



**Islamic Relief Worldwide-Lebanon**

Islamic Relief Lebanon

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**Islamic Relief**  
Lebanon

**Tender No: IRL – T2023 – 036**

**Date: 25/08/2023**

**Location: All over Lebanon**

**Project Name: Seasonal Project**

## **ABOUT ISLAMIC RELIEF**

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items. After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.

## **Summary of Project:**

The **Winterisation intervention** is a seasonal programme implemented by Islamic Relief Lebanon with the aim of aiding vulnerable communities during the winter by strengthening their resilience against harsh weather conditions by distributing food items. The assistance consists of:

- **Food Basket (Quantity 2000)**

The above items will be distributed to 2000 families nationwide.



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Verdun, Saeb Salam Street,  
Kojok Center 4<sup>th</sup> floor & 5<sup>th</sup> floor  
Beirut, Lebanon

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[www.islamic-relief.org](http://www.islamic-relief.org)

فردان، شارع صائب سلام،  
سنتر كجك الطابق 4 و 5،  
بيروت، لبنان



## 1. SUBMISSION OF QUOTATIONS

1. Issuance of Payment occurs within 15 days after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.  
الدفع بعد الفاتورة الرسمية خلال خمسة عشرة يوماً على شكل شيك يصرف بعد 48 ساعة من تاريخ إستلامه نقداً بالدولار.
2. Bank fees when cheque withdrawn are on the account of the supplier.  
الرسوم البنكية عند صرف الشيك على حساب المورد
3. Prices must include VAT and it must be shown on the invoice,  
الاسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة
4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.  
لن يتم إعتقاد أي نموذج آخر غير هذا النموذج على أن يتم توقيعه و ختمه من قبل المتقدم لهذه المناقصة.
5. Every supplier has to fill the request for quotation and place it in a closed envelope, signed and stamped on the envelope and submitted by hand in the locked box that's found beside the reception office at our office located, Verdun – Saeb Salam Street – Kojok Center 5th floor – Beirut – Lebanon. We do not accept any quotation by email.  
على المتقدم لهذه المناقصة ملء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف وعليه أن يضع هذا المغلف بيده في الصندوق المقفل الموجود بجانب مكتب الإستقبال في مكتبنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسله في البريد الالكتروني لن تأخذ بعين الاعتبار.
6. The tender will be closed on 15/09/2023 at 4:00 pm and any bid will not be accepted after this time.  
المناقصة سوف تغلق 2023/09/15 الساعة 4:00 عصراً وأي مناقصة بعد هذا الوقت ستكون مرفوضة.
7. Procurement department is the only responsible department, any inquiry for clarification must be received by IRW-Lebanon in writing to email (procurement@islamicrelief-leb.org) at least 3 days before the deadline for submission of tenders. IRW-Lebanon will reply to bidders' questions at least 2 days before the deadline for submission of tenders.  
قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتصلوا مع قسم المشتريات من خلال البريد الالكتروني ( procurement@islamicrelief-leb.org ) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجب خلال مدة يومين قبل اغلاق الاعلان.
8. Supplier must submit his legal papers with the request for quotation in the same envelope, in addition to a copy of the owner's ID, or his quotation will not be considered





## Islamic Relief Lebanon

على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالإضافة الى صورة عن هوية مالك الشركة.

9. Invoice must be official and legal.  
الفاتورة يجب أن تكون قانونية بالكامل.
10. Prices must be in United states dollars. الأسعار بالدولار الأمريكي.
11. Prices include delivery to any place in Lebanon at any time requested.  
السعر شامل التوصيل الى أي مكان في لبنان.
12. CVs and/or portfolio to be submitted attached to the quotation.  
تقديم السيرة الذاتية مرفقة بالعرض المقدم.
13. Please take all the above notes into consideration, or your quotation will be disregarded.  
الرجاء أخذ الملاحظات الموجودة أعلاه بعين الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.



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## 2. SPECIFICATION OF REQUIREMENT

### Main Deliverables

Deliverable	Description	Timeline
Food Basket	Packed with the below (table) items. All boxes to be printed with IRL logo. IRL will share the Logo.	A total of 2000 basket (subject to increase or decrease) At least to have ready 500 unit in one week after signing of contract.
Delivery	Delivery should be available all over Lebanon. Each truck has to have two labors for uploading and offloading of the food baskets to beneficiary or to any location/food distribution points. Trucks need to wait till IRL team distribute all the requested quantity. The quantity will be distributed upon a schedule of one month where prices will be fixed as per the agreed value of the contract, and the storage will be the bidder's responsibility.	Schedule of distribution to be shared later on by the project team.
Team Communication	Supplier's labors need to coordinate with IRL team regarding delivery process. Labors need to receive vouchers from beneficiaries and IRL team will sign delivery note to the supplier side upon number of vouchers collected, it is the supplier's labor responsibility to hold vouchers.	During distribution.
Restrictions	Supplier's team is not allowed to communicate with beneficiaries or try to organize their movement, it is IRL team responsibility to prevent any miss communication with beneficiary.	During distribution





### 3. SERVICE REQUIREMENTS AND SCOPE OF WORK

Categories	Description	الوصف	No. of Units	Unit Price	Total Price (including VAT)
Food Package	Brown lentils 1KG * 2	عدس بني 1ك*2	2		
	Red lentils 1Kg* 1	عدس مجروش 1ك* 1	1		
	Egyptian rice 1KG * 5	أرز مصري 1ك* 5	5		
	Coarse white bulgur 1KG*5	برغل أبيض خشن 1ك* 5	5		
	Vegetable ghee 700g*3	سمن نباتي (0.7 كلغ للوحدة) *3	3		
	Sunflower oil 1L*5	زيت دوار الشمس 1ل* 5	5		
	White flour 900g*5	طحين 900 غ* 5	5		
	Tomato pastes 500g*2	صلصة (رب البندورة) 500 غ* 2	2		
	White sugar 1KG*5	سكر أبيض 1كلغ* 5	5		
	Vermicelli 500g*3	شعيرية مكسرة 500 غ* 3	3		
	Tea, loose, black 250g*2	شاي فلت 250 غرام* 2	2		
	Khodari Dates 1KG*4	تمر خضري 1ك* 4	4		
	Pasta (Spaghetti) 500g *5	معكرونة عيدان 500 غ* 5	5		
	Eggplant dip (Baba Ghanoush) 385g*2	متبل البذنجان 385 غ* 2	2		
	Canned hummus pastes 250g*5	حمص بالطحينة 250 غ* 5	5		
Corrugated cardboard box 250g	كرتونة مع شعار مطبوعة على الأربع جهات	1			
<b>Total Price</b>					





## 4. AWARD CRITERIA

Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with government tax Regulations.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
<b>Financial capacity and company capital</b> Company should have stable financial capacity and good capital.	10%
<b>Storage and Availability</b> Company needs to keep all the quantity requested (2,000) in their warehouse for one month till the whole quantity is distributed.	5%
<b>Working experience with INGO's in general and specifically in particular trades</b> Companies having previous working experience with donors INGOs or NGOs in particular food provision and distribution.	5%
<b>Quality of commodities</b> The food basket item quality in line with desirable food items by beneficiaries	40%
<b>Price</b> Food basket price should be in line with market prices including packing, uploading, offloading transporting to Food Distribution Points (FDPs)	40%
<b>Total</b>	<b>100</b>





**Agency Information:**

1	Name of Agency	
2	Name of the Owner and Partner	Owner:
		Partner:
		Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Proof of financial stability such as financial turnover of last three years or bank statement.	2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/>
		Bank Statement <input type="checkbox"/>
8	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
9	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

**Reference List**

Please provide details of 3 INGO/UN agency /any other entity for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / service provided to client			







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**Delivery Time**

How many days, from the time of signing the Contract will it take you to start delivery?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التنفيذ ؟
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<b>Complete Name of the Owner:</b>	
<b>Agency Name:</b>	
<b>Signature:</b>	
<b>Date &amp; Time:</b>	
<b>Contact Number / Address and phone number</b>	
<b>Agency Stamp</b>	



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