

**DATE: 26/09/2023**

**INVITATION TO BID: No. ITB/AKK/2023/09/001**

**FOR THE (Mouneh Preparation for Exhibition)**

**CLOSING DATE AND TIME: 03/10/2023 – 16:00 LT**

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## **INTRODUCTION**

Akkarouna is a local non-profit NGO that is managing 2 main offices in the Northern region of Lebanon, namely in Akkar, and Tripoli along with 2 community centers in Bireh and Halba, Akkar. Its aim is to achieve sustainable socio-economic growth through youth, women and children empowerment by building their capacities, enhancing community networks, implementing development projects and spreading awareness about rights and citizenship under 5 pillars: Shelter, Protection, Social Stability, Livelihood and Governance. It works as a humanitarian response, in order to build resilience against the impact of influx of refugees to an already weak and vulnerable region, which has impacted life in Lebanon on many different levels.

Akkarouna has incorporated into its mission the following UN Sustainable Development Goals 1st, 5th, 8th and 11th which are respectively ending poverty, achieving gender equality and empowering women and girls, creating decent work and economic growth, and lastly building towards sustainable cities and communities.

Our work covers the T5 (including Tripoli and Minieh-Dannyieh) and Akkar region, in the Northern of Lebanon.

## **1. REQUIREMENTS**

AKKAROUNA office, invites qualified suppliers and vendors to make a firm offer for the provision of **Mouneh Preparation for Exhibition** in North Lebanon (Akkar Specifically).

### **IMPORTANT:**

Exact content of each refreshment is detailed in Annex A of this document.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: this document is not construed in any way as an offer to contract with your firm.

## **2. BIDDING INFORMATION:**

### **2.1. TB DOCUMENTS “Request for tender “:**

The following annexes form integral part of this Invitation to Bid:

While submitting your bids please take into consideration the below technical criteria:

- Annex A:** Technical and Specifications Form.
- Annex B:** Financial Offer Form (Official Quotation).
- Annex C:** Vendor Registration Forms (ID, CV, MOF, Licenses, Quality Certificates ...).
- Annex D:** Confirmation Letter.
- Annex E:** Warranty Letter.
- Annex F:** Expiry Date Letter.

## 2.2 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to [info@akkarouna.com](mailto:info@akkarouna.com) ccing [nour.chami@akkarouna.com](mailto:nour.chami@akkarouna.com) or by Phone Call to 81/611848 – 03/983300.

**IMPORTANT:**

Please note that Bid Submissions not to be sent to the e-mail address above it should be delivered physically.

Akkarouna will compile the questions received and plans to respond to questions shortly after the query closing date. Akkarouna may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

## 2.3 YOUR OFFER

Your offer shall be prepared in English or Arabic.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other Akkarouna staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer 60%
- Financial offer 40%

### 2.4.1 Content of the TECHNICAL OFFER (60%)

**IMPORTANT:**

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the products requested by Akkarouna can be found in **(ANNEX A)**. Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

**Start Date:** the winning bidder should start the work on latest, **October, 3, 2023**

**Delivery:** 15 Days from the starting work date.

**Inspection:** Inspection will be randomly conducted by Akkarouna.

#### **2.4.2 Content of the FINANCIAL OFFER (40%)**

Your separate **financial offer** must contain an overall offer in a single currency in US Dollars.

The Financial offer is to be submitted as per the Financial Offer Form (Annex B).

Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

**Unit costs:** The bidder shall quote the unit price. Any quantity or other discounts (e.g., volume discounts) shall be clearly indicated (Item, Unit Cost, Quantity, Total Cost, Discount).

You are requested to hold your offer valid for 30 days from the deadline for submission. Akkarouna will make its best effort to select a company within this period.

**Payments Terms:** 3 equal payments.

#### **2.5 ESSENTIAL CRITERIA**

These are criteria which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. These criteria are scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

1. Bidder's registration in Lebanon:

Bidder to submit copies of company registration, tax ID certificate if registered, or Identification letter from the local authority "Municipality, Mayor" to confirm their official presence and good performance in their area. Bidders have to provide with Owner or CEO or GM passport / I.D. copy.

2. Bidder's willingness to accept 100% payment to be paid until the maximum of 30-45 days from submission of invoice (after complete delivery) with all valid supporting documents, payment method will be by international transfer.

3. The Bidder and its staff agree to comply with Akkarouna and the IAPG's policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded. Child Safeguarding Policy, Anti-Fraud, Bribery & Corruption Policy, Slavery & Human Trafficking Policy, Anti-Harassment, Intimidation & Bullying Policy, Protection from Sexual Exploitation & Abuse Policy, IAPG Code of Conduct and Conditions of Tendering. **Winner Bidder to sign on each of the mentioned documents.**

4. Bidders to confirm that they are not any prohibited parties or on Government blacklists.

5. Bidders must provide samples of all the requested items packed.

#### **2.6. SUBMISSION OF BID:**

##### **Paper Submission:**

The offers must be at your official letter head, clearly identifying your company.

Bids should be submitted in a sealed envelope to:

**Akkarouna Office: Akkar, Menyara, Youssef Salloum Building, 2nd Floor.**

**Akkarouna Office: Tripoli, Dam & Farez, Jana Residence Building, 5th Floor.**

The Technical and Financial offers shall be clearly separated.

**IMPORTANT:**

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

**Deadline: 03/10/2023, 16:00 local time.**

**IMPORTANT:**

Any bid received after this date or sent to another Akkarouna address may be rejected. Akkarouna may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

Please indicate on the envelope:

- Name of your firm with the title of the attachment  
**For example:** 1<sup>st</sup> envelop: Name of company/trainer - Financial Documents  
2<sup>nd</sup> envelop: Name of company/trainer - Technical Documents

يرجى تحديد المحتوى على المغلف:

إسم الشركة / المؤسسة مع عنوان المرفقات.

مثلاً: على المغلف الأول يكتب إسم الشركة/المؤسسة – المستندات المالية.  
على المغلف الآخر يكتب إسم الشركة/المؤسسة – المستندات التقنية.

Akkarouna will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**2.7 BID ACCEPTANCE:**

Akkarouna may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

Akkarouna may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by Akkarouna at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that Akkarouna is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to Akkarouna general principles, including economy and efficiency and best value for money.

**2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by Akkarouna business owner.




**2.9** By signing this ITB, the bidder is deemed to have agreed to all the terms and contained therein.



Akkarouna  
Akkar

# Akkarouna Association

## BOQ for One Run / Exhibition

<b>Tender No. :</b>	ITB / AKK / 2023 / 09	<b>Date:</b>	26/09/2023	
<b>List of Items to Be Produced</b>				
<b>Dried Products</b>				
1) Dried Apple Slices 2) Dried Apple Slices Dipped in Milk Chocolate 3) Dried Apple Slices Dipped in Dark Chocolate 4) Dried Plums 5) Dried Mallow 6) Dried Tomatoes with Oregano, Olive Oil & Garlic				
<b>Jams</b>				
1) Apple Jam 2) Plums Jam 3) Peach Jam 4) Pear Jam 5) Fig Jam 6) Date Jam				
<b>Peanut Butter</b>				
1) Peanut Butter 2) Peanut Butter (Salted) 3) Peanut Butter (Sweetened with Honey) 4) Peanut Butter Crunshy (Salted and Sweet)				
<b>Pickles</b>				
1) Cucumber Pickles 2) Eggplant (Makdous) 3) Dried Fig Dipped in Honey and pickled with Olive Oil 4) Grape Leaves				
<b>Dairy products</b>				
1) Labne Round Balls (with chili, thyme, barake seeds, mint etc.) 2) White Cheese (normal, chili, etc.) 3) Traditional Lebanese Qishta (On Site Production)				
<b>Syrup and Distilled Rose and Blossom Water</b>				
1) Apple Syrup 2) Rose Water 3) Blossom Water				
<b>Raw Material</b>				
<b>1. Non Food Product</b>				
<b>Material</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Notes</b>

<b>Jars 330 ML</b>		Box / 12 Jar	105	
<b>Jars 370 ML</b>		Box / 12 Jar	17	
<b>Jars 635 ML</b>		Box / 12 Jar	117	

Bottles 375 ML		Box / 24 Bottle	17	
Bottles 750 ML		Box / 24 Bottle	17	
Bags			450	

## 2. Food Product

Item	Unit	Quantity	Notes
Apple	Kg	250	
Plums	kg	300	
Tomato	Kg	300	
Oregano	kg	1	
Eggplant	Kg	250	
Walnuts	kg	20	
Cucumber	Kg	120	
Pear	kg	125	
Peach	Kg	125	
Fig	kg	125	
Green Mallow	Kg	300	
Vinegar	L	10	
Salt	Kg	10	
Red Pepper	kg	25	

Hot Pepper	kg	10	
Garlic	kg	10	
Dried Figs	Kg	25	
White Sugar	Kg	700	
Olive Oil	L	50	
Vegetable Oil	L	40	
Milk Chocolate	Kg	4	
Dark Chocolate	Kg	4	
Lemon	Kg	15	
Green Leaves	Kg	100	
Peanut Butter	Kg	100	
Honey	Kg	20	
Apple Syrup (Tuffah)	L	100	
Rose Water	L	100	
Blossom Water	L	100	
Dates	Kg	20	

الفائز بالمناقصة بالإضافة إلى تأمينه العناصر المطلوبة سيكون مسؤولاً عن الحفاظ عليها وعلى سلامتها وجودتها طيلة فترة استخدامها

### 3- Extra Items

Item	Description	Unit	Quantity	Notes
1				
2				
3				
4				

يمكن إضافة أي عناصر غير ملحوظة أعلاه تبعاً للخيارات السابقة في هذا المجال للمتقدم للمناقصة  
يكون الهدف منها الحصول على المنتج النهائي ( طباعة - تغليف - توبيب - فرز .. )

### 4. Production Area Rental

Location	Notes
Chamber of Commerce Industry & Agriculture Industrial Development Research Agro-Agri Center (IDRAC)	

الفائز بالمناقصة سيكون مسؤولاً عن التواصل مع إدارة غرفة التجارة والصناعة للحصول على عرض منها

### 5. Production Monitoring Fees

Description	Number of Supervisors	Days	Notes
Monitor all of production lines at IDRAC	5	25	



# Akkarouna Association

## Financial Offer

Tender No. :	ITB/AKK/2023/09/001	Date:	
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### Raw Material

#### 1. Non Food Product

Material	Description	Unit	Quantity	Unit Price HT	Total Price
Jars 330 ML	-	Box / 12 Jar	105		
Jars 370 ML	-	Box / 12 Jar	17		
Jars 750 ML	-	Box / 12 Jar	17		
Jars 635 ML	-	Box / 12 Jar	117		
Bottles 375 ML	-	Box / 24 Bottle	17		
	<b>Bags</b>		450		
<b>Total</b>					0

#### 2. Food Product

Item	Unit	Quantity	Unit Price HT	Total Price
Apple	Kg	250		
Plums	kg	300		
Tomato	Kg	300		
Oregano	kg	1		
Eggplant	Kg	250		
Walnuts	kg	20		
Cucumber	Kg	120		
Pear	kg	125		
Peach	Kg	125		
Fig	kg	125		
Green Mallow	Kg	300		
Vinegar	L	10		
Salt	Kg	10		
Red Pepper	kg	25		
Hot Pepper	kg	10		
Garlic	kg	10		
Dried Figs	Kg	25		
White Sugar	Kg	700		
Olive Oil	L	50		
Vegetable Oil	L	40		
Milk Chocolate	Kg	4		
Dark Chocolate	Kg	4		
Lemon	Kg	15		
Green Leaves	Kg	100		
Peanut Butter	Kg	100		
Honey	Kg	20		
Apple Syrup (Tuffah)	L	100		
Rose Water	L	100		
Blossom Water	L	100		
Date	KG	20		
<b>Total</b>				0

#### 3- Extra Items

Item	Description	Unit	Quantity	Unit Price HT	Total Price
1					
2					
3					
4					
5					
<b>Total</b>					0

#### 4. Production Area Rental

Location	Unit Price HT	Total Price
Chamber of Commerce Industry & Agriculture -- Industrial Development Research Agro-Agri Center		
<b>Total</b>		0

#### 5. Production Monitoring Fees

Description	Number of Supervisors	Days	Unit Price HT	Total Price

<b>Monitor all of production lines at IDRAC</b>	5	25		
<b>Total</b>				0

**ANNEX D**

**To:** Akkarouna Association.

**Subject:** Confirmation letter.

**Reference:** ITB/AKK/2023/09/001.

As representative of the company / establishment / organization named:

.....

I hereby confirm at my personal responsibility that since its foundation our organization has never been a prohibited party or on any government's blacklist.

**Name:**

**Position:**

**Date:**

**Stamp and Signature:**

## ANNEX E

**To:** Akkarouna Association.

**Subject:** Warranty Letter.

**Reference:** ITB/AKK/2023/09/001.

As representative of the company / establishment / organization named:

.....

أتعهد بأن جميع السلع والمستلزمات والإصناف المطلوبة التي سأقوم بتزويد الجمعية بها في حال فوزي  
بالمناقصة، سيتم المحافظة على سلامتها وجودتها وقابليتها للإستخدام والإستهلاك منذ وصولها إلى مركز  
التصنيع والتوضيب وحتى يوم افتتاح المعرض المخصص لها.

وأن جميع المواد التي سيتم استخدامها في إعداد الممنتجات تاريخ صلاحيتها سنة فما فوق بدءاً من تاريخ  
2023/11/1.

**Name:**

**Position:**

**Date:**

**Signature:**

## **ANNEX E**

**To:** Akkarouna Association.

**Subject:** Expiry Date Letter.

**Reference:** ITB/AKK/2023/09/001.

As representative of the company / establishment / organization named:

.....

أتعهد بأن جميع المواد التي سيتم استخدامها في إعداد المنتجات الغذائية المطلوب تصنيعها, سيكون تاريخ صلاحيتها سنة على الأقل بدءاً من التاريخ المحدد للمعرض المخصص لتسويقها فيه.

**Name:**

**Position:**

**Date:**

**Signature:**