



**Request for Quotation ED 12-21  
“Printing of Communication material”**

Introduction

**1. Background**

The American University of Beirut (hereinafter referred to as “AUB”) (<http://www.aub.edu.lb>) is an educational not-for-profit corporation established under the laws of the State of New York, U.S.A., including a Campus and a Medical Center, in Beirut, Lebanon, and an office in the U.S.A., in New York (NY), U.S.A.

AUB serves over 12000+ users. It consists of more than 4,500 faculty and staff, and has an enrollment of approximately 9,102 students, more than 1,200 of whom reside on Campus.

Additionally, AUB’s medical center (AUBMC) is currently attesting to its superior standards in patient-centered care, nursing, and pathology/laboratory services. With a highly skilled and trained team of over 2,300 members and over 300,000 patient visits throughout the past year AUBMC is committed to improving the delivery of health care in Lebanon and the region.

The Department of Landscape Design and Ecosystem Management (hereinafter referred to as “LDEM”) is an academic unit within AUB, where NAWAMED - Nature Based Solutions for Domestic Water Reuse in Mediterranean Countries, is an active project funded by the EU, through the ENI CBC MED program.

NAWAMED project Background:

NAWAMED - Nature Based Solutions for Domestic Water Reuse in Mediterranean Countries (Funded by the EU, through the ENI CBC MED program).

In Mediterranean countries, domestic water use accounts for a minor part of water consumption – a much larger amount is used for irrigation – but it requires the best quality and its demand is continuously growing, along with improving lifestyle and increasing urban population. Moreover, urban water is still the main cause of pollution of rivers and groundwater, even when treated before being discharged. Per capita domestic water use can be drastically reduced by using non-conventional water (NCW) resources for not potable purposes: greywater (and rainwater where available) can be reused for WC flushing and irrigation but requires the implementation of decentralised treatment systems, serving one or a few buildings. NAWAMED aims at changing the urban water management and fostering the use of Non-Conventional Water Resources (NCW) thanks to innovative, sustainable and low-cost treatment technologies, to decrease the use of potable water.

The objective of the project is to increase the adoption of innovative, sustainable and low-cost technologies and measures for the use of non-conventional water resources for domestic purposes.

Please refer to the NAWAMED website (<http://www.enicbcmed.eu/projects/nawamed>) to familiarize with project objectives and activities.

Scope of Work

2.

<b><i>Description</i></b>	<b><i>Quantity</i></b>
Roll-up banners English (85x200cm) <a href="https://drive.google.com/drive/folders/19QU-9ViJZjdQK5pdxTUB8p99d5iDjIAx">https://drive.google.com/drive/folders/19QU-9ViJZjdQK5pdxTUB8p99d5iDjIAx</a>	2 each
Roll-up banners Arabic (85x200cm) <a href="https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK">https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK</a>	1 each
Posters English (70x100cm) <a href="https://drive.google.com/drive/folders/1gmF_umnvXMIpzF3bPNCrAZe7-DACCN9M">https://drive.google.com/drive/folders/1gmF_umnvXMIpzF3bPNCrAZe7-DACCN9M</a>	9 each
Posters Arabic (70x100cm) <a href="https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK">https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK</a>	3 each
Leaflets English (A4, 3 sheets) <a href="https://drive.google.com/drive/folders/1wRHcE00Q2nAQ2inziAvaSwoH9JYkPCq1">https://drive.google.com/drive/folders/1wRHcE00Q2nAQ2inziAvaSwoH9JYkPCq1</a>	1500 each
Leaflets Arabic (A4, 3 sheets) to be printed: 500 <a href="https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK">https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK</a>	500 each
Folder: <a href="https://drive.google.com/drive/folders/1QhPTGYW1kP8_nrb-G8hozP-RR4i4hiTH">https://drive.google.com/drive/folders/1QhPTGYW1kP8_nrb-G8hozP-RR4i4hiTH</a>	300 each
Pen: <a href="https://drive.google.com/drive/folders/1hEFFp5e6f7-oJXKVAeWPZnj4nzunpcxy">https://drive.google.com/drive/folders/1hEFFp5e6f7-oJXKVAeWPZnj4nzunpcxy</a>	300 each
Block notes: <a href="https://drive.google.com/drive/folders/1c2cN0ma56iy0MSPs6mMtVwSqngG3wxxp">https://drive.google.com/drive/folders/1c2cN0ma56iy0MSPs6mMtVwSqngG3wxxp</a>	300 each
Mask: <a href="https://drive.google.com/drive/folders/1Y-rgdzdLCLP-Uqm6brrflm9b8fRv8yal">https://drive.google.com/drive/folders/1Y-rgdzdLCLP-Uqm6brrflm9b8fRv8yal</a>	300 each
Bags: <a href="https://drive.google.com/drive/folders/1OqAhkPCTnai-zn51u6PUq18A7-Ar6UqW">https://drive.google.com/drive/folders/1OqAhkPCTnai-zn51u6PUq18A7-Ar6UqW</a>	300 each
Flasks: <a href="https://drive.google.com/drive/folders/1P3ylpss_6Li_fx9usLzmr7JhSnaf_TH">https://drive.google.com/drive/folders/1P3ylpss_6Li_fx9usLzmr7JhSnaf_TH</a>	300 each

All the documents for printing will be provided downloaded

For detailed printing instructions for communication products of NAWAMED, the following document should be followed:

[https://drive.google.com/drive/folders/1SmvQtW-FQcC-oN-h3Oq1rx\\_ypddvHul5](https://drive.google.com/drive/folders/1SmvQtW-FQcC-oN-h3Oq1rx_ypddvHul5)

- AUB has the right to accept the whole or partial offer.

---

## Requirements Process

---

### 3. Participation to RFP

Suppliers willing to submit their offers should confirm by sending an Intent to Respond through an email to Mr. Eliya Dagher (Email [ed15@aub.edu.lb](mailto:ed15@aub.edu.lb)) within 2 business days of receiving the RFP.

### 4. Evaluation Criteria

The following elements will be the primary considerations in evaluating submitted proposals and selecting the qualified vendor:

- Qualifications: Strong record of company profile in professional printing
- Financial offer

### 5. Apology

In case the requested services are not available, or you do not want to participate in this bid, you are kindly requested to respond by submitting a written apology to [bidadmin@aub.edu.lb](mailto:bidadmin@aub.edu.lb) indicating the reason and the bid reference number.

### 6. RFP Schedule

Milestone	Date/Time
RFP issuing date	01/09/2021
Deadline for receiving All inquiries related to this bid	04/09/2021
Deadline for receiving offers	08/09/2021

### 7. Proposal submission

Due to the spread of the COVID pandemic please note that the offers must be submitted by email to **[pca-rfq@aub.edu.lb](mailto:pca-rfq@aub.edu.lb)** only, however, the confidentiality of electronic submissions through emails cannot be guaranteed by the University.

Financial and technical proposals should be separated and include a reference number. Documents need to be signed by an authorized representative of the supplier, each page must be initialed and the final page must be signed and dated.

Offers must include the following:

v. Offers must include the following:

- Company Portfolio
- Financial Offer for all the requested material for printing Refer to Appendix A
- Filled and signed copy of Appendix B (Bidder Contact Information and Proposal Checklist)
- List of References
- List of similar projects handled by your agency
- Brief summary of the professional background of each of the team members who will be involved in the printing process

## 8. Inquiries

All inquiries related to this bid shall be addressed to Eliya Dagher Email [ed15@aub.edu.lb](mailto:ed15@aub.edu.lb)

## 9. Submission Address

**Due to the spread of the COVID pandemic please note that the offers must be submitted by email to [pca-rfq@aub.edu.lb](mailto:pca-rfq@aub.edu.lb) only, however the confidentiality of electronic submissions through emails cannot be guaranteed by the University.**

## 10. Confidentiality

All information included in this RFP are confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party. AUB may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

## 11. Insufficient Data

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.

## 12. RFP Award & Execution

AUB reserves the right to cancel the RFP without giving the reasons, at any stage prior to the execution of the contract whether before or after the selection of the successful Supplier. AUB reserves the right to reject any proposal without giving the reasons for such rejection. Unless otherwise stipulated, the RFP and proposal of the selected bidder will become part of any contract initiated by AUB. The contract form will be provided by AUB upon selection of the successful bidder. AUB will not incur any liability to any bidder as a result of using its rights hereunder or any other right provided for by law.

## 13. Validity

Proposals submitted shall be valid for one year from the date of submission. Proposals will be treated as final and binding offers and may not be amended or withdrawn without the written permission of the University.

## 14. Proposal Ownership

All materials submitted in response to this RFP shall become the property of AUB. Selection or rejection of a proposal does not affect such right.

## 15. Costs

The University will not be liable for any costs incurred by Suppliers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Suppliers in responding to this RFP are entirely the responsibility of the Supplier, and shall not be reimbursed in any manner by AUB.

## 16. Payment

AUB payment term is 100% 45-60 days after delivery and after installation (if required) provided acceptance of the end user.

## 17. Disclosure

Supplier represents and certifies that the offer has not been knowingly disclosed directly or indirectly to any competitor or AUB staff or other Supplier before the opening of proposals by AUB. Supplier represents and certifies that the financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Supplier. Supplier represents and certifies that no attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.

## 18. Governing Laws

The laws of Lebanon shall govern the validity, interpretation, construction, performance, and implementation of this RFP. Any dispute arising out of this RFP shall be exclusively settled by the courts of Beirut, Lebanon.

A handwritten signature in blue ink, appearing to read "H. Ramadan", with a horizontal line underneath the name.

Hanan Itani Ramadan  
Director of Procurement & Contracts Administration

cc: Bid Admin; Internal Audit



**APPENDIX A**  
**BILL OF QUANTITY, COMPLIANCE AND PRICE FORM**

*PLEASE USE THIS FORM AND INCLUDE IT IN YOUR OFFER*

<u>Description</u>	<u>Quantity</u>	<u>Price Excluding VAT in USD In fresh dollar</u>	<u>Price Excluding VAT in USD In Local dollar</u>
<b>Roll-up banners English (85x200cm)</b> <a href="https://drive.google.com/drive/folders/19QU-9ViJZjdQK5pdxTUB8p99d5iDjlAx">https://drive.google.com/drive/folders/19QU-9ViJZjdQK5pdxTUB8p99d5iDjlAx</a>	2 each		
<b>Roll-up banners Arabic (85x200cm)</b> <a href="https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK">https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK</a>	1 each		
<b>Posters English (70x100cm)</b> <a href="https://drive.google.com/drive/folders/1gmF_umnvXMIpzF3bPNCrAZe7-DACCN9M">https://drive.google.com/drive/folders/1gmF_umnvXMIpzF3bPNCrAZe7-DACCN9M</a>	9 each		
<b>Posters Arabic (70x100cm)</b> <a href="https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK">https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK</a>	3 each		
<b>Leaflets English (A4, 3 sheets)</b> <a href="https://drive.google.com/drive/folders/1wRHcE00Q2nAQ2inziAvaSwoH9JYkPCq1">https://drive.google.com/drive/folders/1wRHcE00Q2nAQ2inziAvaSwoH9JYkPCq1</a>	1500 each		
<b>Leaflets Arabic (A4, 3 sheets)</b> <a href="https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK">https://drive.google.com/drive/folders/1iK_1oTvIH4KQn43kF20GPTW5XjGCSqDK</a>	500 each		
<b>Folder:</b> <a href="https://drive.google.com/drive/folders/1QhPTGYW1kP8_nrb-G8hozP-RR4i4hiTH">https://drive.google.com/drive/folders/1QhPTGYW1kP8_nrb-G8hozP-RR4i4hiTH</a>	300 each		
<b>Pen:</b> <a href="https://drive.google.com/drive/folders/1hEFFp5e6f7-oJXKVAcWPZnj4nzunpcxy">https://drive.google.com/drive/folders/1hEFFp5e6f7-oJXKVAcWPZnj4nzunpcxy</a>	300 each		
<b>Block notes:</b> <a href="https://drive.google.com/drive/folders/1c2cN0ma56iy0MSPs6mMtVwSqnG3wxp">https://drive.google.com/drive/folders/1c2cN0ma56iy0MSPs6mMtVwSqnG3wxp</a>	300 each		
<b>Mask:</b> <a href="https://drive.google.com/drive/folders/1Y-rgdzdLCLP-Uqm6brrflm9b8fRv8yal">https://drive.google.com/drive/folders/1Y-rgdzdLCLP-Uqm6brrflm9b8fRv8yal</a>	300 each		
<b>Bags:</b> <a href="https://drive.google.com/drive/folders/1OqAhkPCTnai-zn51u6PUq18A7-Ar6UqW">https://drive.google.com/drive/folders/1OqAhkPCTnai-zn51u6PUq18A7-Ar6UqW</a>	300 each		
<b>Flasks:</b> <a href="https://drive.google.com/drive/folders/1P3yIps6Li_fx9usLzmm7JhSnaf_TH">https://drive.google.com/drive/folders/1P3yIps6Li_fx9usLzmm7JhSnaf_TH</a>	300 each		

Please advise if you accept Bank transfers or checks in LBP and \$ currencies

PAYMENT		Yes / NO
<b>Fresh Dollar Payment</b>	US Dollar	
	US dollar	
<b>Payment via local Bank transfers or checks</b>	Lebanese Lira	

**APPENDIX B  
 BIDDER CONTACT INFORMATION AND PROPOSAL CHECKLIST**

**Contact Information**

<b>Supplier Name:</b>		<b>Company stamp:</b>
Prepared by:		
Supplier quotation Ref.:		
Date:		
Email:		
Supplier Website:		
Brand Website:		
Tel:		
Cell:		
Fax:		
Technical Support Hot Line:		
Technical Support Engineer Name:		

**Proposal Checklist**

- ✓ Have you submitted your proposal in a sealed envelope to the address (electronic or mailing) as specified in Article 3.6 above
- ✓ Does your offer include two copies of the commercial proposal?
- ✓ Have you updated your supplier application form during the past three years? If not, please contact Procurement and Contracts Administration Department.
- ✓ Does your offer include the Agency portfolio?
- ✓ Does your offer include the proposed strategy and approach?
- ✓ Does your offer include the Financial Proposal?
- ✓ Does your offer include your List of References?
- ✓ Does your offer include list of similar projects?