**Public Tender | Request for Quotations**

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**Orienthelfer e.V.**

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Subject / Project Title: Food and Hygiene Baskets for Families in Lebanon

Monthly procurement of food and non-food items

RFQ Number:

T-NAX21003-NAX21005-1

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**Introduction**

The purpose of this Request for Quotations (RFQ) is to solicit bids / quotations from potential suppliers or contractors for specific goods or services. It provides potential bidders / suppliers with the information they need to prepare a bid and submit their quotations to

Orienthelfer e.V.

Orienthelfer e.V. is a non-profit, non-governmental organization launched in 2012 in Munich, Germany, by German political cabaret artist and writer, Christian Springer. Orienthelfer e.V. seeks to sustainably improve the prospects of people affected and disadvantaged by crises and conflicts in the MENA region, mainly in Lebanon, Syria and Yemen - regardless of gender, age, religious affiliation, or origin. Through humanitarian projects Orienthelfer e.V. provides immediate recovery in hardship situations and technical assistance to public rescue services. Its development projects contribute to equitable access to quality education and food security.

In carrying out its projects Orienthelfer e.V. cooperates with local Implementing Partners/NGOs. These cooperation partner organizations typically carry out one or more projects and activities and have been allocated a budget for this purpose by Orienthelfer e.V. Implementing Partners are usually national, sometimes international NGOs and/or public institutions. The Implementing Partners often rely on local suppliers, contractors, and other professionals to implement the projects for Orienthelfer e.V.

The goal of the tender process / RFQ it to ensure that all potential bidders have a fair opportunity to submit a bid for the project in a public and transparent process.

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Please note that the terms “bid, offer, quotation” mentioned in this document are used synonymously. The same applies to “bidder” and “supplier”.

1. Summary of the Request for Quotations (RFQ)

The following table summarizes the key aspects and specification of the RFQ.

|  |  |  |  |
| --- | --- | --- | --- |
| **RFQ No. T-NAX21003/NAX21005-1 Tender-Food+Hygiene** | | | |
| Food and Hygiene Baskets for Families in Lebanon | | | |
| Short description & scope of goods or services requested by Orienthelfer e.V.:  Monthly provision of 150 food & hygiene baskets, incl. packaging and loading | | | |
| Date of publication | | 11.06.2024 | |
| Deadline for submitting questions | | 19.06.2024 | |
| Deadline for submission of RFQ | 24.06.2024 | Date of awarding contract | 05.07.2024 |
| Terms of Delivery | once a month with one week's notice of the exact date | | |
| Duration (approx.) | 22 months | First delivery on | 15.09.2024 |
| Currency for Quotations | | USD | |
| Payment Currency | | EUR via Fresh Money EURO bank account[[1]](#footnote-2) | |
| Contact Person for questions | | Ms. Nancy Jindy  [nancy.jindy@orienthelfer.de](mailto:nancy.jindy@orienthelfer.de) | |
| Submission address for bids / quotations: | | [tender@orienthelfer.de](mailto:tender@orienthelfer.de) | |
| Please note that only bids / quotations submitted to [tender@orienthelfer.de](mailto:tender@orienthelfer.de) by the deadline will be considered. | | | |

1. Details of the Request for Quotations (RFQ)
   1. Project Description

This project is aimed at 150 families of single mothers in the regions Beirut, Kesserwan, Bcharreh and Koura and plans to provide them with basic food and necessary hygiene articles. Without the worry of having to provide for their daily needs, the children and mothers are to be enabled to make effective use of the opportunities offered to them in an educational project, funded by Orienthelfer e.V.

* 1. Requested Goods or Services
* Orienthelfer e.V. under the Projects NAX21003/NAX21005 is requesting price offer for monthly provision of 150 food parcels (over 22 months) with items as specified in Annex 1.
* The transport of the goods from the supplier to the beneficiaries is taken care of by Orienthelfer e.V. and its local implementing partner.
* The supplier is expected to load the transport vehicle with the food/hygiene parcels at his warehouse/production site.
  1. Requested Timeline
* Provision schedule: Each monthly provision is expected mid-month, with the exact date to be specified at least 1 week in advance. (Deviations due to weather conditions are possible)
  + 1st provision: 15th of September 2024
  + 2nd provision: 10th-20th of October 2024
  + 3rd provision: 10th-20th of November 2024
  + 4th provision: 10th-20th of December 2024
  + 5th provision: 10th-20th of January 2025
  + 6th provision: 10th-20th of February 2025
  + 7th provision: 10th-20th of March 2025
  + 8th provision: 10th-20th of April 2025
  + 9th provision: 10th-20th of May 2025
  + 10th provision: 10th-20th of June 2025
  + 11th provision: 10th-20th of July 2025
  + 12th provision: 10th-20th of August 2025
  + 13th provision: 10th-20th of September 2025
  + 14th provision: 10th-20th of October 2025
  + 15th provision: 10th-20th of November 2025
  + 16th provision: 10th-20th of December 2025
  + 17th provision: 10th-20th of January 2026
  + 18th provision: 10th-20th of February 2026
  + 19th provision: 10th-20th of March 2026
  + 20th provision: 10th-20th of April 2026
  + 21st provision: 10th-20th of May 2026
  + 22nd provision: 10th-20th of June 2026
* Each provision will be picked up on three separate days, as the different project regions will be supplied on three separate days. The exact dates of each provision will be fixed one week prior the latest.
  1. Contractual Conditions

The awarded contract will be based on the following terms and conditions, among others:

1. It is required that the company of the supplier is registered in the country in which the goods or services are to be delivered.
2. The supplier is obliged to have a Fresh Money EURO account in the name of his registered company.
3. Prices will be fixed for the entire duration of the contract period, but can be adjusted (up or down) by a certain percentage after every six months. This must also be specified in Annex 1.
4. Prices must include the locally applicable VAT.
5. Payment of any other taxes or any national insurance contributions are within the responsibility of the supplier.
6. Invoicing must be done in USD.
7. Payment is made in EUR based on the current daily exchange rate [www.oanda.com](http://www.oanda.com).
8. A first instalment of 2 full deliveries/ services will be transferred after Orienthelfer e.V. and the supplier have signed the contract.
9. Based on the impeccable quality of all previous deliveries and, if applicable, replacement of insufficient deliveries, all further instalments will take place in regular pre-payments, with the last instalment to be paid after complete delivery of all goods / services.
10. All deliveries must be documented with a delivery note countersigned by the recipient of the goods or services as defined in the contract.
11. Any insufficient, damaged, or expired products must be replaced by the supplier within 7 days at his own expense.
12. The contract duration is fixed in the contract~~.~~
13. Orienthelfer e.V. reserves the right to cancel the contract with a two weeks’ notice during the first three months without reason.
14. Furthermore, the contract contains regulations regarding data protection, adherence to Orienthelfer e.V.’s policies related to Proper Conduct, Anti-Corruption, Anti-Terrorism, Anti-Money Laundering, Safeguarding, use of Social Media, and other stipulations.
15. Instructions for submitting Bids / Quotations
    1. Address for submission

Quotations / bidsmust be submitted via email to [tender@orienthelfer.de](mailto:tender@orienthelfer.de) by the deadline mentioned in section 1. Please note that this is a no-reply email account, i.e., the bidder will get an automatic reply, but will not be able to communicate with Orienthelfer e.V. via this email account. Please see below under “Questions” regarding direct contact with a member of Orienthelfer e.V.

* 1. Language

All communication – written, spoken or otherwise – must be in English.

* 1. Supporting documents

All bids / quotations submitted via [tender@orienthelfer.de](mailto:tender@orienthelfer.de) must include the following documents in pdf-format:

* + 1. This RFQ: all passages marked as “to be filled in by supplier / bidder” must be filled in digitally, signed and stamped (i.e., handwritten quotations / bids will not be accepted).
    2. Annex 1 of this tender as a signed PDF document
    3. Annex 1 of this tender as Excel file
    4. A copy of the company’s registration.
    5. A copy of the tax registration (issued by the Ministry of Finance).
    6. A copy of the the VAT registration (issued by the Ministry of Finance).
    7. If applicable, a copy of respective commercial license.
    8. A copy of the ID of the company’s CEO, owner, president, or likewise – depending on the organizational structure of the company.
    9. A signed and stamped proof of the Fresh Money EURO bank account in the name of the company.

Please note that all these documents must be submitted as pdf files.

* 1. Questions

1. can be addressed to Ms. Nancy Jindy via email ([Nancy.Jindy@orienthelfer.de](mailto:Nancy.Jindy@orienthelfer.de)) no later than the date mentioned in the table in section 1. (Please note that questions addressed to [tender@orienthelfer.de](mailto:tender@orienthelfer.de) will not be answered.)
2. will not be answered individually but will be published anonymously on Daleel Madani as soon as possible. Updates will be published on a daily basis at 11 am local time. This will enable all bidders to have the same information as everyone else and ensure a fair and transparent bidding process.
   1. Samples

Product samples must be provided to Orienthelfer e.V.’s local representative in Lebanon upon request.

1. Evaluation and Selection Process

The evaluation of bids and offers and the selection process for awarding a contract is based on the following criteria and conditions.

* 1. General Remarks

1. While all bidders should provide their lowest competitive quotes, they should be realistic in their pricing and delivery timelines. Over-promising and then under-delivering may result in a premature cancellation of the contract.
2. All bidders will be notified in writing should there be a significant change in goods or services requested by Orienthelfer e.V.
3. After the diligent assessment of all valid bids received by the deadline mentioned in section 1, a contract will be awarded to the bidder that Orienthelfer e.V. deems to be the most advantageous in terms of price-performance ratio.
4. A bid will be considered invalid and, subsequently, not be considered if it does not contain all the information, documents, signatures, etc. specified in this document and if it is not submitted in a timely fashion to [tender@orienthelfer.de](mailto:tender@orienthelfer.de).
5. An offer will be considered invalid and subsequently not taken into account if price information is sent to an address other than tender@orienthelfer.de.
6. However, Orienthelfer e.V. reserves the right to waive minor discrepancies in a quotation.
7. This RFQ does not legally obligate Orienthelfer e.V. to award a contract.
8. No commitment is made, either expressed or implied, to compensate bidders for costs incurred preparing and submitting their quotations.
   1. Eligibility Criteria

The following criteria must be met before a bid / offer can be considered.

|  |  |  |
| --- | --- | --- |
| **Eligibility Criteria** | | **Yes | No** |
| 1 | All required documents (*cf*. section 2) have been submitted in the proper format. |  |
| 2 | All submitted documents are signed and stamped, wherever applicable. |  |
| 3 | All products are branded products. |  |
| 4 | All products offered by the bidder / supplier have sufficient shelf life(with a minimum of 50% of its shelf life remaining). |  |
| 5 | Prices are fixed for the entire duration of the project (as indicated in section 5 “Bids / Quotations”). |  |

* 1. Evaluation and Selection Criteria

Evaluation of bids and selection of the awarded contract are based on the following technical and financial criteria.

|  |  |  |
| --- | --- | --- |
| **Technical Criteria** | | **Maximum Points** |
| 1 | References of relevant experience (as indicated in section 6) | 25 |
| 2 | Location (preference is given to companies within and around the region Beirut or Jounieh) | 25 |
| **Total Technical Score** | | **50** |

|  |  |  |
| --- | --- | --- |
| **Financial Criteria** | | **Maximum Points** |
| 1 | Total Price (incl. VAT) over total project duration | 50 |
| **Total Financial Score** | | **50** |

1. Bids / Quotations

Please list items in **Annex 1** of this document: [Adjusted\_T-NAX21003-NAX21005-1\_Annex 1.zip](https://orienthelferev-my.sharepoint.com/:u:/r/personal/sophia_otto_orienthelfer_de/Documents/T-NAX21003-NAX21005-1/Adjusted_T-NAX21003-NAX21005-1_Annex%201.zip?csf=1&web=1&e=FkQC6A)

1. References of Relevant Experience

“to be filled in by supplier / bidder”

Please list previous cooperation partners as references here. The previous work carried out for these references should be as comparable as possible to the goods or services Orienthelfer e.V. is requesting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date**  Year | **Duration**  In months | **Cooperation Partner**  (e.g. NGO, Embassy) | **Contract Volume** (in Units) | **Service/products provided**  (e.g. Food baskets) | **Reference**  (name, email address and phone number) |
|  |  |  |  |  |  |
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The bidder / supplier agrees that Orienthelfer e.V. may contact the cooperation partners mentioned above. If Orienthelfer e.V. cannot reach the contact person under the provided contact details, the reference is considered invalid.

1. Contact Details
   1. Contact Details Bidder / Supplier

“to be filled in by supplier / bidder”

|  |  |
| --- | --- |
| Name of Company |  |
| Address |  |
| Contact Person |  |
| Position of Contact Person |  |
| Email |  |
| Mobile |  |

* 1. Contact Details Orienthelfer e.V.

|  |  |
| --- | --- |
| Name of Organization | Orienthelfer e.V. |
| Contact Person | Ms. Nancy Jindy |
| Email | Nancy.jindy@orienthelfer.de |

1. Confirmation by Bidder / Supplier

“to be filled in by supplier / bidder”

|  |  |  |
| --- | --- | --- |
| **Confirmation of Offer by Bidder / Supplier** | | **Supplier Stamp** |
| Name |  |  |
| Title |  |
| Offer Validity | The offer described above is valid until  (at least 35 days): dd.mm.yyyy |
| Place & Date |  |
| Signature |  |

1. Conversion USD to EUR is based on the current daily exchange rate of the transfer (https://www.oanda.com/currency-converter/de/?from=USD&to=EUR&amount=1) [↑](#footnote-ref-2)