

INSTRUCTIONS TO BIDDERS

Beirut, 19.10.2023

SUBJECT: Instructions for the development of three digital platforms as part of the Lebanese national early warning system platform “NEWSP”

The CIHEAM - Mediterranean Agronomic Institute of Bari (CIHEAM Bari), a body of the CIHEAM, an international intergovernmental organisation, with legal and operational headquarters in Italy at Via Ceglie n.9, Valenzano (BA), fiscal code VAT: 93047470724, in the framework of the international cooperation purposes of the Institute, intends to acquire early warning system (EWS) digital platforms divided into 3 lots, as specified in ANNEX I (Financial offer template).

A. Conditions of the offer:

1. The **language** to be used for drafting the offer, correspondence and documents is **English**. The Contract form will be sent in case of positive feedback to the offer sent by your Company.
2. **The offer must be made for all the items, divided by individual lots. There will be 3 lots, subdivided as described in ANNEX I.**
3. **The offer may be in EURO.**
4. The offer must be **quoted - DAP** (Delivery At Place) included the implementation, following the procedure indicated at point 12 of this list. As highlighted in ANNEX I (Financial Offer Template), the offer must be divided into 3 lots, specified as follows:
 - (1) LOT 1 – Develop a website for natural hazards
 - (2) LOT 2 – Develop a mobile application for natural hazards “Leb-Haz”, starting with “Leb-Fire” and “Leb-Quake”
 - (3) LOT 3 – Develop a collector mobile application for civil defense
5. The offer must specify: **VAT and any other taxes are included.**
6. It is mandatory to **indicate the minimum warranty terms** of each product included in the price offered.
7. Any additional costs for warranty extension/additions **MUST NOT BE PART OF THE OFFER** but can be quoted as a separate option.
8. Indicate separately, if needed, the **recommended spare parts** and their cost per each item, according to the time of use.
9. It is **mandatory to indicate the delivery time per each lot**, from the contract signature’s date, **in total days** (within a maximum of 4 months for the final deliverable).
10. The **validity date** of the offer **must be at least 30 days** and must be explicitly stated in the offer.
11. **Payment will be made in EURO by bank transfer:** it will be used the exchange rate applied by the bank at the time of payment. Please, verify your bank account can receive euros.
12. **Payment will be made in three instalments:**
 - a. **1st instalment:** 40% of the total amount of the accepted offer, paid after the signature of the contract.
 - b. **2nd instalment:** 40% of the total amount of the accepted offer, upon the confirmed delivery of the beta version of the 3 lots specified in point 4 of this list.
 - c. **3rd instalment:** 20% of the total amount of the accepted offer, upon the confirmed successful testing.
13. **The details for the payment must be indicated in the offer:** Owner/Holder, Bank, C/C, Bank of support-swift code).
14. **Incomplete offers** that will not include all the mandatory information and technical documents (pointed out in the next list) **might not be taken into consideration.**

B. Mandatory technical documents to be included with the offer (in English language):

1. Technical sheets of each offered model (minimum specifications required or above) as per ANNEX II (RFP / Technical Specifications – Paragraph VI);
2. Filled, signed and stamped financial offer template (ANNEX I).
3. Maintenance instructions and/or technical assistance service (including websites updates, mobile app updates to follow latest iOS and android software releases, systems backup, etc.);
4. Timetable of the planned work, indicating intermediate milestones (timing and name);
5. List of recommended spare parts and consumables (if any);
6. List and contacts of the authorised partners operating in delivery sites for inspection, repair, extraordinary and routine maintenance, etc. (if any).
7. Additional costs for warranty extension (if any).
8. Short written summary of the previous experience (last year) of implementation of similar projects in Lebanon on headed paper stamped and signed.
9. Registration certificate of the Supplier Company with the Chamber of Commerce.

C. Optional annexes to the offer (in English language):

9. Any other information.

Please send your offer for the above-mentioned supplies, as specified above, to the following email address: peter@iamb.it; aly@iamb.it and casilli@iamb.it no later than 15 days after announcing of this request of offer.

For technical information, please contact:

Name: Dr. Chadi Abdallah

Email: chadi@cnrs.edu.lb

Phone: +961 1 840 260\1\2\3\4; Ext: 322

+961 3 534 436

Kind regards,

SEALACOM Project coordinator

Dr. Roula Khadra



Please, for the **acceptance** of the terms of this request, confirm by e-mail and return with the **receipt date, signature, and stamp**.

Place and date

Company name

Director

Stamp and Signature