



INVITATION TO BID

Supply of air quality analyzers

Sections of Bid

Bidders are required to complete, sign and submit the following documents:

1. Bid Submission Cover Letter Form;
2. Technical Bid;
3. Price Schedule;
4. Any attachments and/or appendices to the Bid

Eligibility

Bidders shall not have their name nor their company name figuring in the publicly-available lists of people known to be associated with terrorist activities at <http://www.treasury.gov/resource-center/sanctions/Programs/Documents/terror.pdf> , <http://www.treasury.gov/ofac/downloads/t11sdn.pdf> , and http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. Moreover, they should not be excluded from the System for Award Management <https://www.sam.gov/portal/public/SAM/> .

Clarification of Bid

1. Bidders may request clarification of any of the ITB documents no later than four days prior to the Bid submission date. Any request for clarification must be sent in writing through electronic means to the following email address: charbel.afif@usj.edu.lb. USJ will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid through posting on the websites: <http://www.usj.edu.lb/recherche/offre/>
2. USJ shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of USJ to extend the submission date of the Bid, unless USJ deems that such an extension is justified and necessary.
3. At any time prior to the deadline for submission of Bid, USJ may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions and through Supplemental Information to the ITB and through the website <http://www.usj.edu.lb/recherche/offre/>
4. At any time prior to the deadline for submission of Bid, USJ may for any reason, cancel this ITB.
5. In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, USJ may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

Price Schedule

The Price Schedule shall be prepared using the attached standard form. It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence along with customs and VAT (10%). Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

Currencies and Payment procedure

All prices shall be quoted in United States Dollars (USD). No advanced payment will be made upon signing the contract. The whole sum will be paid upon delivery. Liquidated damages will be imposed under the following conditions: 0.5% of contract price per day of delay will be applied. The maximum number of days of delay is 20 after which the contract is terminated.

Submission

The Technical Bid and the Price Schedule **must** be submitted together and sealed together in one and the same envelope, delivered either personally, or by courier. The Technical Bid and Price Schedule must be sealed together in an envelope whose external side must:

- a) Bear the name of the Bidder;
- b) Be addressed by courier or hand delivery to USJ:

Wajdi NAJEM
Rectorat
Université Saint Joseph de Beyrouth
B.P. 11-514 Riad El Solh
Beirut 1107 2050
Lebanon;

and

- c) Bear a warning not to open before the time and date for Bid opening as specified in this document.

If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

One original copy and two copies of Bid must be submitted to the designated address. Response to this ITB and all documentations, including catalogs, instructions and operating manuals, shall be in English.

Deadline for Submission of Bid and Late Bids

Bid must be received by USJ at the designated address and no later than October 23, 2013 at 2 p.m. local time. USJ shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by USJ after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

Bid Opening

USJ will open the Bid in the presence of an ad-hoc committee formed by USJ of at least three (3) members on October 23rd, 2013 at 3:00PM at USJ headquarter.

The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as USJ may consider appropriate, will be announced at the

opening. No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.

Confidentiality

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

Provided that the Bid is substantially responsive, USJ shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of USJ there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Bidder does not accept the correction of errors made by USJ, its Bid shall be rejected.

Terms of execution

Timeframe: The Start date of the contract is **immediate**. The overall term of execution of this contract is **spread over 60 days**, effective from contract signature date. This includes the delivery of the equipment to USJ, the testing of the equipment, and the hand-over. The awarded party has to have all deliverables completed and approved before/by the last working day of the contract period. Extensions, if deemed necessary, can only be granted through mutual agreement between the parties.

Shipment and Storage: The awarded party is responsible for clearing delivered equipment from Beirut airport.

Guarantees:

The supplied installations shall be tested, commissioned and handed over complete and in perfect operating condition and shall be covered under a defects liability (parts and labour) for a minimum period of 12 months from the date of commissioning. This warranty covers all manufacturer/workmanship defects only.

The Contractor must be available to answer any request that comes from the customer. The reply delay of the Contractor should be within three days.

After Sales services: The nature of after sales service, which the Contractor can provide during initial commissioning and also subsequently, should be clearly stated.

Environmental and climatic conditions

All equipment shall be fully operational in the following conditions:

- Relative humidity up to 95%
- Ambient temperature from 10°C to 40°C.

The ability of the equipment of the same basic design and size to operate correctly in the indicated environmental and climatic conditions shall be proven by appropriate documentation on successful operation of at least 3 years.

Products:

The list of products is indicated below. Country of origin (production and sale) of the different items shall be indicated in the technical bid.

CO ANALYZER

Measuring principle	Non Dispersive Infrared Spectroscopy using gas filter correlation for the measurement of CO in ambient air (EN-14626)
User selectable ranges	up to 200 ppm (user should be able to change the range at a later stage, instructions should be provided)
Lower detection limit	<= 0.05 ppm
Span drift (7 days)	Max. 1%
Zero drift (24 h)	<=0.1 ppm
Output	RS232 & Ethernet port
Power	220 V, 50 Hz
Spare parts	Recommended for 1 year
Consumables	Recommended for 1 year

NO_x analyzer

Measuring principle	Chemiluminescence method (EN-14211)
User selectable ranges	up to 20 ppm (user should be able to change the range at a later stage, instructions should be provided)
Lower detection limit	< 0.5 ppb
Span drift (7 days)	Max. 1%
Zero drift (24 h)	< 0.5 ppb
Output	RS232 & Ethernet port
Sample dryer	Yes
Power	220 V, 50 Hz
Spare parts	Recommended for 1 year
Consumables	Recommended for 1 year

CO₂ analyzer

Measuring principle	Non Dispersive Infrared Spectroscopy using gas filter correlation for the measurement of CO ₂ in ambient air
User selectable ranges	Up to 800 ppm (user should be able to change the range at a later stage, instructions should be provided)
Lower detection limit	20 ppm
Span drift (7 days)	Max. 1%
Zero drift (24 h)	<=0.1 ppm
Output	RS232 & Ethernet port
Power	220 V, 50 Hz
Spare parts	Recommended for 1 year
Consumables	Recommended for 1 year

NO, CO and CO ₂ cylinder(s) with two-stage stainless steel pressure regulator and tubing	10L, high concentration
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Consumables for the first year of operation, calibration, and maintenance

The Contractor shall provide consumables, and spare parts needed for the proper operation of the instruments for 12 months of operation, only. Furthermore, the Contractor shall list required consumables and spare parts.

Bid Submission Form¹

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location

Insert: Date

To: Pr. Wajdi Najem, Saint Joseph University

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for Supply of air quality analysers in accordance with your Invitation to Bid dated October 8, 2013. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not associated with any company or individual appearing on the 1267/1989 list of the UN Security Council, OFAC US treasury, nor excluded from the SAM system;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB.

We agree to abide by this Bid.

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the ITB.

¹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

We fully understand and recognize that USJ is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that USJ will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]

Price Schedule Form²

The Bidder is required to prepare the Price Schedule as indicated in the ITB and indicate the country of origin of all items listed below.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to lot prices. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Items #	Description of Item	Units	QTY	Unit Price (US \$)	Total Price (US \$)
1	CO analyzer	Unit	1		
2	CO ₂ analyzer	Unit	1		
3	NO _x analyzer	Unit	1		
4	Consumables for CO analyzer for 1 year	Unit	1		
5	Consumables for CO ₂ analyzer for 1 year	Unit	1		
6	Consumables for NO _x analyzer for 1 year	Unit	1		
7	Spare parts for CO analyzer for 1 year	Unit	1		
8	Spare parts for CO ₂ analyzer for 1 year	Unit	1		
9	Spare parts for NO _x analyzer for 1 year	Unit	1		
10	NO, CO and CO ₂ cylinder(s) ³ with two-stage stainless steel pressure regulator and tubing	Unit	1		

Sub-Total US\$ (Customs Free, exclusive of VAT)	
Customs US\$	
VAT (10%) US\$	
Grand Total Price US\$ (Customs Free, inclusive of VAT)	

Signature of Bidder

² No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

³ For each cylinder provided, please fill out a separate line