



RFQ-BT-23-06-Sieves & Sieve Shaker-Rev 00

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.

Scope of Work

2. Scope

AUB is requesting offers from qualified suppliers for the provision of supplying **Sieves & Sieve Shakers**
Please refer to Appendix A for more details

Requirements Process

3. Participation to RFQ

Suppliers willing to submit their offers should confirm by sending an Intent to Respond through an email to **Mr. Bassel Tfaily** (Email bt14@aub.edu.lb) within 2 business days of receiving the RFQ.

4. Evaluation Criteria

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

FINANCIAL EVALUATION	
1	Financial Proposal
2	Technical Evaluation

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 pca-rfq@aub.edu.lb indicating the reason and the bid reference number.

6. RFQ Schedule

Milestone	Date/Time
RFQ issuing date	26/07/2023
Deadline for receiving offers	02/08/2023

7. Proposal submission

All proposal documents should be provided in English and submitted with the following:

1- Electronic Submission:

- i. Financial proposals should 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.

- One (1) separate ZIP/RAR Folder titled with:

Bid Title - Financial Offer: -----

Includes:

- AUB Price form **with** prices (Appendix A), (Stamped **ORIGINAL**).
- Bidder Contact Information Form and Proposal Check list (Appendix B).
- Bidder Technical compliance Sheet (Appendix C)
- Bidder Company offer form with prices, (Stamped **ORIGINAL**).
- Technical brochures.

- One (1) separate ZIP/RAR Folder titled with:

Bid Title – Technical Offer: -----

Includes:

- AUB Price form, **without prices**, (Appendix A), (Stamped **COPY**).
- Bidder Contact Information Form and Proposal Check list (Appendix B).
- Bidder Company Offer form **without prices**, (Stamped **COPY**).
- Technical brochures.

- ii. Any submitted proposal that does not include a complete soft copy as indicated above will be subject to possible disqualification.
- iii. Proposals may be submitted by hand, mail or by means of e-mail attachments in MS Word or Excel format, to pca-rfq@aub.edu.lb prior to the closing date (Please refer to Section 9 for submission address). However the confidentiality of electronic submissions through emails cannot be guaranteed by the University, unless encrypted.
- iv. Bids must be submitted in sealed envelopes on which the bid reference number and bidder's name shall be shown clearly. The envelope should be sealed with the stamp of the bidder on the back or where appropriate.

2- By Hand Submission:

- One (1) separate envelope stamped with the following info on it:

Bid Title: -----

Name of bidder: -----

Includes:

- AUB Price form **with** prices (Appendix A), (Stamped **ORIGINAL**).
- Bidder Contact Information Form and Proposal Check list (Appendix B).

- Bidder Technical compliance Sheet (Appendix C)
 - Bidder Company offer form with prices, (Stamped **ORIGINAL**).
 - Technical brochures.
 - CD/USB containing a soft copy of all the above documents in MS Word or Excel format
- One (1) separate envelope stamped with name following info on it:
 - COPY (TECHNICAL)**
 - Bid Title: -----**
 - Name of bidder: -----**

Includes:

- AUB Price form, **without prices**, (Appendix A), (Stamped **COPY**).
- Bidder Contact Information Form and Proposal Check list (Appendix B).
- Bidder Company Offer form **without prices**, (Stamped **COPY**).
- Technical brochures.
- CD/USB containing a soft copy of all the above documents in MS Word or Excel format

Both (ORIGINAL and COPY) must be signed by an authorized representative of the supplier, each page must be initialed and the final page must be signed and dated.
The bidder's offer must have a reference number.

8. Inquiries

All inquiries related to this bid shall be addressed to Bassel Tfairly Email: bt14@aub.edu.lb

9. Submission Address

All proposal documents should be provided in English and submitted with the following:

i. Electronic Submission:

Bidders are requested to submit their electronic bids pca-rfq@aub.edu.lb **ONLY**. The confidentiality of electronic submissions through emails cannot be guaranteed by the University.
Your email should follow the requirements as indicated in **section 7**.

ii. By-Hand Submission:

Bidders may submit their physical bids in sealed envelopes or packages addressed to the procurement office at the following address:

PCA Bid Administrator
American University of Beirut
CAB Building 518
6th Floor – Raneem Jaffal
Ain El Mressieh Street

Offers submitted by hand or via post shall be enclosed in a sealed envelope clearly marked as indicated in **section 7**.

To promote sustainability and reduce paper waste, we strongly encourage suppliers to submit their bids electronically. Electronic bid submissions align with our commitment to environmental responsibility and efficiency in procurement processes. By submitting bids electronically, suppliers can help minimize their carbon footprint and contribute to our sustainability initiatives.
Foreign suppliers residing outside Lebanon should commit to electronic submissions only.

10. Confidentiality

All information included in this RFQ 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. RFQ Award & Execution

AUB reserves the right to cancel the RFQ 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 RFQ 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 RFQ 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 RFQ are entirely the responsibility of the Supplier, and shall not be reimbursed in any manner by AUB.

16. Payment

As per AUB's payment terms 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 RFQ for the purpose of restricting competition.

18. Governing Laws

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

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 WITH A SOFT COPY ON A CD OR DVD.

FOR THE USE OF LOCAL SUPPLIERS ONLY (LEBANESE SUPPLIERS)

Important Notes:

- Make sure to fill Appendices A, B, and C in word format and send them along with your offer to pca-rfq@aub.edu.lb only.
- Payment terms are as per AUB's payment terms after the delivery and installation (if needed) of goods and services.

Price Tabulation:

Item #	Item Description	UOM	QTY	Brand	Unit Price	Amount	Currency (USD)	Delivery Date
1	Sieve Shaker capable of taking multiple sieves.							
2	Sieve: diameter 200mm Opening size 0.075 mm							
3	Sieve: diameter 200mm Opening size 0.150 mm							
4	Sieve: diameter 200mm Opening size 0.300 mm							
5	Sieve: diameter 200mm Opening size 0.600 mm							
6	Sieve: diameter 200mm Opening size 1.18 mm							
7	Sieve: diameter 200mm Opening size 2.36 mm							
8	Sieve: diameter 200mm Opening size 4.75 mm							
9	Sieve: diameter 200mm Opening size 9.5 mm							
10	Sieve: diameter 200mm Opening size 12.5 mm							
11	Sieve: diameter 200mm Opening size 19.0 mm							
12	Sieve: diameter 200mm Opening size 25.0 mm							
13	Pan							
14	Sieve: diameter 315mm Opening size 0,075 mm							
15	Vernier caliper for the evaluation of the shape of aggregates (EN 933-4)							

FOR THE USE OF FOREIGN SUPPLIERS ONLY (NON-LEBANESE SUPPLIERS)

Price Tabulation:

Item #	Item Description	UOM	QTY	Brand	Unit Price	Amount	Currency (USD)	Delivery Date
1	Sieve Shaker capable of taking multiple sieves.							
2	Sieve: diameter 200mm Opening size 0.075 mm							
3	Sieve: diameter 200mm Opening size 0.150 mm							
4	Sieve: diameter 200mm Opening size 0.300 mm							
5	Sieve: diameter 200mm Opening size 0.600 mm							
6	Sieve: diameter 200mm Opening size 1.18 mm							
7	Sieve: diameter 200mm Opening size 2.36 mm							
8	Sieve: diameter 200mm Opening size 4.75 mm							
9	Sieve: diameter 200mm Opening size 9.5 mm							
10	Sieve: diameter 200mm Opening size 12.5 mm							
11	Sieve: diameter 200mm Opening size 19.0 mm							
12	Sieve: diameter 200mm Opening size 25.0 mm							
13	Pan							
14	Sieve: diameter 315mm Opening size 0,075 mm							
15	Vernier caliper for the evaluation of the shape of aggregates (EN 933-4)							

Offers have to include the below information:

- *HS code for each item and Country of origin*
- *Approximate Dimensions and Weight*
- *For perishable orders, the word "Perishable" shall be mentioned with the needed temperature for shipping and clearing. (for perishable orders, shipping address will be communicated later)*

Shipping Address:

RADIANT GLOBAL LOGISTICS INC
514 KAISER DR
FOLCROFT, PA 19032-2108
United States
Phone number: (610) 586.5050

Billing Address:

American University of Beirut
Procurement and Contracts Administration
Beirut, 110236
Lebanon
Phone number: (961)3500000 ext 2203

Important Notes:

- Make sure to fill Appendices B and C in word format and send them along your offer to pca-rfq@aub.edu.lb only.
- Please refrain from filling Appendix A as this related to Local purchases.
- Payment terms are to be agreed upon.

For further inquiries, please make sure to send your email to bt14@aub.edu.lb

American University of Beirut

PO Box 11-0236, Riad El Solh, Beirut 1107 2020, Lebanon
T +961 1 35 00 00 – Ext 2200 | purchase@aub.edu.lb
aub.edu.lb/office

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

Contact Information

Supplier Name:		Company stamp:
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 to the address (electronic or mailing) as specified in Article 3.6 above
- ✓ Have you updated your supplier application form during the past three years? If not, please contact Procurement and Contracts Administration Department.

**APPENDIX C-1
BIDDER TECHNICAL COMPLIANCE SHEET**

*PLEASE USE THIS FORM AND INCLUDE IT IN YOUR OFFER
Type not hand writing*

ITEM TO BE PURCHASED

Bidder Name:		
Bidder Option No:		
Brand:		
Model Name:		
Part No:		
Made in:		
Minimum required specs	Comply (Yes/No)	Details
Specifications:		
1- Sieve Shaker capable of taking multiple sieves.		
➤ The sieve shaker should take both sizes of sieves the 200mm and 315mm. Preferable 220V		
2- Sieves		
➤ Diameter and size indicated, stackable with the others, full height		
3- Pan		
➤ Diameter and size indicated, stackable with the others, full height		
4- Vernier caliper for the evaluation of the shape of aggregates (EN 933-4)		
➤ According to EN933-4		
➤		
➤		
➤		