



Invitation to Bid

Supply, of Baked Goods to be Delivered to Schools in the Governorates of South (Saida, Sour), El Nabatieh (Marjayoun, Hasbaya, Bent Jbeil), and Mount Lebanon (Aley, Baabda, Chouf, El Meten) under the School feeding Program.

2024 – 2025

ITB 02 – 07 January 2025



Introduction

Within the framework of the School Snacks Program for 2024-2025 initiated by WFP, SHEILD will be requested to contract with a supplier to deliver nutritious snacks to approximately 30,000 children enrolled in 55 schools in the Governorates of South (Saida, Sour), El Nabatieh (Marjayoun, Hasbaya, Bent Jbeil) and Mount Lebanon (Aley, Baabda, Chouf, El Meten) part of these snacks will be three types of “Baked Goods”.

Section One: Letter of Invitation

Subject: Invitation to Bid: **Supply of Baked Goods to be Delivered to SHEILD warehouse in Tripoli under the School Snacks Feeding Program.**

Dear Mr./Ms.:

Social, Humanitarian, and Economical Intervention for Local Development (SHEILD) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – General Terms and Conditions

Section 3 - Instructions to Bidders

Section 4 - Data Sheet

Section 5 – Requested Services

Section 6 – Bid Submission Form

Section 7 – Documents Establishing the Eligibility and Qualifications of the Bidder

You are kindly requested to submit an acknowledgment letter to SHEILD at the following address:

SHEILD - Social, Humanitarian, and Economical Intervention for Local Development

Email Address: s_safieddine@sheildgroup.org

Attention: Procurement Unit, SHEILD

The letter of interest should be received by mail provided above no later than the **15th of January 2025, Close of Business Day**. The same letter should advise whether your company intends to submit a Bid. Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

SHEILD looks forward to receiving your Bid and thanks you in advance for your interest in SHEILD procurement opportunities. **Kindly refer to the Invitation to Bid and the related Sections.**



Section Two: General Terms and Conditions

Definitions

- a) "Bid" refers to the Bidder's response to the Invitation to Bid (ITB), including all documents and attachments.
- b) "Bidder" refers to any legal entity that submits a Bid for the supply of goods and related services requested by SHEILD.
- c) "Contract" refers to the legal instrument signed between SHEILD and the successful Bidder.
- d) "Country" indicates the country specified in the Data Sheet.
- e) "Data Sheet" contains conditions specific to the tendering process.
- f) "Day" refers to a calendar day.
- g) "Goods" are any tangible products or merchandise required by SHEILD under this ITB.
- h) "Government" refers to the Government of the country where the goods and services under the Contract will be delivered.
- i) "ITB" refers to the Invitation to Bid prepared by SHEILD to select the best supplier or service provider.

General Terms

1. SHEILD solicits Bids in response to this ITB. Bidders must adhere to all requirements.
2. Changes to the ITB may only be made with written approval from SHEILD as Supplemental Information.
3. Submission of a Bid signifies the Bidder's acknowledgment of all obligations stipulated in this ITB.
4. A Bid submitted is regarded as an offer and does not imply acceptance by SHEILD.
5. Bidders must conduct themselves professionally, avoiding conflicts of interest. Those found in conflict shall be disqualified.
6. Bidders must disclose any relationships with SHEILD staff or government personnel involved in the procurement process; failure to disclose may result in Bid rejection.
7. All submissions must be provided as a single file.

Section Three: Instructions to Bidders

1. Bidders are required to complete, sign, stamp, and submit the following documents and place them in two (2) envelopes:
 - The "**minimum requirement**" envelope signed and stamped, includes:
 - a- The Bid Submission Cover Letter Form in section 6.
 - b- Documents Establishing the Eligibility and Qualifications of the Bidder Form in section 7.
Plus supporting documents
 - The "**Financial Proposal**" envelope signed and stamped, includes:
 - a- The Financial proposal template in Annex 3



b- Sample of the baked goods requested to be checked for compliance with the project's requirements. The sample box should bear no mark or the bidder's name. The name of the bidder should be mentioned in a separate form placed inside the box.

- All required documents must be included in the bid file.
2. Clarification regarding the Bid
 - Bidders may request clarifications regarding any of the ITB documents no later than the number of days indicated in the Data Sheet before the Bid submission date.
 - Any request for clarification must be sent in writing via courier or through electronic means to SHEILD's address indicated in the Data Sheet. SHEILD will respond in writing, transmitted by electronic means, and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have confirmed their intention to submit a Bid.
 3. Amendment of Bid
 - At any time before the deadline for submission of Bid, SHEILD may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of Supplemental Information to the ITB.
 - To afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, SHEILD may extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.
 4. Preparation of Bid
 - Cost: The Bidder shall bear any costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected.
 - Language: The Bid, as well as any related correspondence exchanged by the Bidder and SHEILD, shall be written in the language(s) specified in the Data Sheet.
 5. Bid Submission Form: The Bidder shall submit the Bid Submission Form using the form provided in this ITB.
 6. Currencies: All prices shall be quoted in the currency indicated in the Data Sheet.
 7. Documents Establishing the Eligibility and Qualifications of the Bidder
 - The Bidder shall provide documentary evidence of its status as an eligible and qualified vendor, using the forms provided under this ITB.
 - If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between SHEILD and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.



8. Validity Period:

- Bid shall remain valid for the period specified in the Data Sheet. A Bid valid for a shorter period shall be immediately rejected by SHEILD and rendered non-responsive.
- In exceptional circumstances, before the expiration of the Bid validity period, SHEILD may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing and shall be considered integral to the Bid.

9. Submission and Opening of the Bid:

- ***Bids must be submitted by hand at the office address provided in the data sheet below Bid must be enclosed in a sealed envelope***
- SHEILD shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by SHEILD after the deadline for submission of the Bid shall be declared late, rejected, and returned unopened to the Bidder.
- A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with the ITB, duly signed by an authorized representative, and shall include a copy of the authorization.
- The bid requested to be withdrawn shall be returned unopened to the Bidders.
- No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of the Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

10. Bid Opening

- SHEILD will review the Bid in the presence of an ad-hoc committee formed by SHEILD.
- No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.
- Confidentiality: Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
- If a Bidder is unsuccessful, the Bidder may seek a meeting with SHEILD for a debriefing. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission and to assist the Bidder in improving the bid presented to SHEILD.

11. Evaluation of Bid:

- SHEILD shall examine the Bid to confirm that all terms and conditions under the SHEILD General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.
- The selection committee shall review and evaluate the Bids based on their responsiveness to the Requirements Technical Specifications and other documentation provided, applying the procedure indicated in the Data Sheet.
- SHEILD reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction, the validity of the information provided by the Bidder.



- SHEILD shall conduct a verification exercise on the accuracy, correctness, and authenticity of the information provided by the bidder on the legal, technical, and financial documents submitted, and validation of the extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team.

12. Clarification of Bid: To assist in the examination, evaluation, and comparison of bids, SHEILD may, at its discretion, ask any Bidder to clarify its Bid. SHEILD’s request for clarification and the Bidder’s response shall be in writing.

13. Award of Contract:

- SHEILD is not obligated to award the contract to the lowest price offer.
- Prior to the expiration of the period of Bid validity, SHEILD shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Requirements and Technical Specification and has offered a good and reasonable price.
- Contract Signature: Within four (4) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to SHEILD.

Section Four: Data Sheet

The following data for the supply of goods and related services shall complement/supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

Tender Title	Supply of Baked Goods to be Delivered to SHEILD warehouse in Tripoli
Country/ Location	Lebanon
Language of the Bid	English
Open Date of the Bid	07 January 2025
Closing Date of the Bid/Deadline	17 January 2025
Period of Bid Validity commencing on the submission date	90 Days
Advanced Payment upon signing of contract	NA
Preferred Currency of Bid	Fresh USD
Deadline for submitting requests for clarifications/ questions	15 January 2025
Contact Details for submitting clarifications/questions	Bid Submission inquiries to: Procurement Officer: S_safieddine@sheildgroup.org Project Manager: Z_chamseddine@sheildassociation.org Operations Coordinator: H_albandar@sheildassociation.org
No. of copies of the Bid that must be submitted	1
Bid submission address	SHEILD HQ office: Beirut – Badaro – Sami el Solh Street – Manhattan Building 5 th Floor



Manner of Submitting Bid	By a sealed envelope (Minimum requirement Separate from Financial) Both in one big envelope. The envelopes must not display any indication of the interested supplier.
Date, time, and venue for the opening of Bid	TBD
Required Documents that must be submitted to Establish the Qualification of Bidders	Legal registration documents (commercial circular, MoF registration certificates...)
Date to receive the goods and services from supplier/ contractor	Within a maximum of ten days after contract signature

Section Five – Requested Services

SHEILD is looking to partner with suppliers that can offer below-requested goods and services.

I. Supply of Baked Goods

1. Baked Goods Specifications:

Each product should be wrapped separately by the supplier and ready for consumption and distribution.

GOODS	Ingredients	AVERAGE WEIGHT	Expiry range
Kaak bi Halib	Wheat Flour, Sugar, Milk, Vegetable Ghee, Yeast, Baking Powder and Mahleb	70 Gr / 2 Pcs	10 days
Brioche Coco Raisin	Wheat flour, milk, sugar, butter, coconut, dried raisins, sesame, yeast, salt, spices, water, emulsifiers, antioxidant	80 Gr / 1 Pcs	14 days
Brioche Date	Wheat flour, dates, butter, eggs, sugar, milk, animal ghee, salt, rose water, flower water, yeast, water, emulsifiers, antioxidant	80 Gr / 1 Pcs	14 days

2. Baked Goods Requested:

One of these items will be distributed weekly to 30,000 students from January 2025 to June 2025, totaling 30 distribution days.

Goods	Average Gram per Meal per Day	Quantity per day	Total Quantity in units	Total Quantity in Gr
Kaak bi Halib	70 Gr	30,000	300,000	21,000,000
Brioche Coco Raisin	80 Gr	30,000	300,000	24,000,000
Brioche Date	80 Gr	30,000	300,000	24,000,000

3. Specific Descriptions:

GOODS	Serving Size	Calories (kcal)	Fat (g)	Protein (g)	Carbohydrates (g)
Kaak bi Halib	70 gr (2 pcs)	280	10.5	5.6	43.4
Brioche Coco Raisin	80 gr (1 pc)	314	13.4	7.9	40.5
Brioche Date	80 gr (1 pc)	255	8.3	5.6	39.4

**** Expiry Range of each item is to be between 10 days and Fourteen Days**

The supplier should guarantee that commodities are fit for human consumption, of good and marketable quality, of a color and texture proper to the product, free from abnormal smell, mold, and pests and shall conform to the local regulations. Any deviations in food commodities specifications or lab test failures shall result in rejection of the commodity. Packaging material should be food grade and of appropriate integrity.

4. Quality Assurance

Standards: The awarded supplier must guarantee that baked goods meet the required quality and safety standards

Testing: Snacks may be subject to quality and safety testing as per regulations.

Food safety audits and visits from Monitoring and evaluation Officers and WFP may also occur.

5. Packaging:

The snacks must be packed in **food-grade packing material** and a food grade certificate to be shared with SHEILD along with a migration testing.

The awarded supplier must ensure appropriate sealing during packaging is done and in case of any defect, items must be replaced along with a corrective action report.

6. Shelf Life and Expiration

The awarded supplier must ensure that the snacks have an expiration date marked clearly on the packaging.

The snacks must have a shelf-life as per below:

GOODS	Ingredients	AVERAGE WEIGHT	Expiry range
Kaak bi Halib	Wheat Flour, Sugar, Milk, Vegetable Ghee, Yeast, Baking Powder and Mahleb	70 Gr / 2 Pcs	10 days
Brioche Coco Raisin	Wheat flour, milk, sugar, butter, coconut, dried raisins, sesame, yeast, salt, spices, water, emulsifiers, antioxidant	80 Gr / 1 Pcs	14 days
Brioche Date	Wheat flour, dates, butter, eggs, sugar, milk, animal ghee, salt, rose water, flower water, yeast, water, emulsifiers, antioxidant	80 Gr / 1 Pcs	14 days



7. Storage

The snacks must be stored in compliance with recommended conditions to maintain quality, including proper temperature and humidity controls.

The pallets used to store products must be plastic or fumigated wood.

The specific area must uphold a consistent level of cleanliness, adhering to high standards of hygiene and proper housekeeping.

8. Transportation and Delivery

The baked good snacks must be transported in insulated clean pest treated trucks.

The baked good snacks are to be delivered to the “logistic” company that SHEILD will be collaborating with based on the bi-weekly plan provided beforehand located in Tripoli North Lebanon.

Load the baked good snacks onto trucks using clean crates or cartons that are easy to handle, suitable for loading and unloading, and equipped with proper food ventilation.

9. Labelling

The supplier must take into consideration that the baked good snacks are appropriately labeled including:

- product is fit for human consumption
- Commercial product name and description.
- Type of processing: as indicative of the product's nutritional value, and preservation needs (e.g. pasteurization type, lyophilized, fermented, dried, freeze-dried, pickled, smoked, etc.).
- Allergens.
- Ingredient list.
- Type of packaging, if applicable, or if any specific requirements which may affect its storability. The products must be packed in appropriate packaging which safeguards the hygienic, nutritional, technological, and organoleptic qualities of the product. Primary packaging must be food grade and comply with local regulations and our standards or requirements stated in the contract.
- Markings including labeling requirements and/ or labels in national language meeting local regulations.
- Product storage requirements (if shelf-stable or requires cold-chain; Temperature and humidity requirements).
- Size of pack (net weight, and/ or No. of items or units per pack).
- Special requirements “not for sale”.
- Nutritional facts (for processed and pre-packaged foods).

10. Waybill:

The supplier will issue a waybill for every delivery made and will make sure the waybill is validated and approved by the delivery focal point. Two copies of waybills will be provided from the awarded supplier (one for the delivery “logistic” company, and one for SHEILD)

Additional requirement for all suppliers of requested services

3. Compliance and Certifications:

- The awarded supplier must have a food safety management system that is compliant with relevant food safety standards and regulations. This system should include documented procedures and practices for ensuring the safety, quality, and hygiene of the product (SOP).
- Certifications (ISO, HACCP, FSSC, BRC...etc.) are considered a plus.
- The supplier must provide a water test result from an accredited laboratory and as per LIBNOR standards.
- The supplier must provide a product verification laboratory test (physical inspection, microbiological, chemical).
- **All food handlers** (Any personnel in direct contact with the food product) should undergo a health check-up every 6 months and must hold a food handler certificate (شهادة صحية من قبل وزارة الصحة في لبنان).
- All food handlers must abide by personal hygiene rules.
- A pest control program must be shared along with related reports.

4. Communication

The supplier must provide SHEILD with a Focal Point to be available at any hour to liaise with regarding any needed information or coordination.

The supplier must be able to share all required food safety and quality assurance documentation (monitoring and inspection forms, food safety management certification, HACCP plans, laboratory testing, training calendars, training evaluations, food safety SOP, and others) with SHEILD's Quality control officer.

The awarded supplier must report immediately any modification in terms of manufacturing, processing, shelf life, list of ingredients, or packing materials.

Any deviations in food commodities specifications or lab test failures will result in rejection of the commodity.

The awarded supplier must communicate their production capacity **20 days in advance** in case of any dysfunction or interrupted manufacturing and provide emergency plans.

5. Inspection and acceptance

Upon delivery, SHEILD reserved the right to inspect the produce for compliance with the food safety requirements and quality requirements. Fresh produce not meeting the standards may be rejected and returned at the supplier's expense.

SHEILD staff and SHEILDs Quality Control and Food Safety Officer will be present supervising the operation and making sure that the above requests are according to set standards and specifications.

Visits from monitoring and evaluation officers and WFP may also occur to check the food safety and quality control system in the operations along with samples collection for testing purposes.



6. Liability and insurance

Liability: define the supplier's liability for any issues arising from the products supplied

Insurance: the supplier should maintain insurance coverage for liability and product-related risks

7. Termination and cancellation

SHEILD may terminate the Contract immediately and on the responsibility of the Second Party and without any notice thereof, judicial action, or any other action in case the Second Party committed:

- An important or repeated breach of this Contract
- Wilfully neglected to fulfill its contractual obligations
- Refused to fulfill its contractual obligations
- Became unable to fulfill its contractual obligations
- Any infringement of the First Party's policies on protection from sexual exploitation and abuse, anti-corruption, international sanctions, anti-terrorism finance, anti-fraud, and anti-child labour.
- A moral misconduct or performed harmful actions to the interest or the reputation of the First Party.
- Failed to investigate, rectify, and provide corrective actions and preventive measures for a food safety-related issue (Personal Hygiene, product not abiding by food safety rules and regulations, cleaning, pest control, and others) within a specific timeline.

Further, SHEILD may terminate the Contract immediately and on the responsibility of the Supplier without any notice thereof, judicial action, or any other action in the event of the commencement of any bankruptcy proceedings against or the bankruptcy of the Second Party.

The First Party has the right to terminate without any notice if the funding given to SHEILD is decreased or stopped.

In case the obligations under this Contract become either impossible or very difficult to perform wholly or partly due to Force Majeure, this Contract shall automatically be suspended with no liability or obligation on either of the Parties and that for the duration of the Force Majeure. Should, however, Force Majeure continue for a period exceeding one month, then SHEILD shall have the right to terminate this Contract with immediate effect.

In the event of termination of the Contract by SHEILD according to this clause, the supplier shall only be entitled to the Price of Goods and Services supplied and delivered prior to the date of termination



8. Supplier Requests:

1. The supplier must be “legally” registered and must have a valid “license” that allows them to provide these service(s).
2. The supplier must have at least three (3) years’ experience in this domain of services.
3. The supplier must provide a full profile including previous contracts (collaborations) awarded to the company during the last three years
4. The company must have a valid address (office, premises, location, etc...)

Bidders who do not meet the criteria mentioned above are deemed ineligible, and their proposals will not undergo further evaluation.

9. Contract:

1. The Contract with the winning supplier will start approximately on the fourth week of January 2025 until the 31st of July 2025.
2. The offer will be provided in American Dollars
3. SHEILD will provide delivery schedules upon signing the contract. The awarded supplier must take into consideration that the deliveries must start within a maximum of ten days after being awarded the contract
4. SHEILD officials will perform an on-site inspection at the premises of the selected supplier prior to contract signing. This visit aims to supervise and assess the services that the supplier is set to provide.

10. Payment:

1. The supplier shall be reimbursed within 15 – 20 days of delivery of the baked goods to the delivery company, subject to an inspection and confirmation of the delivered quantities and quality.
2. The supplier will send an invoice for every batch delivered and SHEILD will settle the invoice within 15 – 20 days of receipt of the official invoice.
3. Payment shall be made via Bank Wiring Transfer (The bidder company must have a Fresh USD bank account in its name)
4. SHEILD will not cover bank charges/commission fees related to the bank transfer once payment is transferred.
5. The Supplier must issue two “Waybills” every delivery.



Section Six: Bid Submission Form

Bid Submission Letter

To: SHEILD, South Lebanon

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the related services required for the supply of **“Supply, of Baked Goods”** with your Invitation to Bid dated 07 January 2025. We are hereby submitting our Bid.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept any misrepresentation.
- b) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- c) We do not employ, nor anticipate employing, any person who is or was recently employed by SHEILD.

We confirm that we have read, understood, and hereby fully accept the Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB and the General Terms and Conditions of SHEILD under this ITB.

We agree to abide by this Bid for **90 Days**.

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that SHEILD is not bound to accept this Bid and that we shall bear all costs associated with its preparation and submission.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Contact Details:



Section Seven: Documents Establishing the Eligibility and Qualifications of the Bidder

Note: ** Refers to Pass OR Failed Criteria

Bidder's Legal Name		
In the case of a Joint Venture (JV), the legal name of each party		
Copy of legal registrations: Ministry of Justice, Ministry of Finance, and VAT**		If not, available Bidder will Fail
Experience, Qualifications, and Capacity		
1	Actual Country/ies of Registration/Operation	Recommended
2	Year of Registration in its Location	Recommended
3	Outline your experience in providing the service(s) for which you are applying**	If not, available Bidder will Fail
4	Provide examples of similar projects completed in the past.	Recommended
5	Standard Operating Procedures in place include but are not limited to receiving raw materials, storage of food, preparation, and handling of food, transportation of food, staff hygiene, cleaning, sanitization of product recall and withdrawal, traceability, waste management, etc. **	If not, available Bidder will Fail
6	Number of Personnel	Negotiable
7	Hours and days when the services are available	Negotiable
8	How many days will be required to commence operations after signing the contract?	Negotiable
9	Mention any limitations or exceptions in service availability	Negotiable
10	Contingency plans for ensuring service continuity	Negotiable
11	The validity of the offer provided	Negotiable
Quality Assurance		
12	ISO Certification or (BRC, FSSC) and HACCP certification is a plus	Recommended
13	Measures to ensure quality and food safety (quality control management system; food safety management system; traceability system)? **	If not, available Bidder will Fail
14	Pest control service availability**	If not, available Bidder will Fail
15	All food handlers (Any personnel in direct contact with the food product) should undergo a health check-up every 6 months and must hold a food handler certificate (شهادة صحية من قبل وزارة الصحة في لبنان). **	If not, available Bidder will Fail
Service Availability - Supply of Baked Goods		
16	Availability of needed goods and services (Capability to provide, and deliver the baked goods) **	If not, available Bidder will Fail
17	How long will it take to provide and deliver the baked goods upon request of batches?	Negotiable

