

**Call for Tender for the Procurement of refreshments**

**Tender Reference:** **ITB/009/2024**

**Akkarouna**

**May 2024**

**Call for Tender – Reference ITB/009/2024: Procurement of Refreshments**

Akkarouna, a women-led, non-governmental organization, operating within North and Akkar governorates in Lebanon, aims and commits to achieve socio-economic growth through the empowerment of women, children, and youth by building their capacities, enhancing community networks, and implementing development projects, ensuring gender mainstreaming and spreading awareness on different key topics. Over the past years, Akkarouna has operated its programs following 6 main pillars: Protection, Social Stability, Governance, Health, Education and Livelihood. These sectors are complemented by the Emergency Response Unit responsible for preparing and responding to any emergency within Lebanon.

With over 60 successfully closed projects, we were able to serve the most underprivileged communities in Lebanon.

Akkarouna’s Mission:

Akkarouna aims at achieving sustainable socio-economic growth through the empowerment of women, children, and youth by building their capacities, enhancing community networks, implementing development projects, and spreading awareness about rights and citizenship

Akkarouna’s Vision:

Empowered women, children, and youth in a just and green society.

All projects implemented by Akkarouna serve our mission and vision.

**Section A: Instructions**

|  |  |
| --- | --- |
| **Tender No.** | ITB/009/2024 |
| **Akkarouna Address** | Akkar – Menyara – Youssef Salloum Building – 2nd Floor  Tripoli – Dam w Farez – Jana residence Building – 5th Floor |
| **Delivery Time** | Monthly |
| **Title** | Refreshments Procurement |
| **Announcement Date:** | 29/05/2024 |
| **Deadline for Inquiries** | 18/06/2024 |
| **How to apply** | Proposals must be submitted physically to either of the branches at the above-mentioned addresses.  Or via email to: procurement@akkarouna.com  A sample of the contents should be submitted with the technical and financial proposal including all the items (as per the BOQ) **OR** photos of the included items to be sent to the above-mentioned email.  ***Incomplete Proposals will be disqualified.*** |
| **Submission Format** | Submission must be in the form of one sealed envelope containing two separate envelopes inside as follows:  One Envelope for the technical proposal (1), and another envelope for the financial proposal (2).  **Envelope 1:** Labeled ***Technical Proposal*** must include the following documents:   1. Company profile 2. Entity registration certificate 3. Commercial circular that shows the authorized signatory 4. Registration certificate “MOF” 5. VAT registration certificate 6. Copy of entity owner ID 7. Call for tender document filled and signed   **Envelope 2:** Labeled ***Financial Proposal*** must include the following documents:   1. BOQ (Fill out the form in section C with the price and specifications of the items).   ***Incomplete applications will be disqualified.*** |
| **Email Address to Submit Inquiries or Phone Number** | [procurement@akkarouna.com](mailto:procurement@akkarouna.com)  and  81/611848 |
| **Evaluation Criteria** | * Price * Delivery Time * Quality and health benefits * Variety of items * Packaging * Warranty Offered * Previous Experience * Convenience of delivery location |
| **Contract Type** | Framework Agreement |
| **Validity of Offer** | 30 days |

**Section B: Supplier Questionnaire**

|  |  |  |
| --- | --- | --- |
| **Supplier Questionnaire** | | |
| **Company’s Name:** | | |
| **Address:** | | |
| **Phone Number:** | | |
| **Date:** | | |
| **Please respond to the following questions.** | | |
| **Do you have any previous experience with Akkarouna?** | **☐ Yes** | **☐ No** |
| **Do you have any previous experience working with NGOs or UN agencies in the past 5 years? Please list the names of these NGOs, UN agencies or other companies you worked with in the past 5 years.** | | |
|  | | |
| **Technical Section** | | |
| **What can you provide as additional offer if you are selected?** | | |
|  | | |
| **If you are selected and an agreement is signed between your company and Akkarouna, how long it takes the supplier to deliver the requested items to the location?** | | |
|  | | |
| **What is the warranty period by the supplier for the purchased items?** | | |
|  | | |

**Section C: Financial Proposal**

**Note: This document does not obligate Akkarouna with any quantities. Akkarouna will specify the exact quantities in the agreement when awarded to the selected vendor.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Refreshments** | | | | | | | |
| **#** | **Item Title** | **Description** | **Unit** | **Unit Cost (USD)** | **Total Cost (USD)** | **Total Estimated Qty** |
| 1 | Mini Croissant | Bag (Contains 5 Small Croissant) – Preferably Chocolate | Pc |  |  | 71,700 |
| 2 | Biscuit | Strawberry / Vanilla / Chocolate Flavor | Pc |  |  | 71,700 |
| 3 | Corn Pops | Corn Pops | Pc |  |  | 71,700 |
| 4 | Baton Sallee | Preferably Salt | Pc |  |  | 71,700 |
| 5 | Date Cake | Date Cake | Pc |  |  | 71,700 |
| 6 | Brownie Cake | Brownie Cake | Pc |  |  | 71,700 |
| 7 | Nuts | Cup/Bag – Healthy not baked or fried | Pc |  |  | 71,700 |
| 8 | Juice | 180 ML / Pc – Preferably Orange -- | Pc |  |  | 71,700 |
| 9 | Water 0.5 L | Contains Minerals | Bottle |  |  | 71,700 |
| 10 | Rice Cake | Pack of Rice Cake and/or Corn and Rice Cake | Pc |  |  | 71,700 |
| **Total Without VAT** | | | | | | **$** | |
| **VAT 11% (VAT should be calculated at official SAYRAFA rate on the date of invoice issuance)** | | | | | | **LBP** | |
| **Total with VAT** | | | | | | **$** | |

|  |  |
| --- | --- |
| **Supplier name:** | **MOF Registration #:** |
| **Focal point full name:** | **Tax Registration #:** |
| **Date:** | **Signature and Stamp:** |

# Section D\_ Previous relevant experience

Please List only **3 previous similar contracts successfully executed in the last 2 years.** List only those contracts for which The Bidder was legally contracted or sub-contracted by the client as a company. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references.

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Client & Reference Contact Details** | **Period of Activity and Duration** | **Types of Activities Undertaken** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Section E: TECHNICAL OFFER (60%)**

**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.

The technical details of the products requested by Akkarouna can be found in **(ANNEX A).**

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

**Production / Delivery Capacity:** The bidder shall state the mobilization time (if no set up time is required) and total lead-time for the whole quantity.

**Inspection:** Inspection will be randomly conducted by Akkarouna.

**Warranty**: All damaged items or goods should be substituted on a very short notice in a way that does not affect the flow of the work.

**Start Date:** the winning bidder should start the work on the date to be agreed upon in framework agreement.

**The Agreement:** Should be valid for not less than 1 year.

**Delivery:** Requested Items Should be provided & delivered once per week at least per each venue in.

**Section F: FINANCIAL OFFER (40%)**

Your separate **financial offer** must contain an overall offer in a single currency in US Dollars.

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

The following details shall be provided for each item*:*

**Unit costs:** The biddershall quote the unit price. Any quantity or other discounts (e.g., volume discounts) shall be clearly indicated (Item, Unit Cost, Quantity, Total Cost, Discount).

You are requested to hold your offer valid for 30days from the deadline for submission. Akkarouna will make its best effort to select a company within this period.

**Payments Terms:**

* **100 % each month.**

**BID EVALUATION:**

### 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 technical requirements, 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.

1. Bidder’s registration in Lebanon:

Bidder to submit copies of company registration, tax ID certificate if registered, or Identification letter from the local authority “Municipality, Mayor” to confirm their official presence and good performance in their area. Bidders have to provide with Owner or CEO or GM passport / I.D. copy.

1. 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 international transfer. **Bidders to submit a confirmation letter.**
2. The Bidder and its staff agree to comply with Akkarouna and the IAPG’s policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded. Child Safeguarding Policy, Anti-Fraud, Bribery & Corruption Policy, Slavery & Human Trafficking Policy, Anti-Harassment, Intimidation & Bullying Policy, Protection from Sexual Exploitation & Abuse Policy, IAPG Code of Conduct and Conditions of Tendering. **Bidders to read and sign on each of the mentioned documents.**
3. Bidders to confirm that they are not any prohibited parties or on Government blacklists. **(Bidders to submit a signed confirmation letter) (ANNEX D)**.
4. Bidders must provide EITHER samples or photos of all the requested items packed.

### CAPABILITY CRITERIA 60%

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

1. Bidder’s goods quality versus Akkarouna standards and measures.

* *The origin of the items submitted Preferrable to be made in Lebanon if available, to support the Lebanese production.*
* *The expiry date should at least have a 6-month period of validity.*
* *The items should be well packed and preferably listed on the box or bag or...*
* *Take into consideration Akkarouna measures and standards.*

1. Bidder’s goods quality versus Akkarouna standards and measures. Bidder to provide samples/pictures for all requested items-**Weightage (20%)**
2. Bidder’s ability to provide transportation to all Akkarouna learning centers located in Akkar (**Halba – Akkar Atiqa**). **Weightage (10 %)**

|  |  |
| --- | --- |
| TRANSPORTATION | **Yes/No (please choose one option only)** |
| Free Transportation for two locations |  |
| Free Transportation for one location |  |
| Transportation Charges for all locations |  |
| Transportation is not feasible |  |

1. Bidder’s capacity to supply Akkarouna (lead time to deliver the requested items upon receiving an official order from AKK regardless of the quantities). **Weightage (10 %)**

|  |  |
| --- | --- |
| DELIVERY PERIOD | Yes/No (please choose one option only) |
| Lead time up to two working days |  |
| Lead time from 03 to 05 working days |  |
| More than 06-07 working days |  |
| More than one 07 working days |  |

1. Bidder’s capacity to have an expiry date related to the materials requested with a minimum of 03 months. **Weightage(05 %)**

|  |  |
| --- | --- |
| EXPIRY DURATION | Yes/No (please choose one option only) |
| Valid for <3 months |  |
| Valid for 3 months |  |
| Valid for 6 months |  |
| Valid for more than six months |  |

1. Bidder’s locality. **Weightage (05 %)**

|  |  |
| --- | --- |
| LOCATION OF SUPPLIER | Yes/No (please choose one option only) |
| Akkar |  |
| Tripoli and surrounding areas |  |
| Others |  |

1. Bidder’s years of experience along with its reference. **Weightage (2.5 %)**

|  |  |
| --- | --- |
| YEARS OF EXPERIENCE + REFERENCES | Yes/No (please choose one option only) |
| More than one year + reference |  |
| More than 2 years + reference |  |
| More than 3 years + reference |  |

Bidder shares a minimum two (2) examples of their experience in providing services similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Akkarouna operates and within the last two (2) years. Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Akkarouna

1. The bidder sources and supplies some goods from Lebanese Manufacturers. **Weightage (05%)**
2. Bidder's ability to provide warranty for damaged goods: **Weightage (2.5 %)** **(ANNEX E)**.

**SUBMISSION OF BID:**

**Paper Submission:**

In case of the submission of a hard copy, the procedure should be as follows:

* Bids to be submitted to
* **Akkarouna Office: Akkar, Menyara, Youssef salloum Building, 2nd Floor.**
* **Tripoli Office :Tripoli . Dam w Farez , jana Residence Building , 5nd Floor.**
* Bids should be submitted in a single sealed envelope addressed Akkarouna Office mentioned above.
* The envelope should clearly indicate the Invitation to tender reference number **ITB/009/2024** but contain no other details relating to the bid.
  + All documentation submitted should be done in their own clearly labelled envelopes which are submitted in one single envelope as detailed above.

**IMPORTANT:**

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

**Deadline: 18/06/2024*,* 16:00 local time.**