

تمنع لجنة الإنقاذ الدولية التواطىء بين عملائها الذين يشاركون في العطاءات بحيث يؤدي ذلك إلى إستبعادهم من المشاركة في حالة تم الشك في حدوث ذلك. يحدث تواطىء في حال تقديم أشخاص ذات صلة قرابة لعروض أسعار لنفس العطاء. هذا النوع يشمل التالي:

- أ- أفراد من نفس العائلة يقومون بتقديم عروض أسعار لنفس العطاء.
- ب- شركتين مختلفتين أو أكثر مملوكتين لنفس الشخص تقدم كل منهما عرض سعر لنفس العطاء.
- ت- موظفين في شركة يقدمون عروض أسعار منفصلة من خلال شركاتهم التي يمتلكونها.
- ث- شركاء في شركة يقوم كل منهم بتقديم عرض سعر لنفس العطاء منفصلاً

إنه يعد نوع من الإختلاف الغير مقبول إذا كان هناك شخص له علاقة بعدة شركات ويقوم بتقديم عروض أسعار مختلفة لنفس العطاء. هذا النوع سيقود لجنة الإنقاذ الدولية لإستبعاد كافة الشركات المتواطئة في هذا العمل من هذا العطاء ومن تقديم عروض الأسعار للعطاءات المستقبلية. بالإضافة إلى ذلك، قد تقوم لجنة الإنقاذ الدولية بمشاركة معلومات لها صلة بهذا التواطىء مع منظمات إغاثة أخرى تعمل في نفس الإقليم مما سيؤدي إلى فقدان هؤلاء الأشخاص الفرصة من المشاركة في عطاءاتهم أيضاً.

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved companies from that tender as well as disqualifying them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

Company/vendor name and signature -----

-----اسم وتوقيع الشركة-----



International Rescue Committee Lebanon

Request for Proposal (RFP)

Non-Food Items

Planned Timetable	
Issue Request for Proposal	26-Apr-24
Questions from Vendors due date	02-May-24
Answers to Vendors questions due date	07-May -24
Vendors return signed Intent to Bid forms due date	09-May -24
Bid submission due date	17 May 2024; by 16:00 p.m.
Bid Opening and Evaluation date	TBD
Site Visits to Vendors	TBD
Award of Business	TBD
Contract start	TBD

Contents

<i>Collusion in IRC</i>	0
A. INTRODUCTION	3
1. The International Rescue committee	3
2. The Purpose of this Request for Proposal (RFP)	3
3. Cost of Bidding	3
B. THE BIDDING DOCUMENTS:	3
4. The Bidding Documents.....	3
5. Clarification of Bidding Documents	3
C. PREPARATION OF BIDS:	4
6. Language of Bid	4
7. Documents Comprising the Bid	4
9. Bid Currencies	4
10. Document Establishing Goods Eligibility and Conformity to Bidding Documents	4
11. Bid Security	5
12. Period of Validity of Bids	5
13. Format and Signing	5
D. SUBMISSION OF BIDS.....	5
14. Submission and Marking of Bids:	5
15. Modification and Withdrawal of Bids.....	6
E. BID OPENING AND EVALUATION	6
16. Preliminary Examination.....	6
17. Evaluation and Comparison of Bids.....	6
18. Contacting the Purchaser.....	7
19. Notification of Award	7
F. CONTRACTING	7
20. Contract award and notification	7
21. Warranty	7
22. Inspection	7
23. Price Schedules and Location.....	7
24. Service or consultant agreements	7
25. Disclaimer	7
G. ETHICAL OPERATING STANDARDS	8
1. Compliance to the IRC Way	8
2. Bidder Non-Collusion Statement	8
H. Appendix A – Technical Bid Form	9
I. Appendix B – Intent to Bid	12
J. Appendix C – Tender and Contract Award Acknowledgement Certificate.....	13
K. Appendix D: Vendor Information Form	14
L. Appendix E: IRC Conflict of Interest and Vendor Code of Conduct	17
M. Appendix F – Commercial Bid	19

A. INTRODUCTION

1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Vendor(s) for the International Rescue committee (Lebanon) to supply “Non-Food Items” according to “Appendix F”, to or at the following locations (Beirut, Akkar, Tripoli and Bekaa or any additional location requested by the IRC). All qualified and interested Vendors are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Purchase Agreement (MPA) for two (2) years. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (Lebanon). Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal years (2024-2025). Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS:

4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

The Bidding documents shall include the following documents:

- The Request for Proposal – RFP
- Appendix A – Technical Bid
- Appendix B – Intent to Bid; to be submitted by **09-May-24**, either by hand or to be emailed to qa-nfis@rescue.org
- Appendix C – Tender and Contract Award Acknowledge Certificate
- Appendix D – Vendor Information Form
- Appendix E – IRC Conflict of Interest and Vendor Code of Conduct
- Appendix F – Commercial Bid

5. *Clarification of Bidding Documents*

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at (qa-nfis@rescue.org). The request for clarification must reach the purchaser not later than **02 May 2024**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **07 May 2024**. Written copies of the Purchaser’s response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

C. PREPARATION OF BIDS:

6. *Language of Bid*

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (English Language). Any printed literature furnished by the Bidder and written in another language shall be accompanied by an (English) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (English) version shall prevail.

7. *Documents Comprising the Bid*

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

Technical Bid: The technical proposal shall be comprised of minimum, the below documents:

- Appendix A – Technical Bid Form (fully complete, sign, stamp, and submit).
- Appendix B – Intent to Bid; to be submitted by **09 May 2024**, either by hand or to be emailed to qa-nfis@rescue.org
- Appendix C – Tender and Contract Award Acknowledgement Certificate (complete, sign, stamp, and submit)
- Appendix D – Vendor Information Form (complete, sign, initial each page, stamp, and submit)
- Copy of a Valid Certificate of Registration with relevant government agencies or memorandum and article of association (submit a copy)
- Copy of VAT registration, (if any, submit a copy)
- Appendix E - IRC Conflict of Interest and Vendor Code of Conduct
- Copy of valid NSSF (submit a copy)

Commercial Bid: The Commercial proposal shall be comprised of minimum, the below documents:

- Appendix F – Commercial Bid (fully complete, sign, stamp, and submit)

8. *Bid Prices.*

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

9. *Bid Currencies*

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **United States Dollars – USD.**

10. *Document Establishing Goods Eligibility and Conformity to Bidding Documents*

Pursuant to Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. Bid Security

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

12. Period of Validity of Bids

Bids shall remain valid for 120 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13. Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidder shall submit **TWO sealed bids (technical & financial)** addressed to the International Rescue Committee, at THE IRC OFFICE ADDRESS in Beirut, located at 711, Alfred Naccache St., Azouri center, 8th floor, Achrafieh or any other IRC Office in Lebanon (Zahle, Tripoli, Qobayyat), no later than **17 May 2024** at 16:00 p.m. if conditions allow; otherwise, all bidders are to submit two separate offers through two separate restricted emails (Technical and Financial). Subject: Technical Offer / Financial Offer (in case this is not applied disqualification may take place).

LB.NFIS-technical@rescue.org (for Technical Offer part – all RFP docs: page #1 till page #18)

LB.NFIS-financial@rescue.org (for Financial Offer part – **Appendix F, page #19 till page #28**)

Any file that will be sent via WeTransfer, SendIt, or any similar program: the bidder shall inform us once proposal is sent mentioning the expiry date of the file and/or insure the validity of the link for minimum of 3 months validity.

All bids shall be placed in the box provided for this purpose. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

Format

The Bidder’s proposal shall include a technical proposal and a financial proposal, in separate sealed envelopes, unless the bidder opts for electronic submission which should be to the above two email addresses, then the bidder will send 2 separate files: 1 technical proposal to the Technical email address and 1 financial proposal to the Financial email address.

15. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

E. BID OPENING AND EVALUATION

16. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

17. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered and evaluated by the IRC Procurement Committee, with the scoring criteria below.

EVALUATION CRITERIA	Description	Weight (%)
Eligibility	Refers to Bidder’s ability to demonstrate that they are able to perform and provide the requested products, as listed in Appendix A – Technical Bid Form	16%
Due diligence – References’ check	From references provided, and within the required same scope of service, these references could be private entities, INGOs, or UN organizations.	5%
Due diligence – Site Visits	IRC technical committee will visit the eligible vendors	5%
Samples (Quality and Specifications check)	IRC will request bidders to provide samples of several items, from the list within "Appendix F – Commercial Bid"	18%
Green Environmental – ECO Friendly Operation	Corporate social responsibility; specific measurements for a better green environment	3%
Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice	3%
Commercial bid	Based on the financial offer – Appendix F – including prices, delivery fees and taxes	50%
Total Score		100%

18. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified vendor is announced.

19. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

20. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

21. Warranty

The Vendor shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the vendor in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Lebanese Law if any.

22. Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

23. Price Schedules and Location

Vendors interested in the provision of Goods to IRC Country offices should NOTE that all categories apply to all IRC Offices.

List of Goods and Services for Master Purchase Agreement as per below Categories is attached.

24. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award, and a ceiling is established.

25. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARDS

1. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtboye!>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a vendor

- (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
- (ii) Reports such events through IRC’s confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

2. Bidder Non-Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

H. Appendix A – Technical Bid Form

Please make sure to submit your offer by hand or on the restricted email below:
LB.NFIS-technical@rescue.org

Notes:

The Technical Evaluation Committee will rule on the technical admissibility of each Bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the information and documents annexed in the Bid concerning the service and documentation provided, and both the task to be carried out under the RFP, and the professional ability of the Bidder for 'services'.

-You are expected, to fill in the attachment appendix A, which is detailing our essential required technical criteria, and only those bids that are meeting our below criteria, will presume to the next evaluation phase-Commercial.

Required Documents for Submission	Check for provision	Explanation	Mandatory/ Preferrable
Filled, signed and stamped the Collusion document – 1 st page of <u>this RFP</u> “0 Page”	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
Filled, signed, and stamped the Technical Bid - <u>Appendix A</u>	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
Filled, signed, and stamped the Intend to Bid (by email or by hand Bid) - <u>Appendix B</u>	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
Filled, signed, and stamped of Tender and Contract Award Acknowledgement Certificate – <u>Appendix C</u>	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
Filled, stamped, and signed Vendor Information Form - <u>Appendix D</u>	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
Filled, signed and stamped the IRC conflict of Interest and Vendor Code of Conduct - <u>Appendix E</u>	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
Copy of a Valid Certificate of Registration with relevant government agencies or memorandum and article of association	<input type="checkbox"/>	Yes / No. Comments:	Mandatory
Copy of VAT registration	<input type="checkbox"/>	Yes / No. Comments:	If applicable, then it Must be provided
Copy of a valid NSSF Clearance	<input type="checkbox"/>	Yes / No. Comments:	Preferable

Technical Requirements	Explanation	Mandatory/ Preferrable
<p>Reference checks</p> <p>As requested within "Appendix D: Vendor Information Form"</p>	<p>Provide a minimum of three clients/ references</p> <p>Provide all details: email address, contact name & phone number, within the "References (mandatory)" section in <u>Appendix D</u></p> <p>(kindly not to mention any references internal within your company)</p>	<p>Mandatory</p>
<p>Site Visit</p>	<p>IRC technical committee will visit the eligible bidders: to check the premises, warehouse, capacity...</p>	<p>Mandatory</p>
<p>Samples</p>	<p>Please mention the ability to provide samples of any item quoted from your company when requested by IRC, during the tender evaluation process</p> <p>NB: IRC will notify when samples can be collected back except for the winning supplier, whose samples will be retained in order to ensure delivery against them</p> <p>Yes / No: _____</p> <p>Comments:</p>	<p>Mandatory</p>
<p>Corporate social responsibility: Do you have some specific measurement or actions to a better green environment (Green energy sources, Recycling, managing materials waste, energy saving label/ products, etc..). if YES-> then mention what they are and their related details</p>	<p>If yes, please specify the actions your company is taking for corporate social responsibility</p> <p>Comments:</p>	<p>Preferrable</p>
<p>Payment Terms</p>	<p>The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice</p> <p>Yes / No: _____</p>	<p>Preferrable</p>

Additional Technical Requirements and Inquiries	Vendor Input and Info to be provided	Mandatory/ Preferable
<p>Delivery Locations - Main Offices</p> <p>Confirm the possibility of delivery to the following IRC Office locations, irrespective of order quantity: Zahle, Beirut, Deir Dalloum, and surrounding areas/ locations (in close proximity to the 3 offices' locations mentioned)</p>	<p>Zahle: Y-----or N-----</p> <p>Deir Dalloum (Akkar): Y-----or N-----</p> <p>Beirut: Y----- or N-----</p>	<p>Preferable</p>
<p>Delivery Locations - Sub-offices</p> <p>Confirm the possibility of delivery to the following IRC Sub-Office/ centers' locations and surrounding areas/ locations, irrespective of order quantity: Arsal (Bekaa), Tripoli, Qobayyat (Akkar), Wadi Khaled (Akkar)</p>	<p>Arsal (Bekaa): Y-----or N-----</p> <p>Tripoli: Y----- or N-----</p> <p>Qobayyat (Akkar): Y-----or N-----</p> <p>Wadi Khaled (Akkar): Y-----or N-----</p>	<p>Preferable</p>
<p>Delivery Lead-time to the mentioned Offices' locations</p>	<p>Specify your delivery lead-time, as of date of an order confirmation: this reflects an average lead-time for regular and general orders (excluding bulk and/ or complex orders, such as ones that require time to assemble and package into Kits)</p> <p>1) Standard/ Average Lead-time (working days): _____</p> <p>2) Specify your delivery lead-time, as of date of an order confirmation, for Urgent/ Emergency response orders: those are mainly specific to “Hygiene Items” and “Cloths Items” categories within the “Commercial Bid”</p> <p>Lead-time (working days): _____</p>	<p>Preferable</p>
<p>Packaging and Kits</p>	<p>Please mention the ability of assembling and packaging orders as required by IRC: such as Hygiene kits, where several items will be packed within as bag, and delivered as Ready-Kits to IRC</p> <p>Y-----or N-----</p> <p>Additional info as needed: _____</p>	<p>Preferable</p>

I. Appendix B – Intent to Bid

IRC Reference #: 5LB/BKA/24/LB1080

Company Name _____

(Please indicate #1 or #2 below)

1. It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name _____

Phone _____

Email _____

Signature (If faxed) _____

Title of Person signing _____

Date _____

We realize that this is an intent to bid and in no way obliges this company to participate in this process.

2. This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) _____

Title of Person signing _____

Date _____

Please email or send this form by hand at your earliest convenience to the attention of:

Name: **IRC Committee**

Email: ga-nfis@rescue.org

J. Appendix C – Tender and Contract Award Acknowledgement Certificate

1. In compliance with the RFP Instructions, we the undersigned, offer to furnish some or all the items quoted for, at the prices entered in the attached IRC Bid Form ref# 5LB/BKA/24/1080 delivered to the destination specified therein.

2. We accept the terms and conditions set forth in the RFP Letter and the following requirements have been noted and will be complied with where applicable:
 - a. We confirm that for any offer made where the delivery destination is not as requested in the RFP, that IRC reserves the right to disregard the offer.
 - b. That conditional Bid's cannot be accepted.
 - c. That the currency of the Bid should be in USD, *No other currencies are acceptable.*
 - d. IRC 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.
 - e. Successful Bidders who are awarded contracts will be notified by the receipt of the original Contract and acknowledgement copy. In case of urgency successful Bidders(s) may also be notified by email.
 - f. 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
 - g. We confirm that the validity of this offer is for 120 calendar days from the date of the RFP closure
 - h. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.
 - i. We agree to abide by the IRC Conflict of Interest and Vendor Code of Conduct as attached as Appendix E.

3. We note that IRC is not bound to proceed with this RFP 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:

Name _____
Phone _____
Email _____
Signature (If faxed) _____
Title of Person signing _____
Date _____

A duly authorized company representative

Company Stamp

This attachment must be signed and submitted with the Technical Bid

K. Appendix D: Vendor Information Form

*The information provided will be used to evaluate the Company before contracting with the IRC.
Please complete all fields.
Fields marked (*) are mandatory.*

Vendor Information

*Company\Organization Name *For individual vendors, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Financial Information

*Bank Name and Address	
*Name under which the company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	

*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No <u>Cash</u> Yes No
*Bank account number	
Routing Number	
Swift code (if applicable)	

Product/Service Information

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

Documentations as applicable:

*Registration	Provided ____ Not provided: _____ Reasons: _____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____
US Vendors only *Do you require a Form 1099?	Yes ____ No ____

References (mandatory)

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g., European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.

4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

7. They maintain high ethical and social operating standards, including:

- Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.

9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.

10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

L. Appendix E: IRC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.

We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.

Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.

We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.

We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.

We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.

We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.

We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.

We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.

IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.

We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.

We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.

We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.

We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.

We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.

We strive to comply with the laws of the governing institutions where we work.

We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.

We are responsible stewards of funds entrusted to our use.

We integrate individual accountability of staff through the use of performance evaluations.

We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.

We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

Conflict of Interest and Legal Compliance

Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor’s business activities.

Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor’s owners.

Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.

Vendor hereby warrants that the organization is not conducting business under other names or alias’s that have not been declared to IRC.

Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.

Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Vendor hereby agrees to maintain high ethical and social standards:

Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC’s beneficiaries; prohibition of trafficking in persons.

Environmental aspects: Provision of goods and services with the least negative impact on the environment.

Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.

Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org. These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, irc.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action. By signing this statement vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Vendor Name:
Signature:
Title:
Print Name:
Date:

M. Appendix F – Commercial Bid

Please make sure to submit your offer by hand or on the restricted email below:

LB.NFIS-financial@rescue.org

The Proposers are requested to provide the prices for each item based on the following format. The prices will be fixed throughout the entire term of the contract, in case was granted.

**Prices should include all expenses limited to transportation, warranty and aftersales support to all locations across Lebanon.*

**Prices should be valid for at least 360 days.*

The following is important information regarding this RFP:

- IRC may award the contract to one or more than one Bidder
- Within the below table of Items, and regarding the UNIT PRICES that will be provided by the bidder: make sure to provide the price with **ONLY 2 Decimals**
- Make sure to mention the Brand Name of the items that will be priced (where applicable), and also to mention the exact specifications that you are offering (size, dimensions, volume, material...) -> within “Additional Item Details/ Specs” cell in the table below
- In case any single item has different unit prices based on various sizes/ options: do mention each option and related unit price within the Item’s row

Exhibit A – List of Required Items

Hygiene Items				
Item #	Item Description	Additional Item Details/ Specs	UOM	Unit Price
1	Adults Pull-up diaper underwear, Large size, pack of 10		pack	
2	Baby Diapers, Large: 7-14 Kg		pack	
3	Baby Diapers, Medium: 5-9 Kg		Pack	
4	Baby Diapers, New-born: 2-4 Kg		Pack	
5	Baby Diapers, Small: 3-6 Kg		Pack	
6	Baby Diapers, X-Large: 12-25 Kg		Pack	
7	Baby lotion, 200 ml		Pcs	
8	Baby powder 500 ml		Pcs	
9	Baby Rash cream, 60 ml		pcs	
10	Baby soap, ~110 g		pcs	
11	Baby wipes/wet wipes, ~80 sheets		pack	
12	Bath sponge loofah, natural material, one side fabric		pcs	
13	Cotton Ear buds (Q-tips), pack of 100 pcs		pack	
14	Cotton pads, round, pack of 50 g		pack	
15	Dishwashing Liquid, ~750 ml		pcs	
16	Dishwashing sponge pack of 2 pcs		pack	
17	Garbage bag, with tie, Medium		pack	
18	Hair conditioner 1 Liter		pcs	
19	Hair Shampoo, 1 Liter		pcs	
20	Hair shampoo: Anti-mite, ~200 ml		pcs	
21	Hand Cream, 50 ml		pcs	

22	Intimate wet wipes for menstrual hygiene - 50 wipes per pack		pack	
23	Kids Shampoo, 750 ml		pcs	
24	Kids Shower Gel, 250 ml		pcs	
25	Latex gloves (non-powdered), pack of 100		pack	
26	Latex gloves (powdered), pack of 100		Pack	
27	Liquid Antiseptic Disinfectant; 500 ml		pcs	
28	Liquid hand soap 4-liter Gallon		pcs	
29	Mesh pouf shower sponge		pcs	
30	Metal Nail clipper – small size		pcs	
31	Miswak for teeth (organic toothbrush)		pcs	
32	Pads: Maternity pads, Large size, ~20 pieces per pack		pack	
33	Pads: Sanitary pads, pack of 10 pcs		pack	
34	Pill dispenser (for 7-days cycle), plastic		pcs	
35	Plastic Comb, ~20 cm, durable plastic		pcs	
36	Plastic Soap box, standard size		pcs	
37	Regular Foot file		pcs	
38	Regular Perfume, for Men, 100 ml		pcs	
39	Regular Perfume, for Women, 100 ml		pcs	
40	Roll-on deodorant, anti-perspirant, for men or for women		pcs	
41	Shaving cream 200 g, for men		pcs	
42	Shaving razor blade, regular, for men		pcs	
43	Shower Gel, 500 ml		pcs	
44	Soap bar, ~110 g		pcs	
45	Spray deodorant, anti-perspirant, for men or for women		pcs	
46	Tissues (300 Sheets)		pcs	
47	Toilet paper/tissue, pack of 4 rolls		pack	
48	Toothbrush, for adults, medium bristles		pcs	
49	Toothbrush, for children, soft bristles		pcs	
50	Toothpaste, for adults, ~120 ml		pcs	
51	Toothpaste, for children, ~50ml		pcs	
52	Towel - Large, Size: 70x140 cm, Cotton		pcs	
53	Towel - Medium, Size: 50x90 cm, Cotton		pcs	
54	Towel - Small, Size: 30x50 cm, Cotton		pcs	
55	Vaseline, 50 ml		pcs	
56	Washing powder - 2kg		pack	
57	Washing powder - 4kg		pack	

Plastic Items

Item #	Item Description	Additional Item Details/ Specs	UOM	Unit Price
58	Plastic Bucket, 7 L		pcs	
59	Plastic Dustbin small size 10 L		pcs	
60	Plastic Dustbin medium size 35 L		pcs	
61	Plastic Dustbin Large size 50 L		pcs	
62	Plastic Bin 120 L for waste, with wheels and cover		pcs	
63	Plastic Bin 240 L for waste, with wheels and cover		pcs	
64	Transparent storage plastic bins 20 L - Rectangular shape		pcs	

65	Transparent storage plastic bins 45 L - Rectangular shape		pcs	
66	Transparent Storage plastic bins 85 L - Rectangular shape		pcs	
67	Water container 10 L, including a lid and a tap		pcs	
68	Water container 20 L, including a lid and a tap		pcs	
69	Waste Bin, capacity: 1000 L - with wheels and lid/ top cover		pcs	

Safety Items

Item #	Item Description	Additional Item Details/ Specs	UOM	Unit Price
70	Mylar emergency blanket, size 130cm x 210 cm; Retains/reflects 90% of body heat; Waterproof and weatherproof		pcs	
71	Fire blanket, 1.2m x 1.2m		pcs	
72	Assorted Plasters (6 sizes) 100 Plasters per pack		pack	
73	Plasters. 1 size, 10 Plasters per pack		Pack	
74	Auto-Fire Off, fire extinguisher ball, 0.5 Kg		pcs	
75	Auto-Fire Off, fire extinguisher ball, 1.3 Kg		pcs	
76	Wound Dressing: single use, #14 medium (to stop bleeding injuries)		pcs	
77	Tourniquet device for First Aid (to stop severe bleeding)		pcs	

Beauty Products and Cosmetics (Make-up, Nails, Hair)

Item #	Item Description	Additional Item Details/ Specs	UOM	Unit Price
78	Aluminum foil Length 72 m thickness 11 microns		pcs	
79	Hair pins U-shaped (invisible), large		pack	
80	Cellophane Papers, transparent sheet		roll	
81	Curling Iron power 30-watt medium curls		pcs	
82	Cuticle nipper standard size		pcs	
83	Cuticle pusher standard		pcs	
84	Effilage scissor 15cm		pcs	
85	Effilage scissor 16.2 x 6.5 x 8 centimeters		pcs	
86	Eyebrow Mascara set (soap and brush)		set	
87	Eyebrow scissors set (scissors and brush/ comb)		set	
88	Eyebrow paper - Pack of 50		pack	
89	Face mask 1000 ml		pcs	
90	Facial steamer		pcs	
91	False lashes (set)		set	
92	False lashes glue size 7ml		pcs	
93	False nails kit set of 500 pieces		set	
94	Hairbrush (plastic)		pcs	
95	Hair clips, Hairdressers clips bag of 10		pack	
96	Hair dye color kit (brush and bowl) standard		kit	
97	Hair dye tube blonde color		pcs	
98	Hair dye tube brown color		pcs	
99	Hair dye tube dark brown color		pcs	
100	Hair dye Oxygen - 30% - 1 L, أكسيدان لتخصيل الشعر		pcs	
101	Hair dye Oxygen - 20% - 1 L, أكسيدان لتخصيل الشعر		pcs	

102	Hair mask 1000 ml		pcs	
103	Hair pins (1 bag) 100 pieces per bag		pack	
104	Hair scissors size: 16.2 x 6.5 x 8 centimeter		pcs	
105	Hair straightener		pcs	
106	Hairdressing rolling trolley with wheels		pcs	
107	Head cover/Head Cap		pcs	
108	Henna for eyebrows - brown color		pcs	
109	Mirror 20 cm in diameter		pcs	
110	Nail file standard, carton		pcs	
111	Nail polish, colors Bordeaux-White-Pink -Transparent (pack of 4 colors)		set	
112	Nails glue, size 10 g		pcs	
113	Nail Dryer Machine - UV light, for Gelish colors		set	
114	Nails Topcoat gel, ~10 ml		pcs	
115	Cuticle remover liquid, ~10 ml		pcs	
116	Nail polish remover, ~200 ml		pcs	
117	Manicure and pedicure machine SET		set	
118	Powder Platin Blue 1/2 kg		pcs	
119	Professional Cosmetics Beauty Hairdressing Styling Bag		pcs	
120	Roll on Wax heater for hair removal (220~240V 50Hz)		set	
121	Wax for Roll-on hair removal machine		pcs	
122	Waxing Strips		pack	
123	Round Brush Large		pcs	
124	Round Brush Medium		pcs	
125	Round Brush Small		pcs	
126	Round Brush X Large		pcs	
127	Set of Hair combs, 4 pieces		set	
128	Set of Make-up Brushes, 5 pcs (Powder, Blush, Foundation, Blender and Eyeshadow)		set	
129	Small Water Heater, portable		pcs	
130	Blending Sponge, teardrop shaped		pcs	
131	Table for Nails tools and equipment		pcs	
132	Apron (Tablier), medium size, material: polyester		pcs	
133	Tweezers, standard		pcs	
134	Hair Keratin (with Protein), 500 ml		pcs	
135	Cotton pads, regular disk shape cotton for removing make up		pack	
136	Setting spray and primer, 100 ml		pcs	
137	Setting powder (compact powder)		pcs	
138	Foundation tube, medium size - medium color		pcs	
139	Concealer tube, medium size - medium color		pcs	
140	Contouring palette, regular cream contouring - 4 colors		set	
141	Eyeliners, lip liner & lipstick (neutral & bold colors) - set of 3 pcs		set	
142	Eyeshadow palettes (neutral and bold colors), matt and glitter - ~12 colors		set	
143	Brow color kit, powder kit of minimum 2 colors (black and brown) - with brush		set	

144	Blush palette, liquid blush - regular/medium size - peach color		pcs	
145	Highlighter palette, duo highlighter - gold and pink		set	
146	Loose powder		pcs	
147	Razor - موسى, regular / standard size		pcs	
148	Shave brush, medium size - for shaving cream and shaving soap - soft bristles		pcs	
149	Hair Clipper / trimmer مكينة حلاقة, Electric professional hair trimmer with charger / large not smooth with sizes (0-10 or 0-12)		set	
150	Cape, cloth cape - regular/standard size		pcs	
151	Neck duster brush, wood or plastic base / smooth strokes		pcs	

Cooking Items

Item #	Item Description	Additional Item Details/ Specs	UOM	Unit Price
152	Bowl: ~300 ml capacity, hard plastic, food grade		pcs	
153	Cake cooking mold, length 24cm; width 13cm; height 7 cm		pcs	
154	Chocolate accessories for all occasions (wedding, baby born etc.), pack of 10 items		set	
155	Cooker nonstick with lid and 2 handles: diameter of 20cm - Granite		pcs	
156	Cooker nonstick with lid and 2 handles: diameter of 20cm - Stainless steel		pcs	
157	Cooker nonstick with lid and 2 handles: diameter of 24cm - Granite		pcs	
158	Cooker nonstick with lid and 2 handles: diameter of 24cm - Stainless steel		pcs	
159	Cooking Pot - 5 Liters, Stainless steel		pcs	
160	Cream dispenser, washable bag		pcs	
161	Cup: ~250 ml capacity, hard plastic, food grade		pcs	
162	Cupcake paper cups, ~50 pcs, standard size (plain color)		pack	
163	Deep Plate: Hard plastic Min. 20 cm diameter; Min. 3 cm deep in the middle		pcs	
164	Digital food thermometer		pcs	
165	Digital kitchen scale		pcs	
166	Electrical food blender خلاط		pcs	
167	Frying Pan - diameter ~25 cm		pcs	
168	Gas Cooker /Stove - with 2 kg gas cylinder and cooking burner		set	
169	Heat resistant glass casserole, 20 cm diameter; height 7 cm		pcs	
170	Knife: Stainless steel, ~17 cm length, food grade surface finish		pcs	
171	Fork: Stainless steel, ~17 cm length, food grade surface finish		pcs	
172	Spoon: Stainless steel, 10 ml capacity, ~17 cm length, food grade surface finish		pcs	
173	Large plastic mixing bowl, 6 Liters volume		pcs	
174	Measuring cups: in millimeters, for liquids, stainless steel, set of 5 cups		set	

175	Measuring spoons (1/16 teaspoon, 1/8 teaspoon, ¼ teaspoon, 1/3 teaspoon, ½ teaspoon, 1 teaspoon, ½ tablespoon, and 1 tablespoon.)		set	
176	Plastic cutting board 45 x 30 x 1.2 cm		pcs	
177	Plastic measuring cup 1 L		pcs	
178	Plastic storage box, divided and with lid, ~27cm x 16cm x 5cm		pcs	
179	Potato peeler, good quality		pcs	
180	Roll of papers for chocolate wrapping (basic and aesthetic) (basic colors) ~50x70 cm each sheet		roll	
181	Round cooking tray, 30 cm diameter		pcs	
182	Stainless-Steel Pastry Cutters, set of 2 pcs, diameter 10cm and 12 cm		set	
183	Plastic Pastry Cutters, set of 2 pcs, diameter 10cm and 12 cm		set	
184	Stainless-Steel Cookie cutters, set of 12 pcs, various shapes		set	
185	Plastic Cookie cutters, set of 12 pcs, various shapes		set	
186	Set of Knives different sizes (food Graded Stainless steel) set of 7 pcs		set	
187	Silicon Spatula		pcs	
188	Square cooking tray, Length 30cm; width 24cm; height 6 cm		pcs	
189	Stainless steel colander, large size مصفاة ستانلس ستيل حجم كبير		pcs	
190	Stainless steel cooks knife 15 CM سكين طبخ ستانلس ستيل		pcs	
191	Stainless steel hand mixer- whisk		pcs	
192	Stainless steel ladle مغرفة ستانلس ستيل		pcs	
193	Stainless steel mixing bowl Diameter 40cm		pcs	
194	Stainless steel pot 1L طنجرة		pcs	
195	Stainless steel sieve strainer of diameter 10 or 15 cm		pcs	
196	Stainless steel Thermal Lunch box (Insulated)		pcs	
197	Stainless steel whip cream dispenser, standard		pcs	
198	Tarte cooking mold, diameter 28cm, height 3cm		pcs	
199	Wooden rectangular serving tray - Medium, ~26x50 cm		pcs	
200	Wooden rectangular serving tray -Large, ~27x52 cm		pcs	
201	Wooden rolling pin with wooden cutting board		set	
202	Wooden stirring spoon, length of ~30cm		pcs	

Miscellaneous Items				
Item #	Item Description	Additional Item Details/ Specs	UOM	Unit Price
203	Small GAS Stove with built in oven ~size: 42 x 32 with height of 45 cm		pcs	
204	Small DIESEL stove with built in oven ~size: 42 x 32 with height of 45 cm (including fuel container)		pcs	
205	Diesel Stove - Cylindrical; standard size (diameter ~30 cm) - including fuel container; and tray,		pcs	
206	Stove fence insulated thin and painted iron, length 90 cm, width 60 cm, height 70 cm,		pcs	

207	Galvanized pipe, black color, 100 cm Length, 10 cm Diameter,		pcs	
208	Elbow for stoves (Galvanized) 10cm Diameter 10 cm,		pcs	
209	"H" Chimney cowl, H shaped pipe for stove exhaust pipe		pcs	
210	Rectangular aluminum tray (stove base)		pcs	
211	Emergency solar light 1000w		pcs	
212	Solar Lantern. Rechargeable LED lantern - AC 220-240V 50/ 60Hz, With handle, Rechargeable with solar panel or power cord, USB output		pcs	
213	Small torch Light, including 2 batteries (1.5 V)		pcs	
214	Pillow Polyester, 20 x 26 inches, fire retardant, flame retardant		pcs	
215	Blanket, Synthetic, 1.5x2m, medium thermal		pcs	
216	Bedsheet: Cotton bedsheets, Size 1.0X2.0 M		pcs	
217	Plastic matt, 2 m x 3 m		pcs	
218	Mattress (Length: 200 cm, Width: 180 cm, thickness 25 cm, Polyester fabric, pressure 15)		pcs	
219	Mattress (Length: 180 cm, Width: 90 cm, thickness 25 cm, Polyester fabric, pressure 15)		pcs	
220	Mattress: 10 cm high density foam mattress, 90 cm x 180 cm, cotton/poly blend removable cover		pcs	
221	Mattress: thickness 15 cm, high density foam mattress 60 cm x 200 cm, cotton/poly blend removable cover		pcs	
222	Mattress: thickness 20 cm, high density foam mattress 60 cm x 200 cm, cotton/poly blend removable cover		pcs	
223	Tarpaulin: size of sheet is ~4 x 5 meters, including rings – waterproof		pcs	
224	Patio Umbrella; size ~3x4.5 m		pcs	
225	Carpet 90 cm x 1.5 m, regular quality		pcs	
226	Carpet 2m x 3m, regular quality		p	
227	Carpet 3m x 4m, regular quality		pcs	
228	Foldable Tent 3x3 meters		pcs	
229	Safety glasses (goggles)		pair	
230	Safety boots - Rubber - various sizes		pair	
231	Heavy duty gloves PU coat		pair	
232	Safety Helmet (standard size)		pcs	
233	Safety Helmet (for children, 12-17 years)		pcs	
234	Cone for road safety		pcs	
235	Coverall - disposable		pcs	
236	Cone-shaped, latex-free utility mask. Adjustable aluminum nosepiece and stretchy elastic head straps, pack of 50 pcs		pack	
237	Regular Worker Jacket - various sizes (suitable for daily work, industrial work)		pcs	
238	Regular Worker Pants - various sizes (suitable for daily work, industrial work)		pcs	
239	Regular Worker Overalls - various sizes (suitable for daily work, industrial work)		pcs	
240	Aquapura 1.67gm (grams) tablets for 500 liters, box of 50 tablets, or similar		Box	
241	Aquapura 33mg tablets for 10 liters, box of 100 tablets, or similar		Box	

242	Aquapura 67mg tablets for 20 liters, box of 100 tablets, or similar		Box	
243	Chlorination tablets for 1000 liters, box of 25 tablets		Box	
244	Chlorine test tablets DPD1 - (pool tester), box of 100 tablets		Box	
245	Chlorine test tablets DPD3 - (pool tester), box of 100 tablets		Box	
246	Phenol red tablets, for chlorine testing - (pool tester), box of 100 tablets		Box	
247	Rapid chlorine testing kit		Kit	
248	Sun cap for children		pcs	
249	Sun cap for adults		pcs	
250	Reusable adult vinyl bib-large size (to protect clothes when eating)		pcs	
251	Money Saver, Metal with key or without key		pcs	
252	Period calendar, printed		pcs	
253	Small cotton drawstring purse		pcs	

Cloths Items (1)

Item #	Item Description	Additional Item Details/ Specs	UOM	Unit Price
254	Underwear for women; Cotton, various sizes (M, L, XL)		pcs	
255	Women under scarf cap (Hijab); cotton under scarf		pcs	
256	Scarf, Cotton, plain color		pcs	
257	Traditional Robe, cotton, for Summer: plain color		pcs	
258	Traditional Robe, cotton, for Winter: plain color		pcs	
259	Leggings for women: cotton, plain color (black or other), High waist, various sizes (M, L, XL)		pcs	
260	Long nylon socks (for women), large (black or nude)		Pair	
261	Long socks for women		Pair	
262	Boxer for Men (underwear)		pcs	
263	Undershirt for Men (underwear)		pcs	
264	Cotton T-shirt, round neck, plain color		pcs	
265	Baby blanket, ~1mx 1m		pcs	
266	Thick blanket for winter (~200 cm x 150 cm)		pcs	
267	Running shoes, for women or men, various sizes - standard/ regular		pair	
268	Unisex cotton summer set: shorts with T-shirt, for children		pcs	
269	Summer T-shirts for Children, various size: S, M, L (for ages 6-17 years)		pcs	
270	Denim pants for Children, various size: S, M, L (for ages 6-17 years)		pcs	
271	Soft slippers, regular (for adults)		Pair	
272	Summer soft slippers for children		pair	
273	Winter slipper for children (Pantoufle)		pcs	
274	Vest, Black color, with custom embroidered logos: 1 logo on the back (20x15cm) + phrase below logo, 1 color, and 1 logo on the front (10x7cm) + phrase below logo, 1 color. Includes four pockets on the front of the vest, and reflective roll on the vest		pcs	
275	Baby body suit: Thermal grade winter suit (0-3 years)		pcs	

Cloths Items				Unit prices		
Item #	Item Description	Additional Item Details/ Specs	UOM	Babies size (0 to 3 years)	Children size (3 to 12 years)	Adults size (S, M, L, XL)
276	Unisex, Thermal set, top and bottom: The thermal set is made up of long underwear with tapered and elastic ankles, and the undershirt also long sleeves. 100% heavy knit cotton, polyester, or fleece.		Set			
277	Unisex, warm sweater: Unisex sweater is made of a wool blend or thick cotton or fleece. The sweater must have long sleeves, it can also be with a crew, V neck, turtleneck, or polo style opening. 100% Acrylic wool, thick cotton, or fleece.		Pcs			
278	Unisex, Winter jacket: Unisex winter jacket set is made from a water and wind resistant shell, and lined with either polyester, fake fur, fleece, or similar warm material. The winter jacket set is also quilted and stuffed to give thickness and insulation from the cold. The jacket must have a hood.		pcs			
279	Unisex, warm winter trousers, denim or cotton: Unisex padded winter trousers with elastic on the waste for easy adjustment or zipper. Thick cotton, corduroy, wool, denim or wool blend material.		pcs			
280	Unisex, warm sweater & Trouser: Unisex sweater & trouser made of a wool blend or thick cotton. The sweater must be long sleeves, it can also be with a crew, V neck, turtleneck, or polo style opening.		Set			
281	Unisex, fleece sweater & Trouser: Unisex sweater & trouser made of fleece. The sweater must be long sleeves, it can also be with a crew, V neck, turtleneck, or polo style opening.		Set			
282	Woolen Hat, Gloves and Scarf Set: The hat, gloves and scarf set are made of fleece, acrylic wool, or wool blend material. All items must be thick and warm.		Set			
283	Socks: made of cotton or wool blend material		Pair			
284	Winter boots: with or without laces, must be at a minimum ankle high. Water resistant thick lugged rubber soles for good traction		pair			
285	Raincoat Waterproof cape		pcs			
286	Fleece shirt: Long-sleeved cotton fleece to use under jacket		pcs			
287	Legging: Thermal full-length leggings to use under trousers/dresses.		pcs			

Delivery and Packaging				
Item #	Delivery Locations	Additional Item Details/ Specs	UOM	Unit Price
288	Delivery to Tripoli		Service	
289	Delivery to Wadi Khaled (Akkar)		Service	
290	Delivery to Qobayyat (Akkar)		Service	
291	Delivery to Deir Dalloum (Akkar)		Service	
292	Delivery to Beirut		Service	
293	Delivery to Zahle		Service	
294	Delivery to Arsal (Bekaa)		Service	

Above delivery locations are the main, IRC might request an order to be delivered to surrounding areas, in close proximity of the above-mentioned locations

Notes:

- 1) in case any delivery location is not applicable from your end, do mention N/A in the "Notes/ Comments"
- 2) in case the delivery to a certain location if Free, do mention Free in the "Unit Price"

Item #	Packaging options:	Additional Item Details/ Specs	UOM	Unit Price
295	Nonwoven bag for packaging, size 30cm * 40 cm		pcs	
296	Nonwoven bag for packaging, size 40 cm * 50 cm		pcs	
297	Nonwoven bag for packaging, size 50 cm * 60 cm		pcs	
298	Nonwoven bag for packaging, size 60 cm * 70 cm		pcs	
299	Waterproof bag for packaging, size 30 cm * 40 cm		pcs	
300	Waterproof bag for packaging, size 40 cm * 50 cm		pcs	
301	Waterproof bag for packaging, size 50 cm * 60 cm		pcs	
302	Waterproof bag for packaging, size 60 cm * 70 cm		pcs	
303	Cartoon Box, LxWxH = 30 cm x 30 cm x 20 cm		pcs	
304	Cartoon Box, LxWxH = 60 cm x 50 cm x 30 cm		pcs	
305	Cartoon Box, LxWxH = 70 cm x 60 cm x 40 cm		pcs	

- Validity period of above prices is: _____ calendar days (minimum 120 days)
- Do the above prices include **VAT**? YES ----- NO -----
- If **NO**, please advise if VAT is applicable and should be added. YES ----- NO -----

NOTE: if VAT is applicable, then the amount will be paid in USD currency, on condition that the USD-to-LBP official exchange rate is followed (as per the Lebanese Ministry of Finance)
Otherwise, the VAT amount will be paid in LBP currency as per the official exchange

Name of the company representative:

Date:

Signature:

Stamp: