



Invitation to Bid (ITB)

Nusaned X LHF 28202

ITB#: 2024PR041ITB

Closing Date and Time: 18/November/2024 at 12:00 AM

Nusaned invites qualified and eligible vendors to make a firm offer for the supply and delivery of **Food Parcels** to **Karantina, Beirut**.

Nusaned's Food Parcel's distribution project will be targeting vulnerable households in 6 cadasters in Marjayoun but the supplier delivery is required to be to Karantina, Beirut exclusively (not to Marjayoun).

- 1- **4,100 Food Parcel** first distribution -> **26/11/2024**
- 2- **4,240 Food Parcel** second distribution -> **To be confirmed in December**

The project will be awarded to **1 or more Supplier** who pass the set requirements highlighted in this ITB.

Time Frame: November 2024 - December 2024

This document is not construed, in any way, as an offer to contract with your firm.

Important Notes:

- Signing and stamping each paper of the **2024PR041ITB** to indicate the acceptance to Nusaned on the required technical specification and terms.
- Nusaned may choose to cancel the agreement if deemed necessary;
- The delivery time, Location, and quantity of the supplies will be defined based on Nusaned request.

Published on Daleel Madani	06 November 2024
Close on Daleel Madani	17 November 2024
Inquiries and Questions	12 November 2024
Deadline Submission	18 November 2024 at 12:00 PM
Opening Tender Session	19 November 2024

Nusaned House, Sodeco, behind General Security, next to French embassy, [Beirut, Lebanon](#)

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Final Decision and supplier selection	20 November 2024
Contract	As soon as selected
Delivery to KARANTINA	Based on coordination and distribution dates

A. TENDER DOCUMENTS

The following annexes form an integral part of this Tender:

- Annex A: Vendor Registration Form fully and accurately filled in, signed, and stamped;
- Annex B: Technical specifications, requirements and delivery schedule to be signed and stamped;
- Annex C: Financial Proposal Form fully and accurately filled in, signed, and stamped;
- Annex D: Past Performance & Bidder References fully and accurately filled in, signed and stamped;
- Annex E: Non-Disclosure Agreement (attached)

B. BIDDING INFORMATION

Bidder is required to submit all their queries in respect of this request for a quote to wassim.sidawi@nusaned.org & Cc: Sandra.saleh@nusaned.org

Deadline for Queries: **12 November 2024, Time 12:00: PM**

1. **Delivery time:** Described above.
2. **Delivery Terms:** Delivery to KARANTINA as mentioned in the Financial **Offer**, Tenderer(s) shall be responsible for all costs arising from packing, forwarding, and delivering of Items to actual points of delivery including loading, unloading, packaging and transport.
3. **Warranty for the supplied items:** The supplier must check/inspect the items before dispatching them to the beneficiaries, and in case of rejected items, the supplier at no cost must replace them.
4. **SAFETY:** Covid-19 preventive measures must be implemented and respected at all times. The bidders take full responsibility to apply all the WHO recommended precautions before and during packaging, and



through the delivery of the items. As well as regular sanitization of the packaging space, the handling equipment, and the trucks.

5. **BID VALIDITY:** you are requesting to hold your proposal valid for a period of **60 days** from the deadline of submission of Bids.
6. **PRICE:** The price should be the best final offer, include discounts for early payment, **if any**
7. **PAYMENT TERMS:** Payment will be made within 15 working days of receipt of invoice at Nusanet office in Beirut
Payment will be through Bank Transfer to a fresh account or Bank Letter (up to the supplier).

8. **General Principles**

For the duration of the contract, the Vendor and his staff declare to:

- Comply with all laws and regulations in Lebanon.
- Respect human rights - Exploitation of child labor and all kind of sexual violence and sexual exploitation and abuse in the frame of the work or not (inside and outside the working hours and the working place) must be prohibited in accordance with Contracting Authority **PSEA Policy**.
- Respect the basic social rights and working conditions.
- Respect the environmental legislation.
- Reject all the associations of terrorism.
- Not be involved in any activity linked to terrorism.
- Avoid any relation with parties who support terrorism or who are linked to terrorist actions and funds.

C. **BIDDING INSTRUCTIONS:**

All interested and eligible firms should submit the following:

1. A Submission letter with the Annex A-registration form attached to be sent by e-mail in PDF format to wassim.sidawi@nusaned.org **Note: Any Financial documents received by the bidder through email will be directly disqualified**

Please indicate in the email subject field only the following **2024PR041ITB**



2. Two Sealed envelopes should be submitted in person and **not by email** to our Office in Beirut (Dawra, 4th floor) with the inscription : **2024PRO41ITB** Do not open before: 18 November 2024, No other inscription should be included on this envelope.

Inside this envelope, there will be two smaller ones as follows:

The first one will be titled "Technical Proposal" and should be sealed and stamped. It should include:

- a) This invitation to bid form is signed, and stamped;
- b) **Annex B** Technical Specs and requirements fully and accurately filled signed and stamped;
- c) The company's portfolio and list including name, phone number, and proof of the specific collaboration fully and accurately filled in, signed and stamped,
- d) Annex D& E signed and stamped;
- e) Copy of company registration;
- f) Copy of tax registration (Ministry of Finance);
- g) Copy of VAT registration (Ministry of Finance).

The second one will be titled as "Financial Proposal" and should be sealed and stamped. It should include:

Financial Offer Form **Annex C** fully and accurately filled in, signed, and stamped. Excellent quality should be provided.

Failure to submit any of the above or comply with the instructions will disqualify the offer. If one item cannot be submitted, the offer is rejected.

All bids must be received latest by 18 November 2024, 12:00 pm or earlier.

D. SELECTION AND CRITERIA

This tender will be awarded to the most efficient cost and technically compliant bid.

Nusaned may disqualify the bidder if:

- He/she fails to submit all or some of the Technical/Eligible Documents
- The information in the Bid Form is not complete and clear.



To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the ITB.

A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures, and specifications in the ITB without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the ITB, it will be rejected.

E. Evaluation Factors

All Bids will be evaluated in accordance with the evaluation factors described in the ITB and Evaluation Grid, Evaluation Committee will evaluate firstly the administrative compliance review on Acceptable/Not Acceptable to determine if the Bids meet the mandatory requirements.

The criteria for selection, indicated in the Evaluation Grid will be based on the best value for money plus technical analysis based on several factors. Given that the Evaluation Committee is not bound to the lowest price or to any bid made as a result of this bid that is not technically responsive.

F. PSEA training

The selected Suppliers and their staff will receive Protection from Sexual Exploitation and Abuse (PSEA) training to ensure Protection mainstreaming across this activity.

G. Confidentiality

All information included in this Request for Proposal is confidential and only for the recipient's knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

Nusaned may require bidders to execute a Non-Disclosure Agreement before being provided with some or all of the information included in the tenders.

H. Insufficient Data

It is the responsibility of the person submitting the proposal to ensure the completeness of the information submitted. Failure to do so may result in the elimination of the proposal from consideration.



I. Disclosure

Supplier represents and certifies that:

- The offer has not been knowingly disclosed directly or indirectly to any competitor or Nusaned staff or other Supplier before the opening of proposals by Nusaned.
- The financial terms have been established independently without consultation, communication, or agreement for the purpose of restricting competition or any matter relating to such prices with any competitor or other Suppliers.
- No attempt has been made to induce any other company or person to submit or not to submit a proposal in response to this Request for Proposal for the purpose of restricting competition.

J. Evaluation Grid

To Pass Technical Specification required from Nusaned

	Score
Supplier Profile (to attach separately)	0/10
Previous experience	0/10
Technical Offer	0/25
The time needed to finalize the Delivery	0/20
Financial Offer Form	0/35
Total score	100

Thank you and we look forward to receiving your quotation.

Sincerely yours,



ANNEX A: REGISTRATION FORM

Contact Information		
Supplier/Individual Name:		
Bidder Reference Number		
Email:		
Supplier Website:		
Primary Contact Name:		
Primary Contact Phone Number:		
Secondary Contact Name:		
Secondary Contact Phone Number:		
Professional information		
Main Team Member Name	Position/role	Year of Birth
1		
2		
3		
4		
Company registration #, if applicable:		
Stamp (Company)		



Years of experience in Hygiene kits distribution		
Previous experience with NGOs/INGOs:		
Conflict of Interest		
Do you or any of your employees have an affiliation with any of Nusaned's staff or board members, or a member of their family? (Yes or NO)		
If yes, please identify the pertinent individual(s) and their relationship to you (or your employees).	Name	Affiliation

Date:

Signature:



Annex B – TECHNICAL OFFER – Delivery schedule

Procedure Title	Supply and delivery of Food Parcels
Tender Reference	2024PR041ITB

The number of days needed to deliver the items requested:

Number of days needed to delivery of Food Parcels	1st delivery of 4100 Kits		Volume of 4100 Kits	
	Second Delivery of 4240 Kits		Volume of 4240 kits	

<u>Description</u>	<u>Brand</u>
<u>Rice (bag of 1 Kg)</u>	
<u>chickpeas (bag of 1 Kg)</u>	
<u>Bulgur (bag of 1 Kg)</u>	
<u>pasta spaghetti (bag of 1 kg)</u>	
<u>lentils (bag of 1 kg)</u>	
<u>beans (bag of 1 kg)</u>	



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<u>canned tuna with oil</u>	
<u>vegetable oil</u>	
<u>salt</u>	
<u>tomato paste</u>	
<u>sugar</u>	

Please note that all brands must be Lebanese or Turkish, or higher. Any offers that do not meet this requirement will be rejected.



Annex C: Financial proposal

<u>Procedure Title</u>	<u>Supply and delivery of Food Parcels</u>
<u>Tender Reference</u>	<u>ITB-2024PR041</u>

<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
<u>Rice (bag of 1 Kg)</u>	<u>3</u>	<u>Bag</u>		
<u>chickpeas (bag of 1 Kg)</u>	<u>1</u>	<u>Bag</u>		
<u>Bulgur (bag of 1 Kg)</u>	<u>3</u>	<u>Bag</u>		
<u>pasta spaghetti (bag of 1 kg)</u>	<u>4</u>	<u>Bag</u>		
<u>lentils (bag of 1 kg)</u>	<u>4</u>	<u>Bag</u>		
<u>beans (bag of 1 kg)</u>	<u>1</u>	<u>Bag</u>		
<u>canned tuna with oil</u>	<u>1.29</u>	<u>Kg</u>		



<u>vegetable oil</u>	<u>1.84</u>	<u>Liter</u>		
<u>salt</u>	<u>0.5</u>	<u>Kg</u>		
<u>tomato paste</u>	<u>0.4</u>	<u>Kg</u>		
<u>sugar</u>	<u>1</u>	<u>Kg</u>		
<u>Total Excl</u>				
<u>VAT</u>				
<u>Total Incl VAT</u>				
<u>Total of 8340 kits</u>				

Note: All Parcels should include the stickers of items inside the parcels (Nusaned + LHF and AVSI Logo) stickers to be shared

Parcels to be delivered to LOGISTICS CLUSTER in Pallets and well Packed to KARANTINA

Supplier name:

Signature and stamp:



ANNEX D: Past Performance & Bidder References

Procedure Title	Supply and delivery of Food Parcels
Tender Reference	<ul style="list-style-type: none">• 2024PR041ITB

Please provide the details of a minimum of two companies for your reference check. For these companies, it is compulsory to attach a copy of the Contract/ Purchase order/ Completion certificate/ or Reference letters as proof.

Description	Name of the organization	Reference Name	Contact Details	Contract date	Value

Supplier name:

Signature and stamp



ANNEX F: Documents Checklist

DOCUMENTS CHECKLIST

	Document	Delivered (YES/NO)
1	Invitation To Tender (Signed and stamped)	
2	ANNEX A: REGISTRATION FORM (Signed and stamped)	
3	Annex B – TECHNICAL OFFER – Delivery schedule (Signed and stamped)	
4	Annex C: Financial proposal (Signed and stamped)	
5	ANNEX D: Past Performance & Bidder References (Signed and stamped)	
6	Annex E: Non-disclosure Agreement (Signed and stamped in a blue pen)	

Name:

Signature: