



## CALL FOR TENDER

<b>Organization:</b>	The Forum for the Rights of Persons with Disabilities
<b>Description:</b>	Procurement of 1300 hygiene kits to internally displaced households and households from host communities in Akkar, Tripoli and Mennieh-Dennieh.
<b>Project Objective:</b>	<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><b><i>Therefore, FRPD hereby invites interested and eligible suppliers to submit their proposals in response to this call for tender.</i></b></p>
<b>Delivery:</b>	Suppliers are expected to deliver the 1300 hygiene kits to FRPD premises located in Al Mina, Tripoli.
<b>Announcement Date:</b>	November 12 <sup>th</sup> , 2024
<b>Proposals Submission Deadline:</b>	November 26 <sup>th</sup> , 2024, at 4:00 pm <b><i>Proposals submitted after the deadline will be disqualified.</i></b>
<b>Inquiries:</b>	Inquiries must be submitted <b>by email</b> only to: <a href="mailto:procurement@theforum-lb.org">procurement@theforum-lb.org</a> no later than <b>November 16<sup>th</sup>, 2024, at 4:00 pm.</b>
<b>Contract Type:</b>	Long-Term Agreement
<b>Eligibility Criteria:</b>	<p><b><i>Legal Compliance:</i></b></p> <ul style="list-style-type: none"> <li>• Ministry of Finance Registration Certificate</li> <li>• VAT Registration Certificate</li> <li>• Commercial Circular</li> </ul>
<b>Evaluation Criteria:</b>	<p><b><i>Technical Proposal: 60 points</i></b></p> <ul style="list-style-type: none"> <li>• Brand and Country of Origin <b>(15 points)</b> – Refer to Page <b>(4)</b></li> <li>• Delivery time <b>(10 points)</b></li> <li>• Packaging <b>(5 points)</b> – Refer to page <b>(5)</b></li> <li>• Production and expiry date (where applicable); minimum 1 year <b>(15 points)</b> – Refer to page <b>(4)</b></li> <li>• Proof of similar previous experience in delivering hygiene kits to NGOs and INGOs – recommendation letter or work email address of the procurement/management department of the organization. <b>(15 points)</b> – Refer to <b>(3)</b></li> </ul> <p><b><i>Financial Proposal: 40 points</i></b></p> <p>Price of the hygiene items specified in the BOQ <b>(40 points)</b> – Refer to Page <b>(6)</b></p>
<b>How to Apply:</b>	<p><b>Proposals must be submitted by email to:</b> <a href="mailto:tenders@theforum-lb.org">tenders@theforum-lb.org</a> <b>no later than November 26<sup>th</sup>, 2024, at 4:00 pm.</b></p> <p><b><i>Incomplete proposals will be disqualified.</i></b></p>
<b>Submission Format:</b>	<p>Submission must be in the form of <b>2 PDFs</b>: One for the technical proposal and another for the financial proposal.</p> <p><b><i>PDF 1: Technical Proposal</i></b></p> <ul style="list-style-type: none"> <li>- Commercial Circular</li> <li>- Ministry of Finance Registration Certificate</li> </ul>

	<ul style="list-style-type: none"><li>- VAT Registration Certificate</li><li>- Quality and Technical Specifications of the requested hygiene items.</li><li>- Catalog including <i>real images</i> of each hygiene item, along with pictures of the hygiene kit <i>packaging (from outside and inside)</i> and the <i>production and expiry date of the items (where applicable)</i>.</li><li>- Official authorization of the company signatory.</li><li>- Bank details of the company.</li><li>- Proof of similar previous experience in delivering hygiene kits 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 <b>(3)</b></li></ul> <p><b>PDF 2: Financial Proposal</b></p> <ul style="list-style-type: none"><li>- Filled, Signed and Stamped BOQ – Refer to page <b>(6)</b></li></ul> <p><b><i>Submissions not adhering to the above-mentioned instructions will be disqualified.</i></b></p> <p><b><u>FRPD reserves the right to accept or reject any proposal, cancel the tendering process at any time prior to awarding the contract.</u></b></p>
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## SIMILAR WORK EXPERIENCE

<b>Company's Name:</b>		
<b>Address:</b>		
<b>Phone Number:</b>		
<b>Date:</b>		
<b>Do you have any previous experience with FRPD?</b>		<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
Soap bar	Non-perfumed, for normal skin. Hypoallergenic, 250g				
Antibacterial multipurpose cleaning detergent	1 litre				
Dishwashing liquid	1 litre, bottle				
Laundry washing powder	Laundry detergent, 2kg				
Shampoo	1 litre, Hypoallergenic, PH factor 5.5				
Toothpaste adult	150 ml				
Toothpaste children	100 ml, 2 types of children toothpaste (3-5 years) (6-10 years)				
Toothbrush adult	Adult size, medium hardness, individually wrapped.				
Toothbrush children	Children size, soft, individually wrapped				
Garbage bag	Plastic trash /garbage 30lt. bags, a roll of 20 pc.				
Garbage bag	Plastic trash /garbage 10lt. bags, a roll of 20 pc.				
Plastic Bucket	30 litres, with cover				
Cotton towel	100% cotton, medium size or 130cm x 75cm, 340g				
Cotton towel	100% cotton, medium size or 30cm x 30cm				
Tissue Paper	1 pack of 300 sheets				
Toilet paper	1 pack of 300 sheets				
Floor mop	Reusable floor mop				
Sponge for dish washing	Medium size				
Disinfectant alcohol	500 ml				
Female sanitary pads - Medium	Pack of 10				
Packaging	Carton 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
Soap bar	Non-perfumed, for normal skin. Hypoallergenic, 250g	Per Soap	1			5700
Antibacterial multipurpose cleaning detergent	1 litre	Per Piece	1			1300
Dishwashing liquid	1 litre, bottle	Per Piece	1			1300
Laundry washing powder	Laundry detergent, 2kg	Per piece	1			3500
Shampoo	1 litre, Hypoallergenic, PH factor 5.5	Per Piece	1			1300
Toothpaste adult	150 ml	Per Piece	1			1300
Toothpaste children	100 ml, 2 types of children toothpaste (3-5 years) (6-10 years)	Per Piece	1			1300
Toothbrush adult	Adult size, medium hardness, individually wrapped.	Per Piece	1			1400
Toothbrush children	Children size, soft, individually wrapped	Per Piece	1			1700
Garbage bag	Plastic trash /garbage 30lt. bags, a roll of 20 pc.	Per Piece	1			1300
Garbage bag	Plastic trash /garbage 10lt. bags, a roll of 20 pc.	Per Piece	1			1300
Plastic Bucket	30 litres, with cover	Per Piece	1			700
Cotton towel	100% cotton, medium size or 130cm x 75cm, 340g	Per Piece	1			1700
Cotton towel	100% cotton, medium size or 30cm x 30cm	Per Piece	1			1400
Tissue Paper	1 pack of 300 sheets	Per Pack	1			3500
Toilet paper	1 pack of 300 sheets	Per Pack	1			3500
Floor mop	Reusable floor mop	Per Piece	1			1600
Sponge for dish washing	Medium size	Per Piece	1			2600
Disinfectant alcohol	500 ml	Per Piece	1			700
Female sanitary pads - Medium	Pack of 10	Per Pack	1			2600
Packaging	Carton Box	Per box	1			1300

**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:**