



## **Call for Tender for the Procurement of Food Parcels**

**Tender Reference: CFT/001/2022**

**The Forum for the Rights of Persons with Disabilities**

**October 2022**



## **Call for Tender – Reference CFT/001/2022: Procurement of Food Parcels**

FRPD is a non-governmental organization that operates as an independent living for persons with disability. FRPD is in the process of implementing a humanitarian project in the following areas: Tripoli – Akkar – Mennieh-Dennieh.

The project will contribute to the well-being of the most vulnerable Lebanese and Syrian families through provision of food parcels, WASH kits and protection services.

Moreover, the overall objective of this project is the provision of a package of services to enhance the food security levels, maintain good hygiene practices, and provide protective and immediate care support for persons with disabilities and older persons.

Therefore, FRPD hereby invites interested suppliers to submit their proposals in response to this call for tender.

FRPD looks forward to receiving your proposals and would like to thank you in advance for your interest in FRPD procurement opportunities.

## Section A: Instructions

<b>Tender No.</b>	CFT/001/2022
<b>FRPD Address</b>	Tripoli – Al Mina – Port-Said Street – Behind APEC station – The Forum Organization – GF
<b>Delivery Time</b>	Bi-Monthly
<b>Title</b>	Food Parcels Procurement
<b>Announcement Date:</b>	October 4, 2022
<b>Deadline for Inquiries</b>	October 7, 2022
<b>Deadline for Offers Submission</b>	<b>October 18, 2022, 16:00</b>
<b>How to apply</b>	Proposals must be submitted physically to FRPD main branch at the above-mentioned address. <b>Mandatory Sample Submission:</b> A food parcel should be submitted as a sample with the technical and financial proposal including all the food items (as per the BOQ) in properly sealed package to FRPD address. <b><i>Incomplete Proposals will be disqualified.</i></b>
<b>Submission Format</b>	Submission must be in the form of one envelope sealed containing two separate envelopes inside as follows: One Envelope for the technical proposal (1), and another envelope for the financial proposal (2). <b>Envelope 1:</b> Labeled <b><i>Technical Proposal</i></b> must include the following documents: <ol style="list-style-type: none"> <li>1. Company profile</li> <li>2. Entity registration certificate</li> <li>3. Commercial circular that shows the authorized signatory</li> <li>4. Registration certificate “MOF”</li> <li>5. VAT registration certificate</li> <li>6. Copy of entity owner ID</li> <li>7. Proof of <b>previous similar experience with UN agencies and/or NGOs in the last 5 years.</b></li> </ol> <b>Envelope 2:</b> Labeled <b><i>Financial Proposal</i></b> must include the following documents: <ol style="list-style-type: none"> <li>1. Filled call for tender document.</li> <li>2. BOQ (Fill out the form in section C with the price and specifications of the items) signed and stamped.</li> </ol> <b><i>Failure to adhere to the above instructions may lead to disqualification.</i></b>
<b>Email Address to Submit Inquiries</b>	<a href="mailto:procurement@theforum-lb.org">procurement@theforum-lb.org</a>
<b>Evaluation Criteria</b>	<ul style="list-style-type: none"> <li>• Price</li> <li>• Delivery Time</li> <li>• Quality</li> <li>• Warranty Offered</li> <li>• Previous Experience</li> </ul>
<b>Contract Type</b>	Long-Term Agreement
<b>Validity of Offer</b>	90 days

## Section B: Supplier Questionnaire

<b>Supplier Questionnaire</b>		
Company's Name:		
Address:		
Phone Number:		
Date:		
Please respond to the following questions.		
Do you have any previous experience with FRPD?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 and the project title and budget.		
<b>Technical Section</b>		
What can you provide as additional offer if you are selected?		
If you are selected and an agreement is signed between your company and FRPD, how long it takes the supplier to deliver the requested items to the location?		
What is the warranty period by the supplier for the purchased items?		



## Section C: 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.**

Goods Quality Should be Class: A / B / C / D

Food Parcels (Dry rations)							
#	Description	Specifications	Unit	Estimated Qty/Parcel	Unit Cost (USD)	Total Cost (USD)	Total Estimated Qty (4 months)
1	Cereals – Rice		5 kg	2	\$	\$	3840
2	Flour		900g	3	\$	\$	5760
3	Pasta (Spaghetti)		500g	3	\$	\$	5760
4	Pasta (Shells)		500g	3	\$	\$	5760
5	Lentils		900g	3	\$	\$	5760
6	Red Beans		900g	3	\$	\$	5760
7	Chickpeas		900g	3	\$	\$	5760
8	Bulgur		900g	3	\$	\$	5760
9	Tuna		185g	5	\$	\$	9600
10	Vegetable Oil - Sunflower		5 L	1	\$	\$	1920
11	Sugar		900g	3	\$	\$	5760
12	Dried Dates		1 kg	1	\$	\$	1920
13	Salt		700g	2	\$	\$	3840
14	Canned peas		400g	3	\$	\$	5760
15	Mixed peas and carrot		400g	5	\$	\$	9600
16	Mushrooms		400g	3	\$	\$	5760
17	Corn		340g	3	\$	\$	5760
18	Dried Mulukhiyah		200g	3	\$	\$	5760
19	Tomato Paste		400g	3	\$	\$	5760
20	White Spread Cheese		120g	3	\$	\$	5760
21	Packaging		Carton Box	1	\$	\$	1920
Total Without VAT						\$	
VAT 11% (In Lebanese pound official rate)						LBP	
Total with VAT						\$	

**Supplier name:**

**MOF Registration #:**

**Focal point full name:**

**Tax Registration #:**

**Date:**

**Signature and Stamp:**