

Terms of Reference for Solidarités International (SI)

Supply of Food Parcels for SI all over Lebanon

Réf : CFT/LBN/02/25

Geographical Area	All Lebanon
Project Area	Food security

INTRODUCTION

About Solidarites International:

Solidarites International (SI) is an International NGO working with vulnerable populations, mainly victims of armed conflicts and natural disasters. Specialized for nearly 40 years in the coverage of vital needs, SI. takes charge of emergency and reconstruction programs. With respect for cultures and being close to the people, SI implements its programs by combining its skills with those of its employees and local managers.

SI's teams, made up of around 270 expatriates and nearly 2200 local employees, are today present in 18 countries in Asia, the Middle East, Africa, and South America where they are particularly committed to fighting diseases related to unsafe water but also in the essential area of food security and livelihoods.

SI is currently operating WASH, Food security, Livelihood and agriculture programming in Lebanon, focusing on refugees and vulnerable members of the host community in rural and urban settings.

The FSL activities include the distribution of Food Voucher, ready-to-eat meals, and food parcels, along with capacity sessions, technical and In kind support, support for micro, small, and medium-sized enterprises (MSMEs), empowering farmers through capacity building in environmentally friendly, capacity buildings in Agri-Businesses Practices, creation of market linkage between farmers and processors, provision of agriculture inputs.

SI maintains offices in 4 governorates, including Beirut, Akkar, Bekaa, and South.

Objective of the service:

The supplier's task is providing Food Parcels' and will be closely coordinated with the Solidarités International team.

The supplier will be responsible of the following:

- Prepare the Food Parcels to specified locations (Kitting of each kit in a carton box).
- Place a sticker, for which the template is provided by SI, on each carton box.
- Deliver the Food Parcels (Transportation costs must be included in the financial offer)
- Provide the required workers to unload the trucks at the specified location

Solidarités International aims to enhance local productivity, add value to local products, create employment opportunities, and stimulate economic and social development in rural areas. Therefore, locally produced items are prioritized over imported ones.

Technical Requirements:

The supplier will:

- Provide a picture of all items, which will allow SI's team to assess its quality before awarding a supplier. **SI will require physical samples of all items to the suppliers who have successfully pass the administrative, technical and financial evaluations.**
- Provide food parcels preferably to be produced or packed locally and contain Lebanese products such as but not limited to rice, pasta, lentils, chickpeas, dry beans, burghul, vegetable oil, sugar, salt, tuna, and tomato paste. The Bill of Quantities (BOQ) for the food parcel is detailed further below (Table 1).
- Ensure the packaging and labelling of the parcels according to requirements. The weight of the food parcel is around 21kg and packed in a box featuring the logos of the project on each box. Furthermore, each box will contain a detailed list of items with their quantities and weights to prevent any misuse. The design of the label will be provided later by Solidarités International to the chosen supplier. The packaging should be appropriately sized to protect the contents by minimizing empty space.
- Provide the food parcels through different batches based on SI requests and deliver it directly to SI warehouses in:
 - Zahle
 - Ras Baalbeck
 - Tripoli
 - Beirut
 - Saida
- Authorize SI to conduct random quality assurance laboratory tests on samples upon receipt of the food parcels. SI will have the right to reject any content that does not meet quality requirements and standards.
SI might require certification from a third-party assessor to approve the kit

The following specifications are mandatory please take into consideration the following:

- Shelf life: at least One year till expiry
- Packaging and presentation: heavy duty sealed carton box(s) with predetermined logo along with the list of items present in each box.
- Country of Origin: will be inspected during the physical check.
- Quality of items: will be inspected during the physical check.

Each product must clearly display:

- a) Product name
- b) Ingredients
- c) Nutritional values
- d) Confirmation of absence of culturally restricted components
- e) Net weight in kilograms/ grams.
- f) Production and expiry date indicating minimum durability of one year (printed or stamped).

Table 1 BOQ and Specs of the food parcel

Item #	Item Description	Packaging	Quantity	Total Quantity (per Kit)
1	<p>Rice / رز</p> <ul style="list-style-type: none"> • <u>Long or medium grain rice (suggesting the egyptian rice)</u> • <u>The grain size should be uniform, free of foreign matter, no broken nor damaged grains</u> • <u>Good packaging, clear labeling, absence of insects</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (Deroni or similar)</u> 	900 g or 1 Kg Pack	3	2700 g or 3 Kg
2	<p>Chickpeas / حمص</p> <ul style="list-style-type: none"> • <u>The grains should be uniform, free of foreign matter, no broken nor damaged grains absence of insects</u> • <u>Good packaging, clear labeling, Absence of insects</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (Deroni or similar)</u> 	900 g or 1 Kg Pack	1	900 g or 1 Kg
3	<p>Coarse Brown Bulgar / خشن برغل</p> <ul style="list-style-type: none"> • <u>Grains should be brown and coarse</u> • <u>The grain size should be uniform with pure appearance, free of impurities and foreign bodies</u> • <u>Made from high quality wheat grains</u> • <u>Safe and clean packaging, clear labeling, absence of insects</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (suggesting Deroni or similar)</u> 	900 g or 1 Kg Pack	3	2700 g or 3 Kg

4	<p>Pasta / باستا</p> <ul style="list-style-type: none"> • <u>Made from high-quality flour and processed properly</u> • <u>Maintains its shape and texture during cooking, without sticking or tearing</u> • <u>Secure and hygienic packaging to maintain freshness and prevent contamination</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (suggesting Deroni or similar)</u> 	400g or 500 g Pack	10 for 400g Pack 8 for 500g Pack	4 Kg
5	<p>Lentils / عدس</p> <ul style="list-style-type: none"> • <u>The grain size is uniform, free of foreign matter, broken or damaged grains</u> • <u>The grain must be whole grain not pilled</u> • <u>The color should be dark (not red/orange)</u> • <u>Good packaging, clear labeling, absence of insects</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (suggesting Deroni or similar)</u> 	900 g or 1 Kg Pack	4	3600 g or 4 Kg
6	<p>Beans / فصوليا (حبوب)</p> <ul style="list-style-type: none"> • <u>The grain size is uniform, free of foreign matter, broken or damaged grains</u> • <u>Good packaging, clear labeling, absence of insects</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (suggesting Deroni)</u> 	900 g or 1 Kg Pack	1	900 g or 1 Kg
7	<p>Canned tuna in oil / بالزيت طونة معلبات</p> <ul style="list-style-type: none"> • <u>White meat tuna in vegetable oil, one solid can</u> • <u>Can should be intact, with no deformation nor any rust appearance</u> • <u>Good packaging, clear labeling</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (suggesting Deroni, Siblou or similar)</u> 	160 g, 170 g or 185 g can	7 for 160 g & 170 g can 8 for 185 g can	1280 g, 1295 g or 1360 g

8	<p>Vegetable oil / نباتي زيت</p> <ul style="list-style-type: none"> • <u>Pure vegetable oil, free of impurities and sediments</u> • <u>Usage: Suitable for cooking, frying, and salads</u> • <u>Good packaging type (using PET=1), Clear labeling</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (suggesting Mazola, Afia, Plei soleil or similar)</u> 	825 mL, 1L or 1.8 L bottle	1 for 1.8L bottle 2 for 825 mL & 1L bottle	1.65L, 1.8L or 2L
9	<p>Fine Salt / ملح</p> <ul style="list-style-type: none"> • <u>Pure fine salt, free of impurities and small impurities, with iodine</u> • <u>Good packaging, clear labeling, absence of insects</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (Suggesting Al Jouda or similar)</u> 	700 g or 1 Kg	1	700 g or 1 Kg
10	<p>Tomato paste / الطماطم معجون</p> <ul style="list-style-type: none"> • <u>Natural red color, free from any unwanted color change</u> • <u>Made from Natural tomato, free of any foreign flavors or bitterness</u> • <u>Consistency: Thick and concentrated, maintains its structure and can be applied easily</u> • <u>Good packaging and clear labeling - Glass Jar</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (Suggesting Favia, Al Marwa or similar)</u> 	650 g or 660 g	1	650 g or 660 g
11	<p>Coarse sugar / سكر</p> <ul style="list-style-type: none"> • <u>Pure coarse White sugar, free of impurities and small impurities</u> • <u>It should dissolves easily and quickly in water and other liquids</u> • <u>Good packaging and clear labeling</u> • <u>Expiry date (no less than 6 month remaining)</u> • <u>Good quality (Suggesting Deroni, Al Ousra or similar)</u> 	900 g or 1 Kg Pack	1	900 g or 1 Kg
12	<p>Carton box for kitting / كرتون من صندوق</p> <p><u>Size must be compatible with the content, allowing minimal free space</u></p>	Piece	1	1

Deliveries:

The supplier is expected to deliver approximately 3000 Food Parcels in different batches to SI warehouse in locations above mentioned, all the parcels should be identical and meet the above-mentioned criteria.

Delivery Time has to be provided by the supplier.