



CALL FOR TENDER

Organization:	The Forum for the Rights of Persons with Disabilities
Description:	Procurement of 3600 food parcels to internally displaced households and households from host communities in Akkar, Tripoli and Mennieh-Dennieh.
Project Objective:	<p>The overall objective of the project is the delivery of tailored multi-sectoral packages of services to PwDs, older persons and those living alone in Akkar, Tripoli and El Menieh-Dennieh districts to enhance their food security level and their hygiene practices, support their independence and well-being, and to promote their safety and dignity.</p> <p><i>Therefore, FRPD hereby invites interested and eligible suppliers to submit their proposals in response to this call for tender.</i></p>
Delivery:	Suppliers are expected to deliver the 3600 food parcels to FRPD premises located in Al Mina, Tripoli.
Announcement Date:	November 11 th , 2024
Proposals Submission Deadline:	November 25 th , 2024, at 4:00 pm <i>Proposals submitted after the deadline will be disqualified.</i>
Inquiries:	Inquiries must be submitted by email only to: procurement@theforum-lb.org no later than November 15th, 2024, at 4:00 pm.
Contract Type:	Long-Term Agreement
Eligibility Criteria:	<p><i>Legal Compliance:</i></p> <ul style="list-style-type: none"> • Ministry of Finance Registration Certificate • VAT Registration Certificate • Commercial Circular
Evaluation Criteria:	<p><i>Technical Proposal: 60 points</i></p> <ul style="list-style-type: none"> • Brand and Country of Origin (15 points) – Refer to Page (4) • Delivery time (10 points) • Packaging (5 points) – Refer to page (5) • Production and expiry date; minimum 1 year (15 points) – Refer to page (4) • Proof of similar previous experience in delivering food parcels to NGOs and INGOs – recommendation letter or work email address of the procurement/management department of the organization. (15 points) – Refer to (3) <p><i>Financial Proposal: 40 points</i></p> <p>Price of the food items specified in the BOQ (40 points) – Refer to Page (6)</p>
How to Apply:	<p>Proposals must be submitted by email to: tenders@theforum-lb.org no later than November 25th, 2024, at 4:00 pm.</p> <p><i>Incomplete proposals will be disqualified.</i></p>
Submission Format:	<p>Submission must be in the form of 2 PDFs: One for the technical proposal and another for the financial proposal.</p> <p><i>PDF 1: Technical Proposal</i></p> <ul style="list-style-type: none"> - Commercial Circular - Ministry of Finance Registration Certificate - VAT Registration Certificate



	<ul style="list-style-type: none">- Quality and Technical Specifications of the requested food items.- Catalog including <i>real images</i> of each food item, along with pictures of the food parcel <i>packaging (from outside and inside)</i> and the <i>production and expiry date of the items</i>.- Official authorization of the company signatory.- Bank details of the company.- Proof of similar previous experience in delivering food parcels to NGOs and INGOs – recommendation letter or work email address of the procurement/management department of the organization (<i>FRPD will conduct a reference check</i>) – Refer to page (3) <p>PDF 2: Financial Proposal</p> <ul style="list-style-type: none">- Filled, Signed and Stamped BOQ – Refer to page (6) <p><i>Submissions not adhering to the above-mentioned instructions will be disqualified.</i></p> <p><u>FRPD reserves the right to accept or reject any proposal, cancel the tendering process at any time prior to awarding the contract.</u></p>
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SIMILAR WORK EXPERIENCE

Company's Name:		
Address:		
Phone Number:		
Date:		
Do you have any previous experience with FRPD?		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
If you have previous experience with FRPD, please specify:		

Do you have any previous experience with NGOs or UN agencies in the past 5 years? Please list the names of these NGOs or UN agencies, their contacts, the project description and the project budget.

NGO's name <small>(Please include full name)</small>	Contact Person <small>(Please include full name)</small>	Project Description <small>(Please include the year of the implementation)</small>	Project Budget	Proof of experience	
				Recommendation Letter: Yes/No <small>(please include it in the technical proposal PDF)</small>	If no recommendation letter, please specify the Work Email of the Contact Person <small>(FRPD will conduct a reference check)</small>

Supplier name:

Focal Point Name & Title:

Date:

Signature and Stamp:



TECHNICAL SPECIFICATIONS

Item Title	Description	Brand Name	Country of Origin	Production date	Expiry date
Cereals - Rice	5 kg				
Flour	900g				
Pasta (Spaghetti)	500g				
Pasta (Shells)	500g				
Lentils	900g				
Red Beans	900g				
Chickpeas	900g				
Bulgur (White and Fine)	900g				
Tuna	185g				
Vegetable Oil - Sunflower	5 L				
Sugar	900g				
Dried Dates	1 kg				
Salt	700g				
Canned Peas	400g				
Canned Mixed Peas and Carrot	400g				
Canned Mushrooms	400g				
Canned Corn	340g				
Dried Mulukhiyah	200g				
Canned Tomato Paste	400g				
White Spread Cheese	120g				
Packaging	Carton Box				

Please specify the size of the box

Supplier name:

Focal Point Name & Title:

Date:

Signature and Stamp:



PACKAGING

Please provide a detailed description of the **materials used in your proposed** packaging. Specify the **dimensions of the packaging**, the **maximum number of items** that can be stored within a single package, and **how the design ensures protection of the items** during transportation and storage.

In addition, kindly attach photos and, if possible, samples of previous packaging you have provided, to help us assess quality, design, and functionality.



FINANCIAL PROPOSAL

Note: This document does not obligate FRPD with any quantities. FRPD will specify the exact quantities in the agreement when awarded to the selected vendor.

Item Title	Description	Unit	Qty	Unit Price (USD) Excl. VAT	VAT (11%)	Estimated Total Qty
Cereals - Rice	5 kg	Per bag	1			6840
Flour	900g	Per bag	1			10080
Pasta (Spaghetti)	500g	Per pack	1			10080
Pasta (Shells)	500g	Per bag	1			10080
Lentils	900g	Per bag	1			10080
Red Beans	900g	Per bag	1			10080
Chickpeas	900g	Per bag	1			10080
Bulgur (White and Fine)	900g	Per bag	1			10080
Tuna	185g	Per can	1			6840
Vegetable Oil - Sunflower	5 L	Per liter	1			3600
Sugar	900g	Per bag	1			10440
Dried Dates	1 kg	Per pack	1			10080
Salt	700g	Per bag	1			6840
Canned Peas	400g	Per can	1			6840
Mixed Peas and Carrot	400g	Per can	1			3600
Mushrooms	400g	Per can	1			3600
Corn	340g	Per can	1			3600
Dried Mulukhiyah	200g	Per pack	1			10080
Tomato Paste	400g	Per can	1			10080
White Spread Cheese	120g	Per pack	1			6840
Packaging	Carton Box	Per box	1			3600

If you are selected and an agreement is signed between your company and FRPD, how long it takes you to deliver the requested items to the location after the release order issuance?

Supplier name:

Focal Point Name & Title:

Date:

Signature and Stamp: