able to recline fully for optimal patient positioning, usually up to 135-180 degrees.  Leg Rest Adjustment: Ability to raise or lower the footrest for patient comfort.  Headrest Adjustment: Movable headrest for different patient sizes and comfort.  2. Weight Capacity:  Weight capacity usually ranges from 136 to 272 kg (depending on the model).  3. Base:  Material: Steel or aluminum base for stability and durability.  Design: A smooth, stable base that ensures ease of cleaning and prevents tipping.  4. Hydraulic or Electric Drive System:  Hydraulic: Offers smooth, quiet movement but may require more maintenance.  Electric: Easier to control, more precise, and requires less maintenance.  5. Dental Unit Features:  Control Panel: An easy-to-use, programmable control panel to adjust chair settings, footrests, and backrest.  Patient Positioning: Full range of movement options to adjust chair position easily.  Seat Upholstery: High-quality, comfortable, and easy-to-clean material such as vinyl or leatherette.  Infection Control: Anti-bacterial and easy-to-clean surfaces.  6. Integrated Equipment:  Delivery System: Options for integrated handpieces, suction, and air/water syringes.  Lighting: Built-in, adjustable LED dental lights for clear visibility during procedures.  Tray and Armrests: Movable or adjustable tray for tools, as well as armrests for patient comfort.  7. Electrical Power:  Voltage: Ensure compatibility with your region's electrical system (typically 220-240V in many countries).  Power Outlets: Enough outlets for additional devices such as X-ray machines, autoclaves, etc.  8. Warranty and Support:  Look for a unit with at least a 1-3 year warranty and reliable customer support for maintenance and parts.Foot pedal, Dental stool, Detachable spit spoon, Easy operation of automatic disinfection of the handpiece hoes and suction hoes, Filter in each suction tube, Built in double bottle system for distilled and desinfected water  **Mandatory : Includes Installation, Trial and functional Training** |
| **1.2** | **Dental Curing Light**  A black and blue toothbrush  Description automatically generated with medium confidence | **1. Light Source Type:** LED for high efficiency, durability, and minimal heat production. **2. Wavelength:** 380–515 nm (broad-spectrum) to cure all resin types. **3. Light Intensity:** 800–3,000 mW/cm² with adjustable power modes. **4. Curing Time:** 5–10 seconds per layer with multiple timer settings. **5. Battery & Power:** Cordless (60+ min per charge) or hybrid (wired & battery). **6. Light Guide Tip:** 8–12 mm, detachable, rotatable fiber-optic for better access. **7. Cooling System:** Passive cooling (quiet) or hybrid for extended use. **8. Display & Controls:** Digital display, preset programs, and ergonomic buttons. **9. Build Quality:** Lightweight (150–200g), durable aluminum or high-grade plastic. **10. Safety Features:** Eye protection filter, automatic shutoff, and low-temp mode. **11. Certification:** ISO 13485, FDA/CE approved with 1–3 years warranty. |
| **1.3** | **Ultrasonic Scaling**  A close-up of a circuit board  Description automatically generated | **Technology & Frequency:**   * Magneto strictive (25kHz or 30kHz) or Piezoelectric (28kHz–36kHz)   **Power & Adjustability:**   * Adjustable power settings (low to high) for different scaling needs * Auto-tuning frequency control for stable operation   **Handpiece & Tips:**   * Detachable, autoclavable handpiece for infection control * Multiple tip options (scaling, perio, endo) with easy replacement * Ergonomic and lightweight design for comfortable handling   **Water Supply & Irrigation:**   * Compatible with a built-in or external water supply * Adjustable water flow control for efficient cooling and lavage   **Control & Interface:**   * Touchscreen or digital display for precision settings * Foot pedal control for hands-free operation   **Build & Safety Features:**   * Durable, corrosion-resistant body * Overheat and overload protection * Noise and vibration reduction technology   **Power Requirements:**   * 110V–220V compatibility * Energy-efficient operation   **Additional Features:**   * LED illumination for better visibility * Automatic cleaning mode for maintenance * Compatibility with disinfectants for hygiene   **Warranty & Compliance:**   * At least 1–2 years manufacturer warranty * CE/FDA-approved for clinical use   Must be compatible with the dentil unit |
| **1.4** | **Dental Digital High Speed Amalgamator Amalgam Capsule Blend Mixer** A white machine with a blue cover  Description automatically generated | An amalgamator is a mechanical device used in dentistry to mix dental materials, such as amalgam alloys and dental cements, at different speeds to ensure proper trituration and consistency of the mixture.  Features  1. It is revolve according to “8” model  2. Programmable mixing time 1-99sec  3. Microcomputer control, consistent mix  4. Noiseless, stable operation  5. Electrical safety standards met  6. Ergonmic design  7. Easy maintenance  8. Adjustable domenstic and imported various shapes capsules  Specifications  Product Name:Amalgamator  Voltage:220V/50Hz, 110V/60Hz  Vibration Frequency: 4350tr/mn(cpm)  Timing: 0-99s  Size: 30\*25\*25cm / Weight: 3.8kg |
| **1.5** | A diagram of a medical device  Description automatically generatedA white device with blue buttons  Description automatically generated**Bulit in Dental Teeth Whitening Light Machine** | is a cooling light device could emit specific wavelength, the light irradiate a special whitening agent which is applied on the surface of the teeth so that teeth become whitening.  **Introduction**  6 powerful LED tubes emit a high intensive cold blue light with an output at 4800 MW/CM2  Ring-style lamp oxidizes 16 or more teeth  Enjoy a wide range of whitening gels because of its 8 time pre-set programs and 3 different light intensity outputs  Make a beep every 5 minutes for warning , and a"three beep" warning indicates the ending of the whole whitening process  20s and 30s time presetting modes apply for the solidification of the gingival protectant  LCD screen shows all the information for better communication between the dentist and the patientWith an average of 10 shades , you can finish the full teeth whitening at one time.  **Features**  The latest LED technology with tooth whitening Light,giving teeth whitening more care and better result.  The up-to-date cool light Teeth Whitening Light can convert electric energy into strong light combination.ly.The light activates the whitening get and oxidizes the pigment of the teeth through dentin tubes in the shortest time,discoloring the teeth to sparking white both externally and internally. The 20 minute process ensures an improvement of five to fourteen shades,and typical applications as follow:Teeth affected by coffee sauce,tea,etc;Genetic yellow teeth;unknown reason yellow or black teeth.  **Technical Parameters**  Packing Size: 600\*320\*120mm  N.W.: 4kg, G.W.: 6kg  Operation interface: color LCD  Light source: LED cooling blue light  Output power: 30w  Output wavelength:410-490nm  Output energy: 4800mw/cm2  Input power: 100-240v, 50/60HZ  **Tooth Treatment Kit:** Whitening gel ensures patient safety, comfort and results on the basis of nanophotocatalyst for faster whitening results. Featured with excellent hydrophilicity, adhesive and permeability, the whitening gel can rapidly oxidize the teeth through the detin tube, restoring them to a beautiful white in 30 mjnutes. SEMA is very effective for teeth that have been stained by smoking or by consuming substances, also by certain medicines, such as tetrocycline, or speckled by fluoride as well as heraditary yellow teeth, making you enjoy a white and shiny smile for more than 2 or 5 years. Our professional teeth bleaching system is between 5 to 14 levels of shade improvement on the VITA shade guide, with an average improvement of 8 shades. The main ingredient is hyrogen peroxide, which is no harm to the tooth structure. Just 30 minutes for your brightest, healthiest looking smiles. |
| **1.6** | **Endo-Motor** | Features:  Ergonomic Design: Lightweight and well-balanced for comfortable handling and reduced operator fatigue.  Variable Speed and Torque Settings: Customizable settings to suit different endodontic procedures and individual patient needs.  LED Display: Clear, easy-to-read screen for monitoring speed, torque, and other operational parameters.  Rechargeable Battery: Long-lasting power source that allows for extended use without frequent recharging.  Multiple Program Memory: Ability to store and quickly access preferred settings for different procedures.  Contra-Angle Handpiece: Facilitates access to difficult-to-reach areas, ensuring comprehensive cleaning and shaping of the root canal.  Benefits:  Increased Efficiency: Enhances the speed and precision of endodontic procedures, reducing overall treatment time.  Enhanced Safety: Advanced features minimize the risk of file separation and other complications, ensuring patient safety.  Versatility: Suitable for a wide range of endodontic treatments, from simple root canals to more complex cases.  Ease of Use: User-friendly interface and programmable settings make it easy for dental professionals to operate effectively. Patient Comfort: Smooth and controlled file movement reduces discomfort and ensures a more pleasant patient experience. |
| **1.7** | **Apex Locator**  A white device with a screen  Description automatically generated | * **Accuracy**: ±0.1 mm precision in root canal length measurement * **Display**: High-resolution LCD or OLED screen with real-time graphical representation * **Measurement Mode**: Multi-frequency impedance for improved accuracy * **Auto Calibration**: Automatic self-calibration to ensure precision * **Alarm System**: Audible and visual indicators for apex proximity * **Power Supply**: Rechargeable lithium battery or AA battery-powered option * **Compatibility**: Suitable for wet, dry, and bloody canals * **Size & Weight**: Compact and lightweight for easy handling * **Accessories**: Standard with lip clips, file holders, and probe wires * **Connectivity**: USB or Bluetooth option for data transfer (if required) * **Durability**: Shockproof and resistant to disinfectants * **Warranty**: Minimum 1-year manufacturer warranty   Ensure the device complies with ISO and CE certification for medical equipment. |
| **1.8** | **Dental Air Prophy Polisher Tooth Polisher with Quick Connect**  A close-up of a dental drill  Description automatically generated | **Features:**  **Type**: Handheld Air Polishing Device  **Material**: Stainless steel & medical-grade plastic  **Air Pressure Range**: 40-100 PSI (adjustable)  **Water Pressure Range**: 10-50 PSI  **Powder Compatibility**: Sodium bicarbonate or glycine powder (20-80µm)  **Nozzle Design**: 360° rotation for better access  **Connection Type**: Standard 4-hole or 2-hole (Borden/Midwest)  **Weight**: Lightweight (approx. 100-150g) for ergonomic handling  **Noise Level**: ≤ 60 dB (low noise operation)  **Sterilization**: Autoclavable at 135°C  **Water Spray Mode**: Fine mist to prevent overheating  **Intended Use**: Supragingival & subgingival plaque removal, stain removal, polishing  **Accessories**: Nozzle tips, powder cup, maintenance tools  **Certifications**: FDA, CE, ISO-approved  **Must be compatible with dental unit** |
| **1.9** | **Dental High Speed Low Speed Handpiece Kit**  Different types of dental tools  Description automatically generated | 1. High-Speed Handpiece  Speed: 300,000 - 450,000 RPM  Drive Mechanism: Air-driven or electric  Chuck Type: Push-button, lever, or manual chuck  Bur Compatibility: Standard friction grip burs (1.6mm diameter)  Cooling System: Single or multiple water spray ports for heat dissipation  Noise Level: ≤60 dB  Body Material: Stainless steel, aluminium, or titanium  Sterilization: Autoclavable at 135°C  Coupling System: Standard 2-hole, 4-hole, or 6-hole connection  2. Low-Speed Handpiece  Speed Range: 5,000 - 40,000 RPM  Drive Mechanism: Air-driven or electric motor  Attachments: Contra-angle, straight, and prophy head options  Torque Control: Adjustable for different procedures  Chuck Type: Latch-type or push-button for burs and polishers  Body Material: Stainless steel or aluminium  Sterilization: Fully autoclavable  Connection Type: ISO standard E-type connection  3. Cordless Hygiene Handpiece (Optional in Some Kits)  Speed: 500 - 5,000 RPM  Power Source: Rechargeable lithium-ion battery  Operation Mode: Forward and reverse rotation  Compatibility: Works with disposable prophy angles  Weight & Ergonomics: Lightweight design to reduce hand fatigue  Outer Shell: Autoclavable or disposable sleeve options  Charging System: Docking station or USB charging  4. General Kit Contents: High-speed handpiece, Low-speed handpiece motor, Contra-angle and straight attachments, Sterile irrigation system (if applicable), Bur wrench and maintenance tools, Lubrication and cleaning accessories Charging station (for cordless models) **Must be compatible with dental unit** |
| **1.10** | **Dental Medical Air Compressor**  A close-up of a white air compressor  Description automatically generated | * **Type:** Oil-free or oil-less air compressor (to ensure clean and dry air suitable for dental procedures) * **Compressor Head:** Dual or multiple stages, typically with a 1.5 HP motor for high performance. * **Maximum Pressure:** 8 bar (approximately 115 PSI) – this is the pressure at which the compressor operates and should be able to support all dental equipment requiring air pressure. * **Air Flow Rate:** Minimum of 10 CFM (cubic feet per minute) at 80 PSI. Higher flow rates are necessary if there are multiple treatment areas or if the clinic operates with a large number of users. * **Tank Capacity:** Between 20 and 50 gallons – ensures a constant air supply without frequent cycling of the compressor motor. * **Noise Level:** Typically ranges from 55-65 dB, but quieter models are preferred for patient comfort and a peaceful clinic environment. Some models have noise reduction features. * **Power Supply:** 220V or 110V, depending on the location and electrical standards. * **Construction Material:** Rust-resistant materials like stainless steel or powder-coated steel to ensure durability and reduce maintenance needs. * **Cooling System:** Air-cooled systems are common, but water-cooled systems can be used for larger setups for better heat dissipation. * **Safety Features:** Includes overheat protection, pressure relief valves, and automatic restart features. * **Weight and Dimensions:** Weight can vary from 100 to 250 lbs, with dimensions typically ranging from 36” to 45” in height, 20” to 30” in depth, and 24” to 36” in width, depending on tank capacity and compressor design. * **Maintenance:** Easy-to-maintain design with accessible filters and oil-free components to reduce service needs. * **Warranty and Service:** 1-5 year warranty, depending on the model, and availability of customer support or maintenance services.   **Additional Considerations:**   * Ensure that the compressor provides clean, dry air as moisture can cause damage to dental tools. * The compressor should include a filtration system to eliminate contaminants from the air supply. * The compressor's maintenance should be user-friendly, with easily replaceable parts like filters and regulators. |
| **1.11** | **Dental Intraoral Camera**  Apple Dental Intraoral Camera | **Resolution**: Minimum 1280x720 pixels (HD) or 1920x1080 pixels (Full HD) for clear, sharp images.  **Sensor Type**: CMOS sensor for high resolution, low light sensitivity, and durability  **LED Lighting**: Adjustable LED lighting with variable intensity and color temperature to avoid glare and ensure even illumination.  **Camera Head**: Slim design, approximately 2.5 cm diameter, with 360-degree rotation for easy access to all areas of the mouth.  **Focus**: Autofocus capability for sharp images at varying distances, with manual focus option available on some models.  **Connectivity**: USB 2.0/3.0, Wi-Fi, or HDMI for easy connection to computers and imaging software.  **Cable Length**: Minimum 8 feet (2.4 meters) for flexibility in positioning.  **Warranty**: At least 1-year warranty, with customer support for troubleshooting and maintenance.  **Durability**: Waterproof design with sterilizable components (e.g., autoclavable sheath).  **Ease of Cleaning**: Smooth, non-porous surface for easy disinfection.  **Power Source**: Rechargeable battery or direct power connection; battery models with 2–3 hours of continuous use.  **Ergonomics**: Lightweight design (approx. 250g) with comfortable, non-slip grip for ease of use during long procedures.  TECHNICAL SPECIFICATION:  Mega Pixel 5  Screen Size 15 / 17 inches  Vertical Viewing Angle 135 degrees  Black and White Response Time 2 ms  Gray Scale Response Time 2 ms  Pitch 0.264mm  Panel Type TN  Interface Type VGA + USB  Average Brightness 1000cd/m^2  Resolution 1024X768  Level of Visual Angle 135 degrees  LCD screen type perfect screen  Proportion of the Screen 4:3 / 16:9  Nominal Contrast 10000:1  Screen Type LED Packaging: 1 x Screen. , 1 x TP and Reader., 1 x Manual., 1 x Remote., 1 x Bay., 1 x Power adapter |
| **1.12** | **Portable X-Ray Gun**  A computer monitor and a camera  Description automatically generated | Head Self-rectifying single-phase enbloc assembly  Type 70 [kVp]  Rated electrical power 0,430 [kW]  Supply voltage 230 [V] ± 10%  Absorption 6 [A]  Focal spot 0,8 [mm]  Anode current 8 [mA]  Total filtration 2 [mm] Al eq.  Ø of beam at the end of spacer < 6 [cm]  Dispersed radiation < 0,25 [mGy/h]at 1 meter from focus  Intermittent operation 1 [s] exposure 30 [s] reset max  Distance F.F. 20 [cm]  Control logic Wireless deadman  Maximum apparent resistance of mains power supply 0,46 [Ω]  Fuse Very Fast Acting F 6.3 AH  Alluminium filter to be interposed between x-ray window and collimator coneAl 1[mm] (AIP99,9 UNI3567 |
| **1.13** | **Intraoral sensor**  A close-up of a device  Description automatically generated | Pixel size: 15–20 µm (smaller pixels provide higher detail).  Resolution: 15–25 lp/mm (line pairs per millimeter) for clear imaging.  Sensor type: CMOS or CCD, often with CsI scintillator for better image clarity.  Sizes:  Size 0 (Pediatric): ~22 x 31 mm  Size 1 (General Use): ~24 x 40 mm  Size 2 (Adult): ~31 x 41 mm  Thickness: 5–8 mm for patient comfort.  Connectivity: USB 2.0/3.0 (wired) or Wi-Fi/Bluetooth (wireless).  Compatibility: Works with DICOM-compliant dental imaging software.  Material: Reinforced fiberglass or carbon fiber for durability.  Protective layers: Shock-resistant housing and reinforced cables.  Waterproof rating: IP67 or IP68, resistant to moisture and disinfectants.  Dynamic range: Captures clear images at lower radiation doses.  Automatic Gain Control (AGC): Adjusts exposure for optimal brightness/contrast.  Dose efficiency: High sensitivity for detailed imaging with minimal radiation.  Wireless models: 100–200 images per charge.  Charging method: Inductive or USB fast charging.  Magnetic connectors: Quick and secure sensor attachment.  Ergonomic design: Rounded corners and soft edges for patient comfort.  Calibration & software: Some models feature AI-enhanced image optimization. |
| **1.14** | **Installation** | **Site Assessment**: A thorough site survey must be conducted to assess existing infrastructure (electrical, water, air, and space requirements) and prepare for the installation.  **Installation**: The supplier will be responsible for the physical installation of each item, including assembling, mounting, and securing equipment as needed. This includes electrical and plumbing connections.  **Testing and Calibration**: All equipment must be thoroughly tested and calibrated to ensure proper functioning. The supplier will be required to demonstrate that each unit operates within the manufacturer's recommended parameters.  **Safety Compliance**: All installations must comply with safety standards, including electrical safety, radiation safety (where applicable), and any other relevant health and safety regulations.  **Training**: The awarded supplier shall provide on-site training for designated staff members on the proper use, maintenance, and safety of each piece of equipment.  Bidder must submit the following documents:   1. A detailed technical proposal outlining their installation approach and timeline. 2. A breakdown of the total installation cost, including labor, materials, and any additional charges. |

## ANNEX 4 – PAST PERFORMANCE & BIDDER REFERENCES (MUST BE SIGNED AND STAMPED)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Company name** | **UOM** | **Quantity** | **Contract date** | **Contract value (USD)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

Please provide the details of minimum two companies for your reference check. For these companies it is compulsory to attach a scan either / photo copy of the Contract/ Purchase order/ Completion certificate/ or Reference letters as proof.

|  |  |
| --- | --- |
| **Reference 1** |  |
| Company name |  |
| Mailing address |  |
| Contact person |  |
| Contact title |  |
| Phone number |  |
| Email address |  |
| **Reference 2** |  |
| Company name |  |
| Mailing address |  |
| Contact person |  |
| Contact title |  |
| Phone number |  |
| Email address |  |
| **Reference 3** |  |
| Company name |  |
| Mailing address |  |
| Contact person |  |
| Contact title |  |
| Phone number |  |
| Email address |  |

## ANNEX 5: TENDER AND AWARD ACKNOWLEDGE CERTIFICATE

## This attachment shall be signed and submitted with the Bid (Must be signed and stamped)

|  |  |
| --- | --- |
| 1. In compliance with the ITB Instructions and General Conditions of Procurement Contract, we the undersigned, offer to furnish some or all of the quoted for, at the prices entered in the attached LRC Bid Form No **ITB/2025-012** delivered to the destination specified therein.  2. We accept the terms and conditions set forth in the ITB Letter, and the following requirements have been noted and will be complied with where applicable:  a. That unless otherwise stated, the Bids per each line item shall be on a DDP- Beirut (Incoterms 2021) basis.  b. We confirm that for any offer made where the delivery destination is not as requested in the ITB, item shall be on a DDP- Beirut (Incoterms 2021) basis.  c. That conditional Bid cannot be accepted.  d. That the currency of the Bid should be in USD, or LEB, no other currencies will be accepted.  e. LRC reserves the right, at its own discretion:  i. To award a contract for a lesser or greater quantity than the total quantity Bid for.  ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.  f. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract and acknowledgement copy. In case of urgency, successful Bidders(s) may also be notified by email.  g. Any samples requested, either with the Bid, or at a later date, will be in accordance with the specifications of the required item(s). Failure to comply with this may result in the Bid not being considered  h. We confirm that the validity of this offer match the FWA validity | i. We agree to the terms and conditions set in the LRC General Conditions of Procurement Contract  j. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing any contract.  k. We agree to abide by the LRC Addendum,  3. We note that LRC is not bound to proceed with this ITB and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.  We agree to the above terms and conditions.  Submitted by:  Company Name-----------------------------------------  Place-------------------------------------------------------  Date--------------------------------------------------------  Title/Position--------------------------------------------  Print Name----------------------------------------------  Signature-------------------------------------------------  A duly authorized company representative **any Stamp** |

**ANNEX 6: GENERAL CONDITIONS OF CONTRACT.**

# ARTICLE 1. TERMS & CONDITIONS ON PURCHASING

**1.1. Acceptance:** No purchase order shall become effective and no contract shall exist until the LRC has received from the Supplier their written acceptance of the conditions, which govern the PO or contract. This can be accomplished by return of the signed Letter of Authorization and Acknowledgment Form attached.

**1.2. Tax Exemption:** The Supplier’s price shall reflect any tax exemption to which the LRC is entitled by reason of any immunities which it enjoys. If it is subsequently determined that any taxes which have been included in the price are not required to be paid, the LRC shall deduct the amount from the contract price or, if it has paid any such taxes, it shall be refunded.

**1.3. Discount:** Time in connection with any discounts offered will be computed from the date of receipt by the LRC of full documentation as specified by the Purchase Order, contract or Annex thereto.

**1.4. Warranty:** The Supplier warrants the goods or services furnished under this Purchase Order / Contract to be fit for their intended use, free from defects in workmanship or materials, and indemnifies the LRC against any claims resulting there from. This warranty is without prejudice to any further guarantees that the Supplier provides to the Purchaser; such guarantees shall apply to the subject goods of this Purchase Order / Contract.

**1.5. Inspection:** The duly accredited representatives of the LRC shall have the right to inspect the goods or services called for under this Purchase Order / Contract at the Supplier’s stores, during manufacture, in the ports or at places of shipment, and the Supplier shall cooperate and provide all facilities for such an inspection. The LRC may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of the LRC or any waiver thereof shall not prejudice the implementation of any other relevant provisions of this Purchase Order / Contract concerning obligations subscribed by the Supplier, such as warranty or specifications.

**1.6. Packing:** The Supplier shall pack all goods appropriately and with every care in accordance with normal commercial standards of export packing for the type of goods specified herein. Such packing materials used must be adequate to safeguard the goods while in transit. The supplier shall be responsible for any damage or loss which can be shown to have resulted from faulty or inadequate packing.

**1.7. Export License:** The Purchase Order / Contract is subject to the obtaining of any export license or other governmental authorization which may be required. It shall be the responsibility of the Supplier to inform the LRC beforehand of such restrictions and obtain such license or authorization, but the LRC will use its best endeavours to assist. In the event of refusal thereof, the Purchase Order / Contract will be annulled and all claims between the parties automatically waived.

**1.8. Force Majeure:** Force majeure, as used herein, shall mean acts of God (involuntary and unexpected acts), laws or regulations, industrial disturbances, acts of war, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon as possible after the occurrence of the force majeure and within not more than 15 days, the supplier shall give notice and full particulars in writing to the LRC of such force majeure if the Supplier is thereby rendered unable, wholly or in part, to perform his obligations and meet his responsibilities under this Purchase Order / Contract. The LRC shall then have the right to terminate the Purchase Order / Contract by giving in writing seven days’ notice of termination to the Supplier, and the Supplier shall return any deposit paid by the LRC.

**1.9. Default:** In case of default by the Supplier, including but not limited to failure or refusal to make deliveries within the time limit specified, the LRC may procure the goods or services from other sources and hold the Supplier responsible for any excess costs occasioned thereby. Furthermore, the LRC may by written notice terminate the right of the Supplier to proceed with the deliveries, or such parts thereof as to which there has been default.

**1.10. Conformity with Specifications:** In the case of goods purchased on the basis of specifications the supplier warrants their conformity. The LRC shall have the right to reject the goods or any part thereof if they do not conform to specifications. Any supplies not found to be in accordance with the specification and requirements will not be accepted and in that eventuality the supplier shall replace the goods and bear the inspection cost and/or other losses caused to LRC, if any, by replacement of the items non–conforming to the requirements/specification.

**1.11. Liquidated Damages:** Arrival of goods/ completion of services after agreed delivery schedule will be subject to deduction of damages

**1.12. Disputes-Arbitration:** Any claim or controversy arriving out of this Purchase Order / Contract, or to the breach, termination or invalidity thereof the parties agree to attempt to settle it amicably via direct negotiations between the two sides within seven days. In case of any dispute that cannot be settled in such way, the Lebanese law shall be applicable and the Lebanese courts will settle any litigation in this regards that was not solved amicably

**1.13. Privileges and Immunities:** Nothing contained in this Purchase Order / Contract shall be deemed a waiver, express or implied, of any privilege or immunity which the LRC may enjoy, whether pursuant to existing conventions or agreements.

**1.14. Assignment:** The Supplier shall not assign, transfer, pledge or make other disposition of this Purchase Order / Contract or any part thereof or of any of the Supplier’s rights, claims or obligations under this Purchase Order / Contract except with the prior written consent of the LRC.

**1.15. Bankruptcy:** Should the Supplier file any petition for bankruptcy, or should the supplier make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Supplier’s insolvency, the LRC may under the terms of this Purchase Order / Contract, terminate the same forthwith by giving the Supplier written notice of such termination.

**1.16. Advertising:** Unless authorized in advance in writing by the LRC, the Supplier shall not advertise or otherwise make public the fact that he is a Supplier to the LRC and / or any National Red Cross or Red Crescent Society, or use the name, emblem or official seal of the LRC and / or any National Red Cross or Red Crescent Society, or any abbreviation of the name of the LRC and / or any National Red Cross or Red Crescent Society for advertising purposes or any other purposes.

**1.17. Officials Not to Benefit:** The supplier represents and warrants that no official of the LRC has been, or shall be, admitted by the supplier to any direct or indirect benefit arising from this contract or the award thereof. The supplier agrees that breach of this provision isa breach of an essential term of this contract.

**1.18. Amendments:** No changes or modifications to this Purchase Order / Contract shall be valid unless mutually agreed between both parties and confirmed by an official amendment.

**1.19. Notice:** Service of any notice shall be deemed to be good if sent by registered mail, or email to the addresses of both parties, set out in the heading of this Purchase Order / Contract.

**1.20. Jurisdiction:** This Contract is considered to be concluded as defined in the attached Addendum.

# ARTICLE 2. LABOUR STANDARDS

**2.1. Employment is freely chosen:** There is no forced, bonded or involuntary prison labour. Workers are not required to lodge `deposits’ or their identity papers with the employer and are free to leave their employer after reasonable notice.

**2.2. Freedom of association and the right to collective bargaining are respected:** Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions.Worker’s representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free associationand bargaining.

**2.3. Working conditions are safe and hygienic:** A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, ifappropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

**2.4. Child Labour shall not be used:** There shall be no new recruitment of child labor. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labor to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

**2.5. Living wages are paid:** Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

**2.6. Working hours are not excessive:** Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

**2.7. No discrimination is practised:** There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

**2.8. Regular employment is provided:** To every extent possible work performed must be on the basis of a recognized employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed term contracts of employment. Basis of a recognized employment relationship established through national law and practice. Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed term contracts of employment.

**2.9. No harsh or inhumane treatment is allowed:** Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

# ARTICLE 3. CORPORATE SOCIAL RESPONSIBILITY & OTHER REQUIREMENTS

**3.1. Business ethics:** Suppliers are expected to maintain the highest degree of business ethics when working or seeking to work with the LRC.

**3.2. Transparency of information provision:** Suppliers shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract-awarding process in their favor.

**3.3. Fair competition:** Suppliers shall not be involved in any corrupt, collusive or coercive practices.

**3.4. Conflict of interest:** The supplier shall represent and warrants that no official/ representative/ staff member of the LRC has been, or shall be, admitted by the supplier to any direct or indirect benefit arising from the award of the contract.

**3.5. Adherence to IFRC principles:** When performing on behalf of or at any time representing the LRC, the supplier and all individuals assigned by it to perform works or services, shall act in a manner consistent with the fundamental principles of the International Red Cross and Red Crescent Movement.

**3.6. Misrepresentation:** By participating in the tender, submitting the bid and having being selected as a Supplier, the supplier acknowledges their acceptance of the above stated requirements and shall be held responsible and liable for the consequences of any false or misrepresented information provided

**Article 4. Environmental and carbon reduction policy**

**4.1.** Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

**4.1.1. Waste Management:** Waste is minimized and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

**4.1.2. Packaging and Paper:** Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

**4.1.3. Conservation:** Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

**4.1.4. Energy Use:** All production and delivery processes, including the use of heating, Ventilation, lighting, IT systems and transportation, are based on the need to maximize efficient energy use and to minimize harmful emissions.

**4.1.5. Safety precautions for transport and cargo handling:** All transport and cargo handling processes are based on the need to maximize safety precautions and to minimize potential injuries to the environment, beneficiaries and staff as well as the suppliers’ employees or those of its subcontractors.

# ARTICLE 5. ETHICAL PROCUREMENT

**5.1.** Supplier’s core business (over 20% turnover) should not:

**5.1.1.** Manufacture or sell arms.

**5.1.2.** Manufacture or sell tobacco

**5.1.3.** Damage the reputation of the Red Cross name and/or emblem

**5.2.4.** Legal requirements: Suppliers should always work within the laws of their country

# ARTICLE 6. PAYMENT.

**6.1.** Payment will be made upon approval by LRC of a completed milestone/deliverable, and receipt of verified original invoice submitted by Contractor to LRC, within 45 days, and will be new and unused, free from material defects in quality, material, and design under normal use, and free from any right of claim by any third party, including claims of infringement of any intellectual property rights.

# ARTICLE 7. TENDERERS SHALL BE EXCLUDED FROM PARTICIPATION IN A PROCUREMENT PROCEDURE IF:

**7.1** They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situationmay be eligible to participate insofar as the Grant Recipient is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law;

**7.2** They or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment;

**7.3** They have been guilty of grave professional misconduct; proven by any means which the Grant Recipient can justify;

**7.4** They have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the Grant Recipient or those of the country where the contract is to be performed

**7.5** They or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment

**7.6** they make use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labor Organization (ILO)

# Bidder’s checklist *(Mandatory to filled signed and stamped)*

***Note (1):*** *Please only click the box (☐) next to the appropriate option. Do not remove the box or type "Yes" or "No". Simply click the box to indicate your response.*

***Note (2):*** *If any document is not submitted, please indicate the reason for non-submission in the "Reason for Non-Submission" column.*

***Note (3):*** *All documents must be completed, signed, and stamped. Documents that are not signed or stamped will be considered as not received.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Bidder to complete** | | | **To be filled by LRC committee** | | |
|  | **Documents Submitted**  **Yes/No** | | **Reason for Non-Submission**  **(typing)** | **Documents Submitted**  **Yes/No** | | **Comments** |
| Step/ document to be submitted with tender - Mandatory | Yes | No |  | Yes | No |  |
| **Complete tender package** delivered before the deadline specified |  |  |  |  |  |  |
| **Annex 1** – LRC Supplier Registration Form – completed, signed & stamped (if it was not submitted before |  |  |  |  |  |  |
| **Annex 2** - Bid Form – completed, signed & stamped |  |  |  |  |  |  |
| **Annex 3 –** Detailed Specification– completed, signed & stamped |  |  |  |  |  |  |
| **Annex 4** – Past performance & Bidder references – completed, signed & stamped |  |  |  |  |  |  |
| **Annex 5** - Tender Award and Acknowledge Certificate – signed & stamped |  |  |  |  |  |  |
| **ANNEX 6:** General Conditions Of Contract. signed & stamped |  |  |  |  |  |  |
| **Data Sheet and technical proposal** signed & stamped |  |  |  |  |  |  |
| **Supporting documents :** | | | | | | |
| Copy of company registration – (Ministry of Justice)- وزارة العدل) ) شهادة تسجيل شركة تجارية |  |  |  |  |  |  |
| Copy of tax registration (Ministry of Finance( (وزارة المالية) شهادة تسجيل الشركة |  |  |  |  |  |  |
| Copy of VAT registration if registred (Ministry of Finance) (وزارة المالية)  شهادة تسجيل في الضريبة على القيمة المضافة |  |  |  |  |  |  |
| **اذاعة تجارية** |  |  |  |  |  |  |
| **IBAN BANK DOCUMENT**  *N.B The IBAN should be issued in the company's name, not the owner's.* |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **To be filled in by LRC–Tender Opening Committee ONLY** | **Eligible** | **Ineligible** |
| Outcome of administrative check. |  |  |