

INVITATION TO BID (ITB)

SPEAC Project – Mass Media Broadcasting Services for a 30-second Video Campaign

Issued by: Alawite Islamic Charity Association (AICA)

Address: Eid Center, Alshamal Street, Jabal Mohsen, Tripoli, Lebanon

Website: aica-lb.org

Reference No.: AICA/ITB/SPEAC-Project/MMB/2026/003

Date of Issuance: 4 September 2026

Deadline for Submission: 19 September 2026 at 04:00 PM Beirut Time

Evaluation Period: 21 - 22 September 2026

Expected Contract Award Notification: 23 September 2026

Broadcast Start Date: 1 October 2026

1. Introduction

The Alawite Islamic Charity Association (AICA) is a Lebanese non-profit organisation providing humanitarian and community services. Under the Strengthening the Protective Environment and Joint Advocacy Consortium for Lebanon (SPEAC) project, AICA invites qualified Lebanese television broadcasters, media houses, and duly authorised airtime representatives to submit bids for broadcasting a 30-second SPEAC video during October 2026.

The campaign aims to secure broad and credible public exposure through a balanced schedule that combines high-reach news and evening audiences with complementary daytime repetition.

2. Requirements

AICA requires the bidders to broadcast an exclusive airtime advertisement of 30 seconds in October 2026 (From 1 to 31 October 2026) within the 10:00 AM - 10:00 PM Lebanon Time slots.

Secure **appropriate airtime on a leading Lebanese television channel**, managing the scheduling and ensuring optimal reach.

AICA does not prescribe a fixed number of airtime slots. The proposed plan should demonstrate strong repetition and is expected to exceed 25 broadcasts.

Comply with **Lebanese broadcasting standards, quality guidelines, and timely delivery** as outlined in **Annex A**.

Ensure adherence to **Lebanese media regulations**.

Provide **clear audience reach metrics** and a **post-campaign performance evaluation report**.

3. Bidding Information

3.1 ITB documents

The following annexes form an integral part of this Invitation to Bid:

Annex A - SPEAC Booking Order: Workplan including a financial offer form (All prices must be quoted in US Dollars), ensuring all empty fields are filled, signed, dated, and stamped.

Annex B - Bidder Registration & Compliance Form: Includes **Business Registration Certificate**, **MOF Tax Compliance**, and **bank account details**.

Annex C - Payment Terms Confirmation Letter: Signed, dated, and stamped, confirming payment terms compliance

Annex D - Confirmation of Non-Blacklisted / Non-Prohibited Party Status: Signed, dated, and stamped.

Annex E - Compliance with AICA Policies Declaration: Signed, dated, and stamped.

3.2 Requests for clarification

Bidders may submit written clarification requests to field.co@aica-lb.org, no later than **11 September 2026 at 04:00 PM Beirut Time** AICA may share anonymised questions and answers with all bidders to ensure equal access to information. Verbal guidance is not binding. AICA will communicate responses to clarification questions to all bidders no later than **14 September 2026**.

3.3 Bid submission

Bidders may submit their offer using either Option 1 (AICA Odoo Portal) or Option 2 (sealed-envelope delivery). Both methods are equally acceptable. Bidders should use one submission method only, and the complete offer must be received before the deadline.

Option 1 - Submission through the AICA Odoo Portal

Submit through the official Odoo tender link: <https://navybits-aica.odoo.com/tenders/tender-20>

Upload two separate ZIP files:

1. Technical Offer - [Bidder Name].zip - not password-protected.
2. Financial Offer - [Bidder Name].zip - password-protected.

Provide the financial password only upon AICA's official request after technical evaluation.

Option 2 - Submission by sealed envelope

Place the offer in one sealed outer envelope containing two separate sealed and clearly labelled envelopes:

1. Technical Offer - SPEAC Mass Media Broadcasting - [Bidder Name].
2. Financial Offer - SPEAC Mass Media Broadcasting - [Bidder Name].

Mark the outer envelope: AICA/ITB/SPEAC-Project/MMB/2026/003

Deliver to: AICA Headquarters, Eid Center, Alshamal Street, Jabal Mohsen, Tripoli, Lebanon.

Late submissions, incomplete submissions, or submissions sent through any other channel may be rejected. Bidders are responsible for successful upload or delivery before the deadline.

AICA will not be responsible for locating or securing any information or documentation that is not correctly identified, labelled, included, or uploaded in the bid.

3.4 Bid validity and currency

Offers must remain valid for 60 calendar days from the submission deadline.

Prices must be quoted in **USD** and show VAT, handling/agency fees, discounts, and the total separately.

Prices must cover all activities required for planning, booking, broadcasting, monitoring, reporting, and approved replacements.

4. Bid Evaluation

4.1 Essential Criteria (Pass/Fail)

Bid received on time, signed, and substantially complete.

Valid business registration, tax registration/compliance documentation where applicable, and bank details in the bidder's legal name.

Evidence that the bidder is the broadcaster or is authorised to sell the proposed airtime.

Signed acceptance of payment, eligibility, ethical conduct, safeguarding, PSEA, anti-fraud, and conflict-of-interest requirements.

Capacity to broadcast during October 2026 and provide verifiable proof of transmission.

Responsive bids will be evaluated consistently and documented in the procurement file. Administrative and eligibility checks are pass/fail.

4.2 Technical Offer (60%)

Technical criterion	Points
Quality and balance of the October plan across Prime Time News, evening programmes, and daytime broadcasting	25
Audience reach, national coverage, channel credibility, and supporting audience evidence	15
Frequency and distribution across the month; substantial repetition expected to exceed 25 broadcasts	15
Relevant experience and operational capacity	5
TOTAL TECHNICAL	60

4.3 Financial offer (40%)

- Comprehensive cost breakdown for media planning, airtime booking, broadcasting, monitoring, reporting, handling fees, taxes, and any bonus placements.
- Clear Declaration of unit costs and applicable discounts.
- All prices quoted in USD.

Financial score = lowest evaluated compliant price / bidder's evaluated price x 40.

The highest combined technical and financial score represents the best-value offer, subject to due diligence, budget, and approvals.

5. Compliance and Reporting

- Selected Bidders must provide proof of financial compliance, including a Tax clearance certificate.
- TV Station must comply with Lebanese media regulations.
- A post-campaign performance report is required, detailing audience reach and impact analysis.
- All Bidders must adhere to AICA's Protection from Sexual Exploitation and Abuse (PSEA) Policy, ensuring that all personnel involved comply with Safeguarding measures to prevent harm to vulnerable populations.

6. Payment Terms

- Payment will be made within 30 working days after AICA accepts all services and receives a correct invoice and complete supporting documents, unless the signed contract states otherwise.
- AICA may withhold payment for unverified, missed, technically defective, or non-compliant broadcasts until an approved remedy is completed.
- The contract or purchase order must be signed before the campaign begins.
- Any bank charges, transfer fees, or bank letter fees related to the payment shall be borne by the supplier/service provider.

7. Procurement Integrity

The procedure will follow transparency, equal treatment, non-discrimination, proportionality, competition, confidentiality, sound financial management, best value for money, conflict-of-interest control, and auditable record-keeping. Bidders must not collude, attempt to influence the process, or offer gifts, commissions, or improper advantages.

8. Bid Acceptance and AICA Rights

- AICA is not obliged to accept the lowest-priced offer and will select the most responsive best-value offer under the stated evaluation method.
- AICA may verify submitted information, request non-material clarification, correct arithmetic errors under its applicable procurement rules, and conduct due diligence before award.
- AICA may reject a non-responsive offer, reject all offers, or cancel/relaunch the procedure without award where justified. Bidders bear their own preparation costs.
- Material misrepresentation, fraud, corruption, collusion, sanctions/exclusion status, or an undisclosed conflict of interest may lead to rejection or contract termination.

9. Confidentiality and Data

Information submitted will be used for procurement, due diligence, audit, contracting, and legal/donor requirements. Bidders must protect any non-public AICA, beneficiary, project, creative, or campaign information and may not use AICA, SPEAC, Oxfam, or EU names/logos without written approval.

10. Award and Contract

Only a written award notification followed by an authorised contract or purchase order creates a commitment. The selected bidder must comply with the final media plan, AICA's policies incorporated into the contract, the donor agreement, and all applicable Lebanese laws and regulations.

11. Complaint and Feedback Mechanism

Service Providers or bidders who wish to raise a complaint or provide feedback regarding this tender process may do so through AICA's complaint mechanism:

Email: whistleblowing@aica-lb.org

Online: aica-lb.org/report

Finance & HR Manager: fhm@aica-lb.org

All complaints will be treated confidentially and reviewed in line with AICA's policies.

12. Anti-Fraud, Integrity and Ethical Conduct

AICA does not tolerate fraud, collusion among bidders, falsified bids, bribery, kickbacks, conflict of interest concealment, or unethical conduct.

Any supplier/service provider or individual violating these standards may be disqualified from this procurement and barred from future procurement opportunities.

Bidders must:

- Disclose any close, familial, or financial relationship with AICA staff;
- Disclose any family or financial relationship with other bidders;
- Certify that prices were prepared independently;
- Certify that submitted information and supporting documentation are authentic and accurate;
- Accept AICA's Code of Conduct, PSEA, Child Safeguarding, Whistleblowing, Anti-Fraud, Corruption and Bribery, and Conflict of Interest requirements.