



Invitation to bid (ITB)

ITB#: ITB/2021/001

DATE: 9, February, 2021

CLOSING DATE AND TIME: 5, March, 2021 at 4:00 pm

The office of SAWA for Dev & Aid in Beirut invites qualified and eligible vendors and manufacturers, registered with the Lebanese Government, to make a firm offer for the supply and delivery of **Food Parcels** with a fixed price till the end of 2021 year

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

Important Notes:

- Filing, signing and stamping each paper of the ITB/2021/001 to indicate the acceptance of the company on the required technical specification and terms.
- SAWA may choose to cancel the agreement if deemed necessary.
- SAWA will award the tender to one or two bidders based on the necessary
- The delivery time, Location and quantity of the supply will be defined for each order based on our projects need during 2021 year.
- SAWA may terminate the contract or impose other penalties if supplier fails to deliver items within this period
- The Estimated quantities/items may be less or more than those specified in the **Annex B** SAWA food parcels may not include all the items listed in **Annex B**.

A. TENDER DOCUMENTS

The following annexes form integral part of this Tender:

Annex A: Vendor Registration Form **fully and accurately filled in, signed and stamped**

Annex B: Technical specifications and requirements

Annex C: Financial Proposal Form **fully and accurately filled in, signed and stamped**

Annex D: Technical and Eligible Evaluation **fully and accurately filled in, signed and stamped**

Annex E: Past Performance & Bidder References **fully and accurately filled in, signed and stamped**



B. BIDDING INFORMATION

Bidders are required to submit all their queries in respect of this request for quote to Procurement@sdaid.org copying info@sdaid.org

Deadline for questions: 22, Feb, 2021 Time 5:00:00 PM

All questions during the tender period, as well as the associated answers, will be shared with all invited bidders after the February 22, 2021.

1. **Delivery time:** the bidder shall state the delivery lead time from the purchase order issuance date. Shorter delivery time will be given higher consideration.
2. **Delivery terms:** Delivery at place (DAP) Tenderer(s) shall be responsible for all costs arising from packing, forwarding and delivering of goods to actual points of delivery including loading, unloading, transport.
3. **Warranty for the supplied items:** The supplier must check/inspect the items before dispatching them to SAWA, and in case of rejected items, they must be replaced by the supplier at no cost to SAWA. please state the warranty period. Longer period of warranty will be considered as an added value.
4. **SAFETY:**
Food Safety and 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 food parcels. Such measures include PPE protective gear for the respective staff (warehouse, drivers, porters, etc./), as well as regular sanitization of the packaging space, the handling equipment, and the trucks
5. **BID VALIDITY:**
you are request to hold your proposal valid **till the end of 2021 Year** from deadline for submission.
6. **DELIVERY LOCATION:**
Location 1: Beqaa
Location 2: Beirut
Location 3: Tripoli
Location 4: North-Akkar
7. **PRICE:**
The price should be the best final offer
Include discounts for early payment, **if any**



8. PAYMENT TERMS:

Payment will be made within 30 days of receipt of invoice at SAWA's Office in Beirut following satisfactory delivery of services.

Payment will be through Bank transfer to a fresh account or Bank note. **(up to the supplier)**

- Vat 11% will be paid on the Lebanese official rate
- In case of payment in LBP, the value of the Lebanese Pound shall be determined according to the exchange of the US dollar issued by the Beirut Stock Exchange, on the payment's date.

C. BIDDING ISTRUCTIONS:

All interested and eligible firms should submit the following:

ONE:

A submission Letter with the **Annex A-registration form** attached to be sent by e-mail in PDF format to Procurement@sdaid.org copying info@sdaid.org **Note: Any Financial documents received by the bidder through e-mail will be directly disqualified**

Please indicate in the e-mail subject field only the follow **ITB/2021/001/Name of your firm**

TWO:

One sealed envelope **should be submitted in person and not by email** to our Head office in Beirut (**Arab University, Kalaat Rashaya Street, Next to Omar Faroukh School for Girls, Abed Al Hadi Mhaissen Building, 5th Floor**) with the inscription: **ITB/2021/001 Do not open before: 5, March,2021**. 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 as "**Technical Proposal**" and should be sealed and stamped. It should include:

- This invitation to bid form **signed, and stamped**
- Annex B** Technical Specs and requirements **signed and stamped**
- Technical Evaluation **Annex D** **fully and accurately filled in, signed and stamped**
- The company's portfolio and list of references **Annex E**, including name, phone number, and proof of the specific collaboration **fully and accurately filled in, signed and stamped**
- Copy of company registration
- Copy of tax registration (Ministry of Finance)



- g) Copy of VAT registration (Ministry of Finance)
- h) Iso,22000 certificate or equivalent health certification if any

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. All food items should be of excellent quality, and they should comply with the National and International Food Quality and Safety Standards.

THREE:

A sample box **with the inscription: ITB/2021/001 Do not open before: 5, March,2021** containing all the requested items (one item from each line) to be checked for compliance with the project’s requirements. The sample box should bear no mark or the bidder’s name.

ANNEX A- Supplier registration form signed and stamped should be placed inside the box.

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 5, March 2021,4:00 pm or earlier.

D. SELECTION AND CRITERIA

This tender will be awarded to the lowest cost technically compliant bid.

SAWA may disqualify the bidder if:

- He fails to submit all or some of the Technical/Eligible Documents
- the information in 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.

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically noncompliant will not be financially evaluated.

Thank you and we look forward to receiving your quotation.

Sincerely yours,