

**DATE:** 04/12/**2023**

**INVITATION TO BID: No*.* ITB/UTP/2023**/12/**00**1

**For Foodstuffs**

**CLOSING DATE AND TIME: Tuesday 12/12/2023 at 16:00**

**INTRODUCTION TO UTOPIA**

UTOPIA Organization is a non-governmental, non-profit organization, registered at the Ministry of Interior and Municipalities under the number 1729 dated September 27, 2012, dedicated to abolishing all types of social discrepancies through specialized projects and programs that rely on voluntary work, in hopes of acquiring social justice among people within the same society regardless of their political or religious beliefs.

UTOPIA Organization relies on fundraising to cover operational and programs implementation expenses. Its sources of funding are international grant institutions in addition to local donations from the private sector and fundraising activities. We constantly try to reach out to potential partners that share the same strategic values as ours.

To achieve our mission, we invest in the following programs: Community Service, Youth Empowerment, Women Empowerment, Child Development, and Advocacy.

Under the SHABAKE 2 initiative, UTOPIA is implementing distribution of hot meals, through its community kitchen in Qalamoun. Hence, UTOPIA is looking to contract with a supplier who can provide foodstuff at a competitive price.

**1. REQUIREMENTS:**

UTOPIA office in Tripoli, invites qualified suppliers to provide offer for Foodstuffs.

**IMPORTANT:**

Exact technical specifications of the Goods requested are detailed in Annex A.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: this document is not construed in any way as an offer to contract with your firm.

 **2. BIDDING INFORMATION:**

* 1. **ITB DOCUMENTS:**

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

Annex A: Technical Specifications.

Annex B: Financial Offer Form.

Annex C: Supplier Registration Form.

Annex D: Code of Conduct and Safeguarding Policy.

Annex E: Confirmation Letter / Blacklist.

Annex F: Confirmation Letter / Damage Responsibility.

Annex G: Confirmation Letter / Storage and Expiry Date.

Annex H: Check List.

**2.2 ACKNOWLEDGMENT:**

We would appreciate you informing us of the receipt of this ITB by return e-mail utopia.tripoli@gmail.com:

* + Your confirmation of receipt of this invitation to bid.
	+ Whether or not you will be submitting a bid.
	+ Time for submitting the bid in case the latter is positive.

**2.3 REQUESTS FOR CLARIFICATION:**

 Bidders are required to submit any request for clarification in respect of this ITB by e-mail to project manager, Mrs. Suha Allouche Suha.allouche@gmail.com by 08/12/2023.

**IMPORTANT:**

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

**2.4 YOUR OFFER:**

Your offer shall be prepared in English or Arabic.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

All documents should be submitted typing and not hand written. Written by hand offers will be considered as ineligible. Please sign and stamp all mentioned documents including ITB.

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UTOPIA staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the “Submission of Bid” section 2.6) of this ITB.

Your offer shall comprise the following sets of documents:

* 1 document containing the technical part and administrative part of the offer.
* 1 document containing financial part of the offer.

**2.4.1 Content of the Administrative part:**

The following details shall be provided as administrative requirements:

* Copy of MOF registration, commercial circular and commercial register إذاعة تجارية.
* Copy of VAT Registration.
* Ownership structure (name of directors of the company / owner / organization chart)
* ID of authorized signatory مفوض بالتوقيع.
* Letter from bank with bank details.
* Supplier Registration form completed and signed **(Annex C).**
* Signed Code of Conduct and Safeguarding Policy **(Annex D).**
* Bidders to confirm that they are not any prohibited parties or on Government blacklists **(Annex E).**
* Bidders to guarantee the fully responsible for any damage until the goods arrive **(Annex F).**
* Bidders to guarantee the well storage of goods and the validity date **(Annex G).**
* Bidders to fill the check list and to commit to order of documents **(Annex G).**
* Any other information considered useful.

**2.4.2 Content of the Technical part:**

Your technical offer should clearly state whether or not the Goods you are offering are fully conforming to the specifications given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Part*.*

* Technical Specifications signed and stamped **(Annex A).**
* Profile and classification, if available.
* List of similar works performed in the last 3 years with their corresponding amounts.
* Past performance & bidder references (minimum three proofs of similar working experience with an INGO, NGO, private, or public sector), provide three references phone and mail.
* Any other information considered useful.

**IMPORTANT:**

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

Proof of experience shall be a copy of contract/purchase order signed or copy of job completion.

**2.4.3** **Content of the Financial part:**

Your financial offer must contain an overall offer in a single currency in USD.

The Financial offer is to be submitted as per the Financial Offer Form (**Annex B**). Bids that have a different price structure may not be accepted.

You are requested to hold your offer valid for 60days from the deadline for submission. UTOPIA will make its best effort to select a company within this period.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

* 1. **BID EVALUATION:**

### **2.5.1 ESSENTIAL CRITERIA**

These are criteria which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. These criteria are scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

### **2.5.2 CAPABILITY CRITERIA 60%**

These are criteria will use to evaluate the bidder’s ability, skill and experience in relation to the requirements of Utopia. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Capability Criteria, which will have been created by a committee of representatives from Utopia.

**2.5.3 Financial Offer 40%**

**2.6 SUBMISSION OF BID:**

The offers must be printed on your official letter head, clearly identifying your company.

 The Technical and Financial offers shall be clearly separated, and The envelope should

 clearly indicate the Invitation to tender reference number **ITB/UTP/2023/12/001**, but

 contain no other details relating to the bid.

You are requested to send your offer including the 2 required parts (Technical/Administrative and Financial) in sealed envelope, to Utopia Main Office: Abjad Center, Cinema al-Andalos, Sirya Street, Tabbaneh, Tripoli, Lebanon.

Please indicate on the envelope:

* Name of your firm with the title of the attachment
* Address and contact for the firm Online.

Deadline for submission: Tuesday, December 12th, 2023 at 4:00 pm.

UTOPIA will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**IMPORTANT:**

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. Any bid received after this date will be rejected.

UTOPIA may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

**IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier’s technical part of the offer has passed the technical evaluation and has been accepted by UTOPIA as meeting the technical specifications.

**2.7 BID ACCEPTANCE:**

UTOPIA may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods*.*

UTOPIA may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UTOPIA at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UTOPIA is not bound to select any of the firms’ submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UTOPIA general principles, including economy and efficiency and best value for money.

**2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Payments shall only be initiated after confirmation of successful completion by UTOPIA.

Bidder’s willingness to accept 100% payment to be paid until the maximum of 30-45 days from submission of invoice (after complete delivery) with all valid supporting documents, payment method will be by Bank Letter.

**2.9** By sining this ITB, the bidder is deemed to have agreed to all the terms and contained

 therein.