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**Tender Reference:** Food Laboratory Expert (TND-LOG-2023-2108-LY-S)

**Contracting Authority:** arcenciel, Jisr El Bacha, John Kennedy Street

**Tenderer / Bidder:** Person, Firm or Company/Co-operative / Consortium submitting a tender/ bid against this “Instruction and Conditions for Invitation to Tender”

### 1. Services to be provided

1.1 The subject of the tender is to contract a consultant that will assist in safety and quality tests of food products and with research of methods to improve the food industry.

1.2 The services must comply fully with the technical specifications set out in the tender dossier and conform in all respects with the specifications mentioned in the Terms of Reference (Annex 02)

### 2. Time Table

	<b>Date</b>	<b>Time</b>
<b>Deadline for sending the submission form</b>	<b>13-MAR-2023</b>	<b>15:00</b>
<b>Deadline for requesting clarifications from the Contracting Authority</b>	<b>14-MAR-2023</b>	<b>15:00</b>
<b>Last date on which clarifications are issued by the Contracting Authority</b>	<b>16-MAR-2023</b>	<b>15:00</b>
<b>Deadline for submission of tenders</b>	<b>20-MAR-2023</b>	<b>15:00</b>
<b>Tenders opening session*</b>	<b>22-MAR-2023</b>	
<b>Notification of award to the successful tenderer *</b>	<b>03-APR-2023</b>	
<b>Signature of the contract *</b>	<b>04-APR-2023</b>	
<b>Start of service</b>	<b>05-APR-2023</b>	
<b>End of service</b>	<b>31-OCT-2023</b>	

*All times are in the time zone of the country of the Contracting Authority provisional date*

*\*Dates may be subject to change*

### 3. Eligibility for Participation

3.1 Local tenderers shall be a Person, Firm or Company/Co-operative / Consortium

3.2 International tenderers shall have

- applicable tax registrations supported by documentary evidence;
- a valid bank account to receive the payments through it.

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#### 4. Type of Contract

- Fixed-price contract

#### 5. Currency

Tenders must be presented in USD

#### 6. Period of Validity

- 6.1 Tenderers shall be bound by their tenders for a period of **60 days** from the deadline for the submission of tenders.
- 6.2 In exceptional circumstances and prior to the expiry of the original tender validity period, the contracting authority may ask tenderers in writing for an extension of this period of **30 days**
- 6.3 Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.
- 6.4 The successful tenderer will be bound by his tender for a further period of **240 days** following receipt of the notification that he has been selected.

#### 7. Language of Tenders

The tenders, all correspondence, and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.

#### 8. Submission of Tender Dossier

The Contracting Authority must receive the tenders before the deadline specified in the letter of invitation to tender. They must include all the documents specified in point 9 of these Instructions and be hand-delivered to the following address: arcenciel, Jisr El Bacha, John Kennedy Street, 1<sup>st</sup> floor.

##### 8.1 Hand-delivered Tender Dossier

Tenders must comply with the following conditions:

- a. All tenders must be submitted in one original, marked ‘original’
- b. All tenders must be received at arcenciel, Jisr El Bacha, John Kennedy Street before the deadline: **20-MAR-2023 at 15:00**, by registered letter with acknowledgment of hand-delivered against receipt signed by procurement officer or its representative.
- c. All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
  - the above address;
  - the reference code of this tender procedure (**TND-LOG-2023-2108-LY-S**)
  - the words ‘Not to be opened before the tender opening session’ in the language of the tender dossier.
  - the name of the tenderer.
- d. The main sealed envelope must contain 3 separate envelopes:

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- First Envelopes inclosing the Administrative and Identification documents as required
- Second Envelopes inclosing the Technical Specifications and documents as required
- Third Envelopes inclosing the financial offer

## 9. **Content of Tenders**

Failure to fulfill the below requirements will constitute an irregularity and may result in the rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier and comprise: one sealed envelope containing 3 sealed envelopes as follows:

*N.B. Tenderers are requested to follow this order of presentation.*

### **First Envelope: Administrative and Identification Documents**

All required documents for the administrative compliance

1. Annex 05 Commitment letter: Please fill the document with the required information, sign and stamp.
2. Annex 06 Financial Identification Form: Please fill in your information, sign and stamp.
3. The personal identity of the consultant
4. Company or Individual official registration certificate obtained from the relevant national government authority or from the local or international Chamber of Commerce and/or Chamber of Industry (شهادة تسجيل شركة او مهنة)
5. Duly authorized signature (for companies): an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorized to do so (إذاعة تجارية)

### **Second Envelope: Technical offer**

1. Technical Proposal for Market Survey, including work plan, proposal date, number of personnel and methodology
2. List consisting Names of Personnel for this Market Survey with resume of each personnel (indicating qualifications, certifications and work experiences)
3. Company's Profile Form or freelancer profile form
4. Past Experience / Survey / Study – similar work with References / Recommendations
5. Letters from customers (at least three) and a sample of past survey
6. Company's Personnel list and Personnel Structure / Organization Chart, if applicable
7. Property and Facility and company's financial report, if applicable

### **Third Envelope: Financial offer**

1. Financial offer according to the TOR.

## 10. **Additional information before the deadline for submission of tenders**

The tender dossier should be so clear that tenderers do not need to request additional information during the procedure. If the Contracting Authority, on its own initiative or in response to a request from a

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prospective tenderer, provides additional information on the tender dossier, it must send such information in writing to all other prospective tenderers at the same time.

Tenderers may submit questions in writing to the following address [Procurement@arcenciel.org](mailto:Procurement@arcenciel.org) up to **9 days** before the deadline for submission of tenders, specifying the tender reference and the contract.

Any prospective tenderers seeking to arrange individual meetings with either the Contracting Authority during the tender period may be excluded from the tender procedure.

#### 11. Alteration or withdrawal of tenders

- 11.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- 11.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 9. The outer envelope must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.
- 11.3 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

#### 12. Costs of preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

#### 13. Ownership of tenders

The Contracting Authority might retain ownership of all tenders received under this tender procedure. Therefore, the contracting authority shall notify tenderers accordingly upon reception of the tendering documents.

#### 14. Opening of Tenders

- 14.1 The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order.
- 14.2 The tenders will be opened on **22-MAR-2023** at arcenciel, Jisr El Bacha by the committee appointed for the purpose and then be evaluated by referring to the evaluation form which will be available upon request.
- 14.3 At the tender opening, the tenderers’ names, the tender prices, any discount offered, written notifications of alteration and withdrawal, tender guarantee (if required), and such other information as the Contracting Authority may consider appropriate may be announced.
- 14.4 Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure

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is progressing or to influence the Contracting Authority in its decision concerning the award of the contract will result in the immediate rejection of their tenders.

- 14.5 All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the Contracting Authority. The associated guarantees will be returned to the tenderers. No liability can be accepted for the late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## 15. Evaluation of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures, and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

### a- Administrative Evaluation

For each required document missing, we will deduct 1 point from the evaluation. In case the company registration is not submitted the candidate offer will not be considered.

### b- Technical Evaluation

	Technical criteria	sub-criteria	Maximum Score
1	Overall response	General understanding of “terms of reference” and completeness of response	5
2		Overall concord between RFP requirements of proposal	10
3	Methodology	Approach by the company or consultant	10
4		Quality of proposal: planning and scheduling for conducting the market survey  (Please include a timeline for each deliverable)	15
5	Company and personal key	Company’s capacity: <ul style="list-style-type: none"> <li>Range and depth of experience in similar contracts</li> </ul> Financial capacity	10

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6		<b>Client references</b>	<b>5</b>
7		<b>Key personnel assigned to this market survey: number of personnel and their relevant experience and qualification</b>	<b>15</b>
<b>Total Score</b>			<b>70</b>

c- **Financial Evaluation**

	<b>Criteria</b>	<b>Maximum Score</b>
1	<b>Financial Offer</b>	<b>30</b>
<b>Total Score</b>		

16. **Award criteria**

The compliant tender that scores the highest score will be chosen

17. **Signature of the contract**

- 17.1 If the successful tenderer fails to provide the documentary proof or statement or the evidence of financial and economic standing and technical and professional capacity within 15 calendar days following the notification of award or if the successful tenderer is found to have provided false information, the award will be considered null and void. In such a case, the Contracting Authority may award the tender to the next lowest tenderer or cancel the tender procedure.
- 17.2 By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.
- 17.3 Within 3 days of receipt of the contract signed by the Contracting Authority, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to the Contracting Authority. On signing the contract, the successful tenderer will become the Service Provider and the contract will enter into force.
- 17.4 If it fails to sign and return the contract and any financial guarantee required within 3 days after receipt of notification, the Contracting Authority may consider the acceptance of the tender to be canceled without prejudice to the Contracting Authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.

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## 18. Cancellation of the tender procedure

If a tender procedure is canceled, tenderers will be notified by the Contracting Authority. If the tender procedure is canceled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur, for example, if:

- the tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received or there has been no valid response at all;
- the economic or technical parameters of the project have changed fundamentally;
- exceptional circumstances or force majeure render normal implementation of the project impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been substantial errors, irregularities, or frauds in the procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency, and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

**In no event will the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the Contracting Authority has been advised of the possibility of damages. The publication of a contract notice does not commit the Contracting Authority to implement the program or project announced.**

## 19. Withdrawal / Modification of Offers

Requests to withdraw an Offer shall not be honored. If the selected Tenderer withdraws its Offer, arcenciel shall duly register the said Offer and shall evaluate it alongside all other received Offers. If the selected Tenderer has furnished Bid security, arcenciel shall withhold such Bid security until the issue has been resolved.

Withdrawal of an Offer may result in your suspension or removal from arcenciel suppliers List.

A Tenderer may modify its Offer prior to the Invitation to Tender closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Offer number. No modification shall be allowed after the Invitation to Bid closure.

## 20. Later Offers

All Offers received after the Invitation to Tender closure will be rejected.

## 21. General Terms and Conditions:

All Tenderers shall acknowledge that the arcenciel General Terms and Conditions for Service Contracts, as applicable, are accepted.

## 22. Queries about this Tender

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For queries on this Invitation to Tender, please contact arcenciel, Procurement Contact on [Procurement@arcenciel.org](mailto:Procurement@arcenciel.org)

Specifications and pictures should be clear enough to give equal opportunities to all tenderers to provide proper offers. Should a tenderer ask a question, this is only eligible in writing and the reply will be sent transparently and at the same time to all interested tenderers.

All questions regarding this Invitation to Tender shall be submitted in writing to the above. On the subject line, please indicate the Tender reference number. Offers shall not be sent to the above email.





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**Terms of Reference**

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Mitigate the impact of food insecurity in local communities by strengthening the capacities of local producers

WHH-AGR-2023

January 2023

## arcenciel Overview

arcenciel was created in 1984, authorized in 1985 by the Lebanese Ministry of Interior, and recognized as a public utility in November 1995 (presidential decree n° 7541). arcenciel is an apolitical, non-confessional, and independent organization that works with and for all people in difficulty without discrimination of age, gender, religion, culture or nationality. Created during the Lebanese civil war to assist disabled persons, arcenciel has become one of the first technical aid producers in Lebanon, rehabilitating spaces for disabled persons, and developing a national program for better accessibility for them; which was later passed as a law in June 2000. Drawing on its success, arcenciel broadened its mission to “engage in the sustainable development of the society by supporting fragile groups and integrating marginalized people”. Since its creation, arcenciel has provided around 37 million services to more than 400,000 beneficiaries. arcenciel also treats 85% of Lebanon’s hospital waste and 915 tons of solid wastes a year; and manages the 2 km<sup>2</sup> Jesuit “Domaine de Taanayel” through which it promotes sustainable agriculture and responsible tourism through its eco-touristic activities.

All activities arcenciel implements have a social and environmental purpose and seek economic viability, all which ensure their sustainability. Our objective is to promote sustainable development through three main axes: Social: care of persons in need, Environmental: the preservation of natural resources and Economic: the cost-efficiency and financial autonomy. arcenciel has always adopted a tripod strategy based of: Community Work: allowing the assessment of community needs, using their available resources; Service-Providing Institutions: across Lebanon offering specialized services and working with and for the beneficiaries; and Public Program: guaranteeing a legal structure and stabilizing the two other pillars.

arcenciel currently runs nine programs: 1- Agriculture, 2-Environment; 3- Mobility, 4-Health; 5- Responsible Tourism, 6- Culture and heritage; 7- Social Support; 8-Youth Empowerment, and 9-Employment, in 11 centers distributed across all Lebanese regions (Greater Beirut, Beqaa, Mount-Lebanon, North, and South Lebanon). Besides these centers, arcenciel has running offices in France and the USA.

arcenciel is ISO 9001:2015 certified for management of projects since July 2018.  
[www.arcenciel.org](http://www.arcenciel.org)

## 1. Background Information and Rationale

arcenciel’s mission is to “engage in the sustainable development of the society by supporting fragile groups and integrating marginalized people”. Since its creation, arcenciel has grown to become a multi-sectors civil organization reaching more than 380,000 beneficiaries while running currently 4 programs: Sustainable Agriculture and Environment (Infectious Healthcare Waste Management; Beirut Blast glass waste management; recycling of main stream waste; various services



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to improve the agricultural production, competitiveness, and increasing access to markets for local farmers and producers), Mobility and Health (Health operations; distribution of technical assistive devices / medications / oxygen respirators; various paramedical and health services), Social action, Housing & culture heritage (Rehabilitation of units and houses following the Beirut Blast; safeguarding of the key features of traditional houses (Baghdadi ceiling, triple arcs), on-the-job trainings), Education & Employment (Desktops and tablets distribution to equip schools and students; psychological support sessions; employment support for PWD and people with difficulties; occupational therapy individual assessment; career coaching sessions; Psycho-social sessions for children through arcenciel social circus).

arcenciel's Agriculture Program was first established in 2000 with two main objectives: increasing the competitiveness of Lebanese agriculture commodities and linking the different stakeholder to good market opportunities.

## 2. Service Description

arcenciel is seeking to contract a consultant that will assist in safety and quality tests of food products and with research of methods to improve the food industry.

## 3. Objectives and scope of work

Establish a sampling plan and a detailed testing methodology for the items to be tested under the scope of this project: water, food, wheat soil and food products tests in coordination with an agro-food expert and an agriculture engineer

- Ensure food product safety and quality testing.
- Conduct research of improvements to food industry methods.
- Ensures food products and processes are compliant with standards.
- Researches and develops ways to grow agricultural products more efficiently.
- Researches and develops improved methods for packaging.
- Researches and develops improvements to food processing methods to better preserve nutrients.
- Records and analyzes test results and creates presentations of information.
- Ensures laboratory is properly stocked.
- Ensures equipment is ready and in proper working order.
- Ensures raw materials and finished goods are handled, processed, and stored properly.
- Ensures personal hygiene rules are followed by food process workers.
- Performs other related duties as assigned.
- Plan the sampling and testing for food products.  
Identify feasible tests and develop the test procedures based on the equipment's available in arcenciel Taanayel laboratory
- Identify feasible tests and develop the test procedures based on the equipment's available in arcenciel Damour laboratory

- Work on a development and expansion plan for both Taanayel and Damour laboratories
- Identify the needs in terms of equipment and tools (if applicable) to conduct the needed tests
- Support entrepreneurs and students in the process of development of new products through coaching and mentoring

#### Primary Data-Interviews

The consultant will interview key informants in the areas and relevant communities/geographical areas; these will include mainly women and youth, suppliers, wholesalers, producers, farmers, vendors, consumers and other relevant market and policy actors. The consultant also will conduct at least one focus group discussion in each project village involving individuals who are members of the targeted demographic for project beneficiaries: Lebanese and refugee women and youth.

Get accurate feedback on trends and developments:

Qualitative Research:

- Director General of Cooperatives
  - Director General of the Ministry of Economy and Trade
  - Head of Association of Lebanese Industrials
  - Relevant professional groups and syndicates representatives
  - UNDP Head of Socio-Economic Division
  - Presidents of the CCIA
  - Head of Import and Export Unit at the Ministry of Economy and Trade
  - Agro food clusters: QOOT (berlytech), BIEEL (fair trade)

Primary Data-Focus Groups:

- Active cooperative representatives
- Retailers
- Local stakeholders involved in the socio-economic development (NGOs, INGOs)
- Small agro-industrials and agribusiness owners

#### **4. Outputs/Deliverables:**

- Brief inception report (maximum 5 pages), which details the consultant's understanding of the work and context, methodology approach and tools and includes a concrete action plan for delivering the outputs and proposed structure for the final report.
- Briefing meetings to present preliminary findings.
- Preliminary findings report.
- A solid and well-organized draft report in English detailing the methodology, analysis, key findings, lessons learned and in-depth recommendations that will



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inform current project and future programming, submitted for review and comments with the possibility of having up to 3 rounds of reviews. Collected quantitative and qualitative data and analysis should be annexed. At this time, the consultant will also submit a concise (1 page) but detailed summary of the value chain analysis including key findings, opportunities, constraints, recommendations, and service gaps.

- A 20 min presentation/debriefing on the report, highlighting key results, lessons learned and recommendations to key staff. Additional time should be taken into consideration for Q&A.
- A final version of the assessment report consolidating feedback and comments provided by the team. The report will be written in English and submitted electronically in a MS – Word document. The consultant is responsible for proofreading the final report.

The report should consist of:

- Executive Summary (no more than 1,500 words)
- Details of the assignment methodology and analysis
- Findings
- Conclusions and recommendations
- Lessons learnt from similar programs or initiatives
- Annexes (List of people interviewed or consulted, raw data...)


The consultant shall prepare a brief workplan. The workplan should set out the consultant's approach for conducting research activities for conducting the assessment.

### 5. Timeline and Location of the consultancy

- Throughout the project period 05 April 2023 till 31 October 2023
- Taanayel and Damour

### 6. Qualifications

- Bachelor Degree in Biochemistry, chemical engineering, laboratory studies, or any other related fields. A master to those related field is a plus
- Experience in Laboratory testing, quality control, calibration, equipment uses, media preparation ...
- 10 years' experience working in the field of laboratory research, development and innovation.
- Experience working with NGO's funded projects is a plus
- Knowledge about food safety and mouneh production sector in Lebanon
- Proficiency in English and Arabic

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arcenciel will not be responsible for any further expenses incurred by the consultant during the consultancy visits and for any loss and/or damage to him/her.

The consultant (individuals or company) Skills, experience

- Proven capability and experience in conducting similar assessments in the agro-food market
- Should have a clear vision for how to approach the project subjects and be able to build a trust and rapport with the subjects and communities being profiled;
- Experience agriculture industry and regional markets in Lebanon;
- Experience in research methodology;
- Experience in qualitative and quantitative data collection techniques including conducting focus group discussion and key informant interviews
- Ability to access to data and information sources, including contacts within relevant private sector and NGOs entities;
- Native Arabic speaker;
- Excellent writing and communication skills in Arabic and English;
- Availability and willingness to travel to various areas in Lebanon during weekdays
- Ability to work under strict and demanding timelines.