Annex 1. Prospective Supplier Assessment

* This form is designed to assess the compatibility, added value, risks and implications of partnering with a specific foundation/company, to identify potential suppliers through a pre-selection process;
* Foundations/companies who are interested in applying to the “Call for Expression of Interest” are kindly requested to fill and submit this form, along with relevant and required supporting documentation to DCL by email to [dcl.procurement@gmail.com](mailto:dcl.procurement@gmail.com) ;
* This Request for Information may be followed up by E-mail, phone calls, virtual or physical meetings.

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| 1. **Prospective Partner Information:** | **Details:** |
| 1. Name of foundation/company: |  |
| 1. Type of foundation/company: | Lebanese company  International company operating in Lebanon.  Trader/Producer  Broker |
| 1. Type of Activity the foundation/company is interested to apply to: | Sourcing of fresh fruits and vegetables  Cleaning and packaging of fresh fruits and vegetables  Sourcing/procuring packed snacks  Packaging all snacks, ready to be transferred to the schools  Transportation of the snacks to the schools |
| 1. Contact details: |  |
| 1. Address: |  |
| 1. Website (if any): |  |
| 1. Years of experience in Lebanon: |  |

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| 1. **Governance and Organizational Structure:** | **Details:** |
| 1. Is the foundation/company properly registered according to Lebanese regulations? If so, please attach the legal registration شهادة تسجيل لدى وزارة العدل وإذاعة تجارية |  |
| 1. Does the foundation/company have an updated statement of registration? If so, please attach the most updated statement of registration افادة وقوعات |  |
| 1. Does the foundation/company have a governing/management body (e.g. board members)? If yes, please attach the document. |  |
| 1. Is there an up-to-date organizational chart and organigram? If yes, please attach. |  |
| 1. Do staff contracts adhere to the relevant labour laws, including tax and social security (i.e. insurance) codes? |  |

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| 1. **Programme Capacity:** | **Details:** |
| 1. Geographical areas of coverage and/or presence of warehouse or other facility: | Akkar Governorate  Baalbak-Hermel Governorate  Beirut Governorate  Beqaa Governorate  Mount Lebanon Governorate  Nabatieh Governorate  North Governorate  South Governorate |
| 1. Please describe implemented projects relevant to the activities for which you apply. Please analyse the sourcing mechanisms to ensure the needed quality and timely delivery, and the quality control processes during the sourcing, cleaning, packaging and transportation. |  |
| 1. Please provide a list of major clients and projects handled and their value over the past 5 years plus reviews and/or client feedback (if available). |  |

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| 1. **Financial Management and Procurement:** | **Details:** |
| 1. Over the past 2 years, what was the overall annual budget of the foundation/company? |  |
| 1. Does the foundation/company have diversified sources of revenue other than mentioned in the EOI? (several lines of business?). If yes, which are they? |  |
| 1. Does the foundation/company have a bank account in its name, and can it receive and transfer funds? |  |
| 1. Does the foundation/company have documented internal control policies and procedures and is there evidence that these are being followed? If yes, please attach internal control policies. |  |

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| 1. **Recommended Supporting Documentation: (cross-check, if attached)** |
| Legal registration certificate;  Updated statement of registration;  Latest two external audit reports;  Organigram;  Foundation/company Governing Bodies;  Recommendation letters/Reviews/Feedback from clients |