



Call for Tender for the Procurement of Food Parcels

Tender Reference: CFT/001/2023

The Forum for the Rights of Persons with Disabilities

November 2023



Call for Tender – Reference CFT/001/2023: Procurement of Food Parcels

FRPD is a non-governmental organization that operates as an independent living for persons with disabilities. FRPD is in the process of implementing a humanitarian project in the Tripoli and Akkar areas.

The project will contribute to the well-being of the most vulnerable families through the 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 protection services 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

Tender No.	CFT/001/2023
FRPD Address	Tripoli – Al Mina – Port-Said Street – Behind APEC station – The Forum Organization – GF
Delivery Time	Monthly
Title	Food Parcels Procurement
Announcement Date	21/11/2023
Deadline to submit inquiries	24/11/2023 <i>Inquiries must be submitted by email only.</i>
Deadline for Offers Submission	05/12/2023 at 3:00 pm <i>Applications submitted after the deadline will be disqualified.</i>
How to apply	Proposals must be submitted physically to FRPD main branch: Tripoli – Al Mina – Port-Said Street – Behind APEC station – The Forum Organization – GF. <i>Applications submitted by email will be disqualified.</i>
Submission Format	Submission must be in the form of one envelope sealed with RED WAX (the envelope must bear the name and stamp of the supplier, along with the tender number clearly visible on the outside) containing two separate envelopes inside as follows: One Envelope for the technical proposal (1), and another envelope for the financial proposal (2). <i>Envelope 1: Labeled Technical Proposal must include the following documents:</i> <ol style="list-style-type: none"> 1. Company profile 2. Entity registration certificate 3. Commercial circular that shows the authorized signatory 4. Registration certificate “MOF” 5. VAT registration certificate 6. Copy of entity owner ID <i>Envelope 2: Labeled Financial Proposal must include the following documents:</i> <ol style="list-style-type: none"> 1. Filled, signed and stamped call for tender document. 2. BOQ (Fill out the form in section C with the price and specifications of the items). 3. Catalog including real images of each food item, along with pictures of the food parcel packaging. <i>Applications not adhering to the above-mentioned instructions/requirements will be disqualified.</i>
Email Address to Submit Inquiries	procurement@theforum-lb.org
Evaluation Criteria	Price, Delivery Time, Quality, Warranty Offered and Previous Experience in implementing similar projects with NGOs
Contract Type	Long-Term Agreement
Offer Validity	30 days



Section B: Supplier Questionnaire

Supplier Questionnaire		
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, the project title and the project budget.		
Technical Section		
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

Parcels Composition							
#	Item Title	Description	Unit	Estimated Qty/Parcel	Unit Cost (USD)	Total Cost (USD)	Total Estimated Qty
1	Cereals – Rice	5 kg	Per bag	2			4800
2	Flour	900 g	Per bag	3			7200
3	Pasta (Spaghetti)	500 g	Per pack	3			7200
4	Pasta (Shells)	500 g	Per bag	3			7200
5	Lentils	900 g	Per bag	3			7200
6	Red Beans	900 g	Per bag	3			7200
7	Chickpeas	900 g	Per bag	3			7200
8	Bulgur	900 g	Per bag	3			7200
9	Tuna	185 g	Per can	2			4800
10	Vegetable Oil – Sunflower	5 L	Per liter	1			2400
11	Sugar	900 g	Per bag	3			7200
12	Dried Dates	1 kg	Per pack	2			4800
13	Salt	700 g	Per bag	2			4800
14	Canned mixed peas and carrot	400 g	Per can	2			4800
15	Canned Mushrooms	400 g	Per can	1			2400
16	Canned Corn	340 g	Per can	1			2400
17	Dried Mulukhiyeh	200 g	Per pack	3			7200
18	Tomato Paste	400 g	Per can	3			7200
19	White Spread Cheese	120 g	Per pack	3			7200
20	Packaging	Carton box	Per box	1			2400
Total Without VAT (USD)							
VAT 11% (In USD, Payable in LBP)							
Total with VAT (USD)							

Supplier name:

MOF Registration #:

Focal point full name:

Tax Registration #:

Date:

Signature and Stamp: