

**INVITATION TO BID (ITB) NO: 2026-031 CONSULTANCY SERVICES FOR PROCESS OPTIMIZATION AND DESIGN OF A WASH DATA MANAGEMENT SYSTEM**

The Lebanese Red Cross (LRC) Headquarters hereby invites eligible and qualified consultancy firms to submit technical and financial proposals for the provision of consultancy services for process optimization and the design of a WASH data management system, in accordance with the Terms of Reference (Annex 3).

TENDER DETAILS: The Tender details are as follows:

INCOTERMS:	Not Applicable
Delivery address of the Bid:	Lebanese Red Cross Head Quarters, Finance Sector, 2 nd floor, Spears Street, Kantari, Beirut, Lebanon
ITB Published Date:	May 5, 2026
Bid Submission deadline:	May 27, 2026 / Time: 12:00 p.m.
Deadline for questions:	May 20, 2026 / Time: 12:00 p.m.
Bids to be marked:	Tender reference: 2026-031 Do not open before May 27, 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-2026-031**

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

1. **Please ensure that all mandatory documents listed below and in Annex 7 (Bidder Checklist) are submitted.**

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

All proposals will be evaluated in accordance with Lebanese Red Cross (LRC) procurement principles: fairness, transparency, competition, and value for money.

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 9 must be signed and stamped
2. **Annex 1:** LRC Supplier Registration Form
3. **Annex 2:** Bid Form
4. **Annex 3:** Term of Reference (TOR) including Annex A & B
5. **Annex 4:** Past Performance
6. **Annex 5:** Tender and Contract Award Acknowledgement 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

2. Technical Evaluation (70%)

Prior to technical evaluation, proposals will be screened for compliance with all mandatory administrative and technical requirements as outlined in **Annex A – Mandatory Requirements & Compliance Table**. (Included in the TOR)

Proposals that do not meet all mandatory requirements will be considered **technically non-responsive and will be disqualified** from further evaluation.



Technical Evaluation Grid (100 Points Total)

Only firms that meet all mandatory requirements (Annex A – Pass/Fail) will proceed to the technical evaluation stage.

The technical evaluation will be conducted based on a total score of **100 points**, as defined in the Technical Evaluation Grid.

Only bidders achieving a minimum technical score of **70/100 points** will be considered technically qualified and eligible for financial evaluation.

The technical score will be weighted as follows: Weighted Technical Score = (Technical Score / 100) × 70

Please refer to The Annex 3- Term of reference for more information

3. Financial Evaluation (30%)

Financial proposals will only be opened and evaluated for bidders who have passed the technical threshold ($\geq 70/100$ points).

The financial score will be calculated as follows: Financial Score = (Lowest Financial Offer ÷ Bidder Financial Offer) × 30

Where:

- Lowest Financial Offer = lowest priced compliant bid
- Bidder Financial Offer = price submitted by each qualified bidder

4. Awarding of Contract

The contract will be awarded to the bidder obtaining the highest combined score, calculated as follows:

Total Score = Weighted Technical Score (70%) + Financial Score (30%).

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-2026-031
Bid Submission Instructions	All bids must be submitted in a sealed envelope , clearly marked with: “ITB-2026-031 – Do Not Open Before May 27, 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:	Not Required
Technical Proposal Submission:	The bidder must submit a complete Technical Proposal in accordance with the Terms of Reference. All submitted documents must be clearly labeled and referenced to the relevant sections of the TOR. + Annex A&B
Liquidated damages	Damages per calendar day of delay: 0.5% of contract value Maximum delay damages: 5% of contract value
Tender information	Tender Launch Date: May 5, 2026 Tender Closing Date & Time: On or before May 27, 2026, at 12:00 PM (Beirut Time) Deadline for questions: On or before May 20, 2026 Bids must be marked: “ITB-2026-031 – Do Not Open Before May 27, 2026”

Article 1. Scope of Services:

Bidders are required to submit a proposal covering the full scope of services as described in Annex 3 (Terms of Reference). Partial proposals covering only part of the scope may be rejected.

The scope of work outlined in Annex 3 reflects the expected deliverables and objectives of the consultancy assignment. Any substantial deviation from the defined scope may result in disqualification. LRC reserves the right to reasonably adjust the scope of services, timelines, or deliverables, subject to operational needs and mutual written agreement between both parties. Any such modification shall be formalized through a written contract amendment.

The contract will be awarded to consulting firm based on the evaluation results and operational considerations.

Article 2. Term Of reference:

The detailed scope of services, deliverables, requirements, and technical expectations are outlined in Annex 3 (Terms of Reference), which bidders must fully adhere to when preparing and submitting their proposals.

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 consulting firms (national or international) with demonstrated experience and qualifications relevant to the Terms of Reference.
- 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. The contract will be awarded to one consulting firm based on the evaluation results and operational considerations.

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. Delivery Destinations:

The consultancy services shall be performed in accordance with the Terms of Reference and as agreed in the contract with the successful Tenderer.

The Consultancy firm shall be responsible for all costs related to the performance of the services, including travel, accommodation, communication, materials, and any other operational expenses necessary to complete the assignment, unless otherwise specified in the contract.

Article 5. Delivery/Readiness Period:

The consultancy services must be completed within the agreed 12-week timeframe following contract signing. The consultancy Firm is required to adhere to the agreed implementation schedule and submit all deliverables according to the approved workplan and milestones. The detailed timeline will be finalized at contract signing to ensure alignment with LRC's operational needs.

Article 6. Submission and Formatting of Deliverables:

All deliverables shall be prepared and submitted in accordance with the requirements outlined in Annex 3 (Terms of Reference).

Article 7. 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.

Where applicable, official stamp and authorization documents must be provided.

Article 8. Language:

The documents submitted will be accepted in English language only.

Article 9. 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 10. 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 11. Your offer should clearly state the following:

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

This ITB does not commit LRC to award a contract or to pay any costs incurred in the preparation or submission of bids, including any costs related to studies, presentations, or negotiations conducted in response to this tender.

Submission of a bid shall be considered as an offer by the bidder and shall not constitute acceptance by LRC. No contractual relationship shall exist unless and until a written contract is duly signed by an authorized representative of LRC and the successful bidder.

LRC reserves the right to: Cancel the ITB at any stage of the process, request clarifications from bidders, not award the contract if proposals do not meet the required standards and award the contract based on the evaluation criteria and operational considerations.

LRC will notify the successful bidder of the award decision as soon as reasonably practicable following completion of the evaluation process.

Consultancy firm who fail to comply with the contractual terms and conditions, including failure to deliver agreed outputs or performing services below the required standards, may be excluded from participation in future LRC tenders.

Article 13. 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 14. 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 15. 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 16. 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 confidentiality 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 confidentiality 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 17. 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 18. 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 19. 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 20. LATE BIDS

All Bids received after the ITB closure will be rejected.

Article 21. 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 22. CONDITIONS OF CONTRACT

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

Article 23. 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 24. 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 25. 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: Term of Reference + Annex A and B
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.



Lebanese Red Cross

National tender application pack V0.4
Tender reference: 2026-031

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