

Instructions to Bidders

I. Application process

The offers must be presented in English language.

Offer must be submitted in one original exemplar (one sealed envelope) on which is mentioned the call for tender reference as presented in example below:

“SI– CFT.LBN.02.25 – Supply of Food Parcels for SI all over Lebanon.”

The bid must be composed of one main envelope comprising two additional **sealed** envelopes, the 1st containing the administrative and technical documents, and the 2nd containing the financial offer.

The offers will be evaluated according to the same selection of criteria (Administrative, technical and financial).

Sealed Envelopes must be brought to:

SI office, located in Beirut, Badaro, Military Hospital Street, Ghattas bldg. (known as Bank Audi bldg.) 1st floor.

The deadline to submit the sealed envelopes is Monday 24/02/2025 at 4:00 PM.

Bids received after this deadline will be disqualified automatically.

N.B: The tenderer offer should comply with the technical requirements detailed in the annexed TOR; non-compliant offers will be automatically disqualified from the bidding process.

Missing to submit part or all documents may lead to disqualifying a tender from the competition.

The bid shall comprise the following:

1st inner envelope:

Administrative documents - Administrative documents must be submitted and matching the expectations as detailed below, where the absence or irrelevance of any of those documents leads to the direct disqualification of the tenderer:

- 1- Supplier Code of Conduct_ ANX 1– Signed & stamped.
- 2- Legal Entities Form_ ANX 2 – Filled, Signed, and stamped.
- 3- Financial Identification Form_ ANX 3 – Filled, signed, and stamped.
- 4- Terms of Reference (TOR)_ANX 4 – Specific to food supply requirements. Signed and stamped.
- 5- Bidder table of References_ ANX 5 –Documenting and sharing certificates of completion of previous similar experience

In addition to the above-mentioned annexes please provide the following documents:

- A quick presentation of the company portfolio,
- Copy of the commercial registration,
- Copy of ID of general director or equivalent,
- Copy of MoF registration,
- Copy of VAT registration (if registered),

Technical specifications - the tenderer should submit the following documents:

- **BoQ listing the specifications, brand, weight, country of origin and other requirements mentioned in the ToR.**
- **Delivery lead time for:**
 - **Less than 100 Foods Parcels**
 - **500 Foods Parcels**
 - **More than 1000 Food Parcels***The bidders are welcome to provide delivery timeline for different threshold if relevant.*
- **Picture of each item included in the Food Parcel, Physical sample will be required from bidders who have successfully passed the administrative, technical and financial evaluation and will serve as a reference during delivery for awarded suppliers.**
- **Letter stating that the tendered commits to provide items with a shelf life of at least 1 year.**

N.B:

- Tendered must ensure using heavy duty sealed carton boxes for the packaging and will be responsible for printing and sticking the predetermined logos and list of the items present in each box in addition to FCRM pathway (Logos and additional information will be provided by SI after signature for the supply contact).
- The tenderer must ensure that Food Parcels are delivered to SI's warehouse as specified in the TOR and as I will be mentioned in each PO/EOF.
 - Delivery costs must be included in the financial offers
 - Cost for Workers in charge of unloading the Food Parcels must be included in the financial offers
- A physical quality check, for suppliers who have successfully passed the administrative, technical and financial evaluation will be undertaken where SI's technical team will do the following:
 - ⇒ Evaluate the country of origin of the provided samples.
 - ⇒ Evaluate the quality of the provided samples (packaging, condition, etc).
 - ⇒ Evaluate the expiry date of the provided samples.

- ❖ A USB flash drive containing the soft copy (PDF format signed and stamped) of the **administrative** and **technical proposal only** (What was mentioned above)

2nd inner envelope:

Financial offer: the tenderer should submit a signed and stamped offer respecting requirements set in the ToR with the below **Mandatory** information's:

- Priced quotation in Fresh US Dollar with cost breakdown:
 - Unit Price per item (respecting the packing unit mentioned in the BoQ of the ToR).
 - Total Price for one Food Parcel

If needed, the tenderer can provide different financial offer for each location by considering additional cost related to transportation or labour.

- Tenderer Quotation Form should also include:
 - Addressed "To Solidarités International",
 - Company address, phone, email, and representative name,
 - Details of the quotation regarding the unit price VAT excluded,
 - Mention the total cost in addition to VAT if applicable,
 - Offer validity period (preferred 1 year),
 - Payment terms and Methods (Please check the conditions below),
 - Date, signature and stamp.

Note: The bidder's offer shall be strictly in accordance with technical specifications specified in the TOR (Annex IV).

- Payment terms & Methodology:

Recurrence	Reason	Amount	Currency	Condition to provide the payment
SI will be ordering different quantities per batch	SI will order different quantities on different batches in order to meet the needs and not to fully occupy SI's warehouse	Order amount	USD	Payment can be made by SI after having the following: <ol style="list-style-type: none"> 1- EOF fully signed 2- Delivery notes fully signed after conducting the required quality checks 3- Invoice reception

II. Tender organization

After the reception of the offers, the selection committee will meet and proceed with the bids evaluation.

At any stage, SI may request additional documents in order to proceed with the final selection.

SI reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

All proposals will be irrevocable after the Call for Tenders closing date.

SI reserves the right to alter the dates of the timetable.

1) Call for Tender Schedule

	DATE	TIME*
Advertisement	14 February 2025	
Deadline for submission of tenders (receiving date, not sending date)	24 February 2025	4:00 pm
Bids opening session	25 February 2025	
Notification of award to the successful tenderer	21 March 2025	
Signature of the contracts	28 March 2025	

2) Questions and Clarifications

If SI, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions by email, up to four (4) calendar days before the deadline for submission of tenders, specifying the publication reference and the Tender title to the following address:

callfortender@solidarites-liban.org

Any prospective tender seeking to arrange individual meetings with SI during the tender period may be excluded from the tender procedure.

3) Language of offers

All correspondence and documents related to the tender exchanged by the bidder and SI must be written in English.

4) Currency of the offer

The offers must be submitted in USD (United States Dollars). Any offer submitted in any other currency will automatically be rejected.

5) Alteration or withdrawal of tenders

Bidders 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.

6) Costs of preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

7) Ownership of tenders

SI shall retain ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

8) Notification award and contract signature

The successful bidder(s) will be informed in writing that its tender has been accepted (notification of award). SI will send the signed Framework Agreement in two original copies to the successful bidders.

If the successful tenderer fails to sign and send back the contract within Three (3) working days, SI can consider after notification the award as null and void.

Before signing the contract, SI has the right to inspect the facilities of the selected tenderer. SI reserves the right to select another tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender file.

The unsuccessful tenderer(s) will be informed in writing within 10 days of the finalization of the selection shortly after the award.

9) Cancellation of the Tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by SI.

If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur if:

- The tender's procedure has been unsuccessful,
- Namely where non qualitatively or financially worthwhile tender has been received or there has been no response at all.

- The economic or technical parameters of the projects have been fundamentally altered,
- Exceptional circumstances or force majeure render normal performance of the project impossible,
- All technically compliant tenders exceed the financial resources available,
- There have been irregularities in the procedure, in particular where these have prevented fair competition,

Under no circumstances will SI be liable for damages, whatever their nature (damages for loss of profits) or relation with the cancellation of a tender.

The publication of a procurement notice does not commit SI to implement the announced programme or project. This file does not constitute an order.

10) Dispute Settlement

In case of disagreement between SI and the successful tenderer, both parties will try to reach an amicable settlement.

If this attempt fails, both parties will try to find an agreement with the intervention of a third party, that they both chose.

If both attempts fail, the litigation will be settled according to Lebanese law and the appropriate tribunal in Beirut.

III. Evaluation Criteria

The Administrative proposal will be evaluated based on “Qualified” / “Not Qualified” based on the checklist considering the requirements mentioned in the Bid composition article of this document

The Technical proposal will be evaluated as 30% of the Total score, the scoring system will be as follow:

The technical evaluation will be carried out by the committee through examination of the provided pictures of Food Parcels' items. Grades will be assigned based on how well the products meet the technical specifications outlined in the TOR.

The Financial offer will be evaluated as 60% of the Total score, the scoring system will be as follow:

It will involve a proportional calculation, where the best offer receives the highest score, and the most expensive option receives the lowest.

The required delivery time of each request will be evaluated as 10% of the total score

Shortest delivery time will receive the highest score, while the longest delivery option will receive the lowest.