



INVITATION TO BID (ITB) NO: 2026-007 – SUPPLY AND DELIVERY OF IT EQUIPEMENT

The Lebanese Red Cross (LRC) Headquarters hereby invites qualified suppliers, registered with the Lebanese government, to make a firm offer for the supply and delivery of IT equipment's as per the attached technical specifications - Annex 3.

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, 2 nd floor, Spears Street, Kantari, Beirut, Lebanon
ITB Published Date:	February 26, 2026
Bid Submission deadline:	March 12, 2026 / Time: 12:00 p.m.
Deadline for questions:	March 05, 2026 / Time: 12:00 p.m.
Bids to be marked:	ITB-2026-007 Do not open before March 12, 2026
<i>All documents can be downloaded from 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.</i>	

IMPORTANT INFORMATION REGARDING THIS ITB: (please take into consideration the below points)

1. Bid should be submitted typing and not handwritten (written by hand bids will be considered as ineligible)
2. Interested bidders may confirm participation by emailing rim.fares@redcross.org.lb with the following Subject: **INVITATION TO BID REFERENCE #: ITB-2026-007**

Email Content:

- Confirmation of receipt of the Invitation to Bid.
 - Indication of intention to submit a bid (Yes/No). If **No**, please provide a brief reason.
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.
 4. **Special Instructions:** Please ensure that documents are **not stapled, bound, or permanently fastened**. All pages should remain **loose**, or if necessary, be secured using a **paper clip or similar removable method**. Additionally, **double-sided printing is not permitted, all pages must be printed on one side only**.

ملاحظة: تعليمات خاصة

يرجى التأكد من عدم تجميع الأوراق. يجب ترك الأوراق مفككة أو، إذا لزم الأمر، يمكن ربطها باستخدام مشبك أو وسيلة أخرى. بالإضافة إلى ذلك، لا يُسمح للمورد بطباعة الوثائق على الوجهين. يجب أن تُطبع جميع الصفحات على وجه واحد فقط.

1. **Please ensure that all documents listed in Annex 7 are submitted (mandatory).** Failure to submit any **mandatory document**, or **missing signature or stamp**, will result in **immediate disqualification**.



TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

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.

A. ADMINISTRATIVE EVALUATION

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

All Documents Listed Below Must Be Submitted with Your Bid (MANDATORY signed and stamped):

The supplier is required to complete, sign, and stamp each document submitted. Any document that is not properly filled out, signed, and stamped will be considered incomplete and may result in administrative disqualification. We kindly request that you adhere to the instructions in full to ensure your bid is considered eligible.

1. **Tender invitation** (ITB) from Page 1 to page 8 must be signed and stamped
2. **Annex 1:** LRC Supplier Registration Form
3. **Annex 2:** Bid Form
4. **Annex 3:** Detailed Specifications/ Term of Reference (TOR)
5. **Annex 4:** Past Performance
6. **Annex 5:** Tender Award and Acknowledge Certificate
7. **Annex 6:** General conditions of contract.
8. **Annex 7:** Bidder's checklist
9. **Company registration Documents:**
 - 9.1 Copy of company registration – (Ministry of Justice)
شهادة تسجيل شركة تجارية (وزارة العدل)
 - 9.2 Copy of tax registration (Ministry of Finance)
شهادة تسجيل الشركة (وزارة المالية)
 - 9.3 Copy of VAT registration *if registered* (Ministry of Finance)
وزارة المالية) شهادة تسجيل في الضريبة على القيمة المضافة
 - 9.4 **Commercial Circular** اذاعة تجارية
 - 9.5 Official IBAN from the bank

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.
- Only bids passing the Technical Evaluation will proceed to the Financial Evaluation. Non-compliant bids will not undergo financial evaluation.



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.

ADDENDUM – BIDDERS INSTRUCTIONS

BIDDERS INSTRUCTIONS:	SPECIFIC INSTRUCTION / REQUIREMENTS:
Tender document language	English
Currency of Bid	United States Dollar (USD) only. No other currencies will be accepted.
Payment Terms	<ul style="list-style-type: none"> - Within 30 to 45 calendar days following submission of all required documentation (Invoice, GRN, etc.). - Method: Bank Transfer or fresh Cheque - VAT Payment: USD, via cheque or transfer
Contract Duration	One Time Purchase
Clarifications / Queries	All questions must be submitted in writing by email to: rim.fares@redcross.org.lb Subject Line: ITB-2026-007
Bid Submission Instructions	All bids must be submitted in a sealed envelope, clearly marked with the following: ITB-2026-007 Do not open before March 12, 2026. Addressed to: Lebanese Red Cross Headquarters Finance Sector – 2 nd Floor Spears Street, Kantari, Beirut, Lebanon
Bid validity for evaluation	Bids shall remain valid for a period of three (3) calendar months from the deadline for the receipt of bids
Sample Submission:	<ul style="list-style-type: none"> - The bidder must submit samples only for Item #4 and Item #5 to the LRC Procurement Department. - Each sample must be clearly labelled with the corresponding item number as per Annex 2 & 3. - Failure to submit samples for these items will result in the bid being disqualified.
Data Sheet Submission:	The bidder must submit a data sheet for all five items requested each data sheet must: <ul style="list-style-type: none"> - Indicate the Item reference number exactly as listed in Annex 2 & 3. - Provide full specifications demonstrating compliance with the technical requirements. - Failure to submit Data sheet for these items will result in the bid being disqualified.
Liquidated damages	Damages per calendar day of delay: 0.5% of contract value Maximum delay damages: 5% of contract value
Tender information	Tender launching date: 26 February, 2026 Tender closure date and time: On or before March 12, 2026, 12:00 PM (Beirut time) Deadline for questions: On or before March 05, 2026 Bids to be marked: ITB-2026-007 Do not open before March 12, 2026.



Article 1. Bidding in lots and Quantities:

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.

Quantities and scope mentioned in Annex 3 are **estimated operational needs** and may vary during the Framework Agreement period depending on LRC’s requirements.

LRC reserves the right to increase, decrease, or suspend services at any site, or to add new locations, with prior written notice to the service provider.

LRC may award the Framework Agreement to **one or more service providers**, based on operational and technical considerations.

Article 2. Specifications:

The detailed specification in respect of requested item with all the requirements are given in **Annex 3** which tenderers must adhere to.

Eligibility:

- 2.1. 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.
- 2.2. All responsive Bids shall be typed on the LRC Bid Form and not written.
- 2.3. Bids submitted are at the Bidders risk and LRC takes no responsibility for the receipt of such Bids.
- 2.4. Tenderer(s) must be Manufacturers, accredited Wholesalers, Traders / Suppliers, Agents in their registered countries.
- 2.5. Any unsealed tenders and tenders received after the submission deadline will not be accepted.
- 2.6. 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.
- 2.7. Contracts can be awarded to one or multiple suppliers based on the need.

Article 3. Price:

- 3.1. Price should be best and final offer
- 3.2. Include discounts for early payment, if any
- 3.3. All prices should be denominated in the currency that is specified in the **Addendum** attached.
- 3.4. Applicable VAT/duty rates should be clearly stated per item in the offer as to facilitate any tax/ duty exemptions/ reimbursement
- 3.5. In the event of any discrepancy between the unit price and the total price, LRC reserves the right to rely on the unit price as stated in the financial bid, rather than the total price without go back to the supplier.
- 3.6. The unit price must be provided with no more than two decimal places.

Article 4. I'NCOTERMS:

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

Article 5. 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.



Article 6. 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)

Article 7. Packaging and Marking/Labeling:

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).

Marking / labelling instructions are provided in **Annex 3 (if applicable)**

Article 8. Presentations:

All bid documents must be typed in English. Any documents that are handwritten, whether in pencil, pen, or any other form, shall result in automatic disqualification of the bid.

Bids must be clearly legible, and prices or information entered manually will not be considered.

Blank or unnecessary pages of the Bid Form and/or schedules should not be submitted.

All bids shall be signed by authorized representative of the bidder.

Article 9. 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.

Article 10. 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.

Article 11. 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.

Article 12. Your offer should clearly state the following:

- 12.1. Unit prices / Total prices, etc. as per **Annex 2 - Bid Form**
- 12.2. Price should be net after deduction of any discount and should be compatible with the appropriate INCOTERMS specified in the **Addendum**.
- 12.3. Firm dates for starting and completion of delivery at delivery points.
- 12.4. Confirmation to comply with the specifications as per **Annex 3 – Detailed Specification**, if you can meet the specifications. If not, state clearly.
- 12.5. 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.

Article 13. 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.

Article 14. 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.

Article 15. 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.

Article 16. 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.

Article 17. 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.

Article 18. 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 services 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

Article 19. 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.

Article 20. 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.

Article 21. LATE BIDS

All Bids received after the ITB closure will be rejected.

Article 22. 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.

Article 23. CONDITIONS OF CONTRACT

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

Article 24. 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.

Article 25. QUERIES ABOUT THIS ITB

For queries on this ITB, please contact the Procurement, on the following email: 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.

Article 26. 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. Annex 7: 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