

**Interreg**Co-funded by
the European Union**NEXT MED****CAREMED****Procurement of Communication Materials****Simplified Procedure****Project Name:** CAREMED – Community-based Approach for Resilient Mediterranean Health**Programme:** Interreg NEXT MED Programme**Reference:** A T 3.2 0066**Beneficiary:** Lebanese University - MOF 258375**Contracting Authority:** Lebanese University**Date of Publication:** July 31 2026**Available Budget:** 2000 \$ (USD)**1. Invitation Letter****Dear Sir/Madam,**

The Lebanese University, within the framework of the Interreg NEXT MED funded project **CAREMED – Community-based Approach for Resilient Mediterranean Health**, invites your company to submit a quotation for the supply of communication, branding, and awareness materials required for upcoming community-based activities (September – December 2026).

Interested suppliers are invited to submit their financial and technical offers in accordance with the enclosed Technical Specifications and requirements.

- **Submission Deadline:** **August 31 2026.**
- **Offer Validity:** Offers shall remain valid for **90 calendar days** from the submission deadline.
- **Quotations and required documents shall be submitted by email to:**
e.hadchity@ul.edu.lb ; eliehadchity@hotmail.com

2. Instructions to Tenderers

- **Contracting Authority:** Lebanese University, Beirut – Lebanon
- **Procurement Method:** Simplified Procedure (Request for Quotations)
- **Source of Financing:** CAREMED Project
- **Currency:** USD
- **Delivery Period:** Maximum **seven (7) calendar days** from Purchase Order issuance.
- **Delivery Location:** Lebanese University Medical Center (Hadat)



3. Scope of Supply & Technical Specifications

The successful contractor shall supply brand new, high-quality communication materials strictly adhering to the quantities and specifications below. All branded items must clearly display the **CAREMED Design / Logo** and comply with Interreg NEXT MED visibility guidelines listed below:

- The project logo must always be displayed prominently on all communication materials, both printed and digital, ensuring that EU support for the project is clearly recognizable and properly highlighted.
- The project logo shall always appear on top of any material, on the front page (for publication, etc.) and at the beginning of a video.
- The project logo can never be smaller than other logos placed next to it. In case the project logo is displayed alongside other logos, the EU emblem (the flag) must have at least the same size, measured in height or width, as the other logos.
- The minimum size of the project logo is 52,5 mm in width (width used to calculate the dimensions and positioning of the brand is the width of the Interreg logotype + EU emblem - not including the statement nor the margins) and 1 cm in height of the EU emblem. For specific items, like pens or business cards, the emblem can be reproduced in a smaller size.

➤ LOT – Communication & Awareness Materials

Item	Detailed Specifications / Dimensions	Qty
1. Badges	• CAREMED Color Design • Size: 8.5 x 10 cm	100
2. Notebooks	• Cover Page with CAREMED Special Color Design • Spiral-bound notebook • Size: A5 (14.8 x 21 cm) • 50 pages / Recycled blank papers	150
3. Pens	• With CAREMED Logo printed on pens • Made from bamboo or recycled materials (Preferred)	150
4. Flyers	• CAREMED Special Color Design • Size: A5 (14.8 x 21 cm)	1000
5. Tote Bags	• CAREMED Color Design • Made from organic cotton (Preferred) • Logo Size: 250 mm x 250 mm	150
6. USB Drives	• 64 GB capacity • CAREMED Color Logo printed on USB Drives	35



7. CAREMED Flex Color Flag	Size: 91 x 152 cm, high durability	1
8. Weekly Medicine Pill Boxes	Weekly storage compartments, with CAREMED Color Logo printed on top	150
9. Labels	Recommended Standard Equipment Sticker Size: (typically configured as approximately 90 mm × 50 mm). This dimension ensures the required color project logo, EU emblem, and mandatory text (“ <i>Provided by the European Union - Interreg NEXT MED Programme</i> ”) remain completely clear and legible.	200

4. General Technical & Branding Requirements

- All items must be **brand new**, free from defects, and supplied in original packaging.
- For branded goods (Notebooks, Pens, Flyers, Tote Bags, USBs, Pill Boxes, Badges, Labels and the Flex Flag), a digital proof/mock-up must be submitted and approved by the Lebanese University project team prior to mass production.
- Branding must strictly follow visual identity guidelines of the **Interreg NEXT MED Programme** and the **CAREMED Project**.

5. Required Documents to Submit

Tenderers must submit complete application packages containing:

1. **Signed Quotation** (using the Financial Offer Form below)
2. **Company Registration Certificate**
3. **Tax Registration Certificate**
4. **Technical Offer** (including product descriptions/photos, dimensions, and a Delivery Schedule)
5. **Financial Offer Form (Annex 1):** Maximum quotation shall not increase 2000 \$.

Incomplete quotations or those missing mandatory documents may be rejected.

6. Evaluation Method

The contract shall be awarded to the **lowest-priced technically compliant offer**.

- **Step 1:** Administrative compliance and technical conformity review (checking specifications, dimensions, and required company documents).
- **Step 2:** Financial evaluation of technically compliant bids.

**Interreg**Co-funded by
the European Union**NEXT MED****CAREMED**

7. Delivery and Payment Terms

- **Delivery:** Maximum **seven (7) calendar days** after contract signature / Purchase Order issuance. Delivery includes full transportation, handling, and unloading at the designated site.
- **Payment Conditions:** Payment shall be made after:
 - Complete delivery and offloading
 - Physical inspection and quality acceptance by the Lebanese University team
 - Submission of valid commercial invoice and signed Acceptance Certificate

8. Financial Offer Form (Annex 1)

Item Description	Unit	Qty	Unit Price (USD)	Total Price (USD)
Badges (8.5 x 10 cm, CAREMED Design)	Pcs	100		
Notebooks (A5, CAREMED Logo)	Pcs	150		
Pens (CAREMED Logo)	Pcs	150		
Flyers (A5, CAREMED Design)	Pcs	1000		
Tote Bags (Logo 250 x 250 mm)	Pcs	150		
USB Drives 64 GB (CAREMED Logo)	Pcs	35		
CAREMED Flex Flag (91 x 152 cm)	Pcs	1		
Weekly Medicine Pill Boxes (CAREMED Logo)	Pcs	150		
Labels (CAREMED, 90 x 50 mm)	Pcs	200		
Subtotal				
VAT (if applicable)				
Grand Total (USD)				

- **Company Name:** _____
- **Authorized Representative Name:** _____
- **Signature & Stamp:** _____
- **Date:** ____ / ____ / 2026