



## Request for Quotes (RFQ) 01-02/24: Supply, Packaging and Delivery of School Snacks – North Lebanon and Akkar

**Programme:** World Food Programme (WFP) - School Snacks Project 2023-2024

**Funded by:** WFP

**Implementing Partner:** Development Culture and Leadership (DCL)

**Type of bid:** Public

Tenders must be submitted in a sealed envelope:

Mailing address	Development Culture and Leadership – (Malak 2 Building, Tripoli, facing Wissam Al Hasan Garden, Dam w Farez, 7 <sup>th</sup> floor)
<b>Tender deadline</b>	<b>Date: Friday, February 16<sup>th</sup>, 2024</b> <b>Time: 2:00:00 PM</b> PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE
Bids to be marked	“RFQ 01-02/24 Do not open before: <b>Friday, February 16<sup>th</sup>, 2024</b>
Deadline for questions	Date: <b>Monday, February 12<sup>th</sup>, 2024</b> Time: 2:00:00 PM Please address questions to <a href="mailto:dcl.procurement@gmail.com">dcl.procurement@gmail.com</a>

### **PROGRAMME DETAILS**

Under WFP’s School Snacks 2023-2024 Programme, DCL is requested to distribute healthy snacks to 30,000 children registered in 55 schools in North Lebanon and Akkar. The requested types of snacks, including specifications, quantities, and months of distribution are analyzed in Annex 3. The list of schools with their respective expected number of students is provided in Annex 4.

- Estimated number of children/snack bags per distribution day: 30,000. The exact numbers per day and per school will be confirmed to the supplier on a weekly basis based on updated registration numbers, attendance, and anticipation of any disruptions in the school’s operation.
- Contract duration: 4 months, with possibility of extension if needed.
- Total expected number of distribution and dispatch days: up to 94.
- Transportation of the snacks to the schools should be done in most cases on every school day unless otherwise agreed or deemed necessary.

**DCL is looking to partner with suppliers that can offer one or more of the below requested services. Regarding the food items as per Point 1 below, companies may propose to supply one or more of the requested snacks.**



### **REQUESTED SERVICES**

1. Sourcing of food items (two categories: “fruits/vegetables” and “milk/nuts” as per Annex 3); suppliers applying for this service should support their proposal with samples of the requested snacks.
2. Cleaning and disinfecting of the fruits/vegetables so that they can be consumed immediately (fruits/vegetables should be whole, clean, ready for consumption); wrapping the fruits/vegetables in food-grade protective paper;
3. Packaging the snacks by placing one item from the fruits/vegetables category along with one item from the “milk/nuts” category in a food-grade paper bag.
4. Loading the individual snack bags on trucks using clean crates or cartons, easy to carry, suitable for loading/offloading including rough handling, and bearing appropriate ventilation for food; transporting the snacks to the final destinations (as analysed in Annex 4) following the daily and weekly schedule shared by DCL which will be in compliance with the schedule in Annex 3. Dispatching the snacks to all schools before 9:00 AM, so that they are available to be consumed during recess. Off-loading the snacks in the schools and transferring them to the designated storage areas where they will be left in the larger storage containers in which they are transferred (at the same time, the empty containers from the previous delivery will be picked up to be used in the next days). The exact number of snack bags per school per day will be shared with the supplier on a weekly basis, and confirmed one day before the dispatch.

### **FOOD ITEM SPECIFICATIONS**

<b>Item</b>	<b>Specifications</b>	<b>Weight</b>
Apples	locally produced, red or yellow golden, whole, medium size, washed, wrapped;	140-170 grams each
Bananas	locally produced, whole, large size, wrapped (if not locally available, explanation of sources is required);	120-150 grams each
Sour green plums جنارك	locally produced, 5-6 plums per serving, medium size, washed, wrapped;	180-210 grams in total
Plums	locally produced, 5-6 plums, per serving, medium size, washed, wrapped.	180-210 grams in total
Apricots	locally produced, 5-6 apricots per serving, medium size, washed, wrapped	180-210 grams in total
Nectarine	locally produced, whole, medium size, washed, wrapped.	140-180 grams each
Carrots	locally produced, 2 medium carrots per serving, washed, wrapped;	110-140 grams in total
Cucumbers	locally produced, 2 medium cucumbers per serving, washed, wrapped.	110-140 grams in total



Apple chips	locally produced, no preservatives, bearing a “not for sale” sign and having acceptable expiry date;	30 grams per pack
Peanuts	locally produced, roasted, lightly salted (no peel, skin or shell), Aflatoxin free, food grade packaging, bearing a “not for sale” sign and having acceptable expiry date;	30 grams per pack
Milk	locally produced, plain, whole fat, UHT sterilized, bearing a “not for sale” sign and acceptable expiry date.	125 ml per pack
Mixed nuts and Fruits	locally produced, raw, unroasted, unsalted nuts, no preservatives, bearing a “not for sale” sign and having acceptable expiry date.	40 grams per pack

Packaged snacks (peanuts, apple chips, milk, and mixed nuts & fruits) should be supported by ISO certification for the production and packaging process.

### **CLEANING AND PACKAGING PROCESS**

- All fruits/vegetables should be inspected by the supplier to be free from cuts, bruises or bearing other signs of deterioration.
- All fruits and vegetables should be whole, clean, and ready for consumption.
- Cleaning of the fruits/vegetable should be done by the supplier, using water that is clean, free from impurities and in accordance to Libnor Standards (the quality of the water, including its chlorine levels should be tested by the supplier on a frequent basis, the frequency to be confirmed with DCL, and the results should be shared immediately with DCL).
- Once cleaned and dried (using clean cloths, frequently changed within the day), each item from the fruits/vegetables category should be wrapped in food-grade paper.
- Each snack bag should include one item from the fruits/vegetables category and one from the milk/peanuts/mixed nuts & fruits category. The requested combination per day will be shared by DCL on a weekly basis (Refer to Annex 3 for indicative figures).
- The snack bags should be made of food-grade paper, dimensions: 14x24cm each. They should bear printed multi-colored logos on one side and designs/messages on the other side (to be provided by DCL).
- The snack bags should be placed in clean crates or cartons, easy to carry, suitable for loading/offloading including rough handling to final destinations, and bearing appropriate ventilation for food.
- Cholera 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), proper disinfection of water, as well as regular sanitization of the packaging space, the handling equipment, and the trucks.



### **WAREHOUSE AND STORAGE AREAS**

- The supplier(s) are encouraged to use a dedicated area for the purposes of the project, especially if they offer cleaning and packaging services.
- Boxes of snacks/food items should not be stored directly on the floor, should not be left exposed in direct sunlight, and should be at a minimum distance of 20 cm from the walls, and 60cm from the ceiling.
- The warehouse should remain closed, with proper ventilation (using nets or fans), and should be free of gaps and holes.
- Pest control management should be conducted regularly in the warehouse and the trucks used for the transportation of the snacks to the schools.
- The warehouse should remain clean at all times, maintaining top-level standards of hygiene and proper housekeeping.
- Eating, drinking or smoking should be prohibited in the warehouse.
- All workers should wear hair nets and gloves, should be checked for any sickness daily, and should follow top-level standards of hygiene.
- All trucks must be properly cleaned prior to loading the snacks.

### **ADDITIONAL NOTES:**

- The supplier(s) should agree that the workers working on the specific project undergo a training (with frequent refreshers) by DCL on quality control, standards of hygiene, and protection (PSEA).
- The supplier(s) should agree to identify the number of farmers benefitting from the orders and to give clearance/connect DCL's management team with the sub-suppliers, especially the farmers, if needed for the purposes of the program.

### **IMPORTANT NOTES:**

- DCL may choose to cancel the bid/agreement if deemed necessary.
- DCL may terminate the contract or impose other penalties if the supplier fails to deliver items within the agreed period.

### **ELIGIBILITY CRITERIA**

Suppliers and vendors seeking to apply to this RFQ should:

- Be companies registered in the Ministry of Finance and Ministry of Justice
- Have VAT registration.
- Have experience in the food trade industry.
- Have at least 5 years of business operation.
- If offering packaged snacks, have relevant ISO certification.



Bidders not fulfilling the above criteria are considered non-eligible and their proposals will not be further evaluated.

### **SELECTION CRITERIA**

This tender will be awarded to the offer that will get the best total rating from DCL's Procurement Committee based on the following criteria:

- Technical/Qualitative assessment

Evaluation will be based on the following criteria:

- Quality of the sample food items and packaging provided (following the RFQ specifications in size and country of origin) (*Product samples and packaging provided will be scored based on their quality and adherence to the required specifications*).
  - Warehouse size, facilities and personnel (depending on the services proposed by the supplier).
  - Cleaning and packaging process (if included in the services proposed by the supplier).
  - Size of truck fleet (depending on the services proposed by the supplier)
  - Geographic location of the company/warehouse (*proximity to the area to be served, i.e., North Lebanon and Akkar, is preferred*).
  - Portfolio of clients;
  - Market references.
- Financial competitiveness

It focuses on the financial proposal offered and the value for money assessment (combined with the qualitative assessment above).

### **BIDDING INSTRUCTIONS**

All bidders should submit the following:

1. One sealed envelope with the inscription: "RFQ 01-02/24 Do not open before: **Friday, February 16<sup>th</sup>, 2024**". No other inscription should be included on this envelope. Inside this envelope, there will be two smaller ones as follows:
  - a. The first one will be titled as "**Minimum Requirements**" and should be sealed and stamped. It should include:
    - i. The RFQ form, fully and accurately filled in, signed, and stamped (Annex 1).



- ii. The company's portfolio and list of references, including name, phone number, and proof of the specific collaboration (signed and stamped).
  - iii. Copy of company registration – (Ministry of Justice) شهادة تسجيل شركة تجارية وزارة العدل (it should not be backdated more than 6 months).
  - iv. Copy of company registration (Ministry of Finance) شهادة تسجيل الشركة (وزارة المالية)
  - v. Copy of tax registration (VAT) شهادة تسجيل في الضريبة على القيمة المضافة
  - vi. ISO 22000 certificate or equivalent health certification for relevant commodities (packaged snacks). Optional: a food safety management system certification for the other services provided (copy of valid ISO 22000, FSSC 22000, etc, or any equivalent certification) is a plus.
  - vii. A copy of the Hazard Analysis and Critical Control Plan (HACCP) for the products/services provided (optional, but, if it exists, it is a plus).
  - viii. Standard Operating Procedures in place including but not limited to: receiving of raw materials, storage of food, preparation and handling of food, transportation of food, staff hygiene, product recall and withdrawal, traceability, etc. (optional, but if they exist, they are a plus).
  - ix. Copy of recent lab analysis issued by an accredited laboratory including but not limited to: products, surfaces, water, etc. (optional but, if it exists, it is plus). Note that if such lab analyses are not available at the moment, they will be required to be submitted by the approved supplier(s) upon the signing of the contract.
- b. The second one will be titled as “**Financial Proposal**” and should be sealed and stamped. It should include:
- i. Annex 2 (the prices of the food items per kg or per pack, plus the cost of cleaning, packaging, and transportation per snack bag) signed and stamped. All food items should be of excellent quality, Made in Lebanon, and they should comply with the National and International Food Quality and Safety Standards.
2. Sample snack items or bags containing a variety of the requested items to be checked for compliance with the project's requirements. The sample box should bear no mark or the bidder's name. Name of bidder should be mentioned in a separate form placed inside the box.

**Notes:**

1. **Every supplier should submit the Minimum Requirements and the Financial Proposal. If applying for the supply of one or more of the snack items, samples of the offered snacks should also be submitted. Failure to submit all the above components or comply with the instructions will disqualify the offer.**
2. **Suppliers are free to send a proposal for only one or a few of the requested food items. In case of packaged snacks (like peanuts, mixed nuts and fruits, etc), the cost of**



**transportation to a central warehouse (most probably in North Lebanon or Akkar) should be included in the proposal, so that these snacks are included in the bags with the respective fruit or vegetable.**

### **ADDITIONAL CLARIFICATIONS**

- Price should be the best and final offer.
- All prices should be stated in USD (fresh dollars).
- Applicable VAT/Duty rates should be clearly stated per item.
- The winning bidder must meet the schedule of snacks delivery to schools, as agreed with DCL. Failure to do so may lead to cancellation of the contract. The first delivery is expected to start on the first of March, 2024.

### **FINAL CLAUSES**

**Right to Negotiate and award or withhold award:** The issuance of this RFQ does not guarantee that a related Purchase Order will be issued by DCL. DCL may, at its discretion, award a Purchase Order under this RFQ, or refrain from awarding without statement of cause. DCL reserves the right to negotiate or amend any aspect of this RFQ, which may require the revisions of documents or submission of additional documents not mentioned in this RFQ. This RFQ in no way obligates DCL to pay any cost incurred in the preparation and submission of a quotation.

**Size of Purchase Order:** The quantities/items requested may be less or more than those specified in this RFQ.

### **PAYMENT TERMS**

The vendor shall be reimbursed within 30 days of delivery of the snack bags to the schools, subject to an inspection and confirmation of the delivered quantities and quality. The supplier will be sending an invoice to DCL for every batch delivered to the schools, and DCL will be settling those invoices within 30 days of receipt of official invoices through an international transfer to a fresh dollar account.



## ANNEX 1: RFQ Form

Fill in the below RFQ and attach the company's registration form, tax registration form, VAT registration form, ISO 22000 or equivalent health certification, a portfolio list along, and reference contacts along with proof of the respective collaboration.

1. NAME OF COMPANY:	
Mailing Address	
	Country:
Contact Person (s)	
Telephone No	Fax:
Email	
Website	
Owner(s) Name(s):	
Nationality:	
VAT Number:	
Date of Registration of VAT:	
2. ORGANISATION REGISTRATION:	Year Established:                      Under the laws of:
3. SIZE OF BUSINESS	No. of Employees:                      No. of Branches:
	No. of International Offices:
	Location of Factories:
	No. of Plants:
	No. and address of Warehouses:
4. References	Name    Email

Date:

Signature and Stamp:





**ANNEX 2**  
**Financial Proposal**

<b>Item</b>	<b>Price per kg (in USD)</b>	<b>Price per pack (in USD)</b>	<b>VAT</b>	<b>TOTAL PRICE</b>
Apples				
Bananas				
Sour green plums, جنارك				
Plums				
Apricots				
Nectarine				
Carrots				
Cucumbers				
Apple Chips				
Milk				
Peanuts				
Mixed Nuts & Dried Fruits				
Cleaning cost per snack bag				
Packaging cost per snack bag				
Transportation cost per snack bag				

Date:

Signature and Stamp:



### ANNEX 3

Month	Expected number of school days	Fruits and Vegetables	Milk & Nuts
March 2024	18	Apples, 4 days Bananas, 4 days Carrots, 4 days Cucumbers*, 3 days Apple Chips, 3 days	Milk, 6 days Peanuts, 6 days Mixed Nuts and Fruits, 6 days
April 2024	19	Apples, 4 days Bananas, 5 days Carrots, 4 days Cucumbers*, 3 days Apple Chips, 3 days	Milk, 6 days Peanuts, 6 days Mixed Nuts and Fruits, 7 days
May 2024	19	Sour green plums جنارلك/Plums, 6 days Apricots, 6 days Nectarines, 7 days	Milk, 7 days Peanuts, 6 days Mixed Nuts and Fruits, 6 days
June 2024	19	Nectarines, 7 days Apricots, 6 days Sour green plums Janerik/Plums, 6 days	Milk, 7 days Peanuts, 6 days Mixed Nuts and Fruits, 6 days
Total Days	75		

*\*Cucumbers should always be distributed with the Mixed Nuts and Fruits item.*



## ANNEX 4

**List of schools with indicative number of students**

School Name	CERD #	Governorate	Caza	Total # of Students
ببنين الرسمية للبنات Bebnin Public School for Girls	556	Akkar	Akkar	431
جديدة القيطع المختلطة الرسمية Jdaydet el Qayteh Mixed School	563	Akkar	Akkar	602
مدرسة برفايل الرسمية الثانية-فرع إنكليزي Berkayel Second School - English	1610	Akkar	Akkar	352
رفيق الحريري الرسمية المختلطة Berkayel - Rafic el Hariri Mixed School	564	Akkar	Akkar	659
مدرسة حبشيت الرسمية المختلطة Habcheet Mixed School	568	Akkar	Akkar	145
مدرسة خربة الجرد الرسمية المختلطة Kherbet El Jord Mixed School	632	Akkar	Akkar	109
تكميلية فنيديق المختلطة Fnaidek Complementary Mixed School	621	Akkar	Akkar	1,954
مدرسة المحمرة الرسمية المختلطة Mhamara Mixed school (Turkish)	1583	Akkar	Akkar	1,248
مدرسة العريضة الرسمية المختلطة Al Aarida Mixed School	523	Akkar	Akkar	263
مدرسة جوزيف دوناتو الرسمية المختلطة – تلببية Joseph Donato Mixed School – Talbibi	521	Akkar	Akkar	93
مدرسة الحيصة الرسمية المختلطة Hissa Mixed School	517	Akkar	Akkar	485
مدرسة عمار البيكات الرسمية Amar Al Baykat School	579	Akkar	Akkar	128
مدرسة رفيق الحريري الرسمية - تكريت Tekrit - Rafic el Hariri Public School	601	Akkar	Akkar	493
البيرة الرسمية المختلطة Al Bireh Mixed Public School	589	Akkar	Akkar	1,315
رفيق الحريري - تلمعيان المختلطة الرسمية Rafic el Hariri Mixed School - Tal Meayan	518	Akkar	Akkar	1,100
رفيق الحريري الرسمية المختلطة - تل عباس Abbas Rafic el Hairir Mixed School - Tal	509	Akkar	Akkar	624
عيدمون المختلطة الرسمية Aidamoun Mixed Public School	644	Akkar	Akkar	537



القليعات الرسمية المختلطة Al Qlayaat Mixed School	519	Akkar	Akkar	1,004
تلحياة الرسمية المختلطة Tal Hayat Mixed School	1463	Akkar	Akkar	461
بلانة الحصا الرسمية المختلطة Bellanat Al Hissa Mixed	526	Akkar	Akkar	824
متوسطة المقيطع الرسمية Al Mokayte'e Intermediate	1554	Akkar	Akkar	179
مزرعة بلدة الرسمية المختلطة Mazra'at Baldeh Mixed	591	Akkar	Akkar	868
بيت الحاج كوشا الرسمية المختلطة Beit Al Hajj Kousha Mixed	537	Akkar	Akkar	1,038
السماقية الرسمية المختلطة Al Semmekiyeh Mixed	524	Akkar	Akkar	696
العمارة الرسمية المختلطة Al Amara Mixed	1552	Akkar	Akkar	390
مجدلا المختلطة الرسمية Majdala Mixed	552	Akkar	Akkar	265
النورة الرسمية المختلطة Al Noura Mixed	575	Akkar	Akkar	237
وادي الحور الرسمية المختلطة Wadi Al Hour Mixed	581	Akkar	Akkar	125
مدرسة الهري المختلطة الرسمية Heri Mixed Public School	752	North	Batroun	596
جران الرسمية المختلطة Jran Mixed School	766	North	Batroun	410
دوما المختلطة الرسمية Douma Mixed School	779	North	Batroun	102
شكا الرسمية للبنات Shekka for Girls	747	North	Batroun	185
عبرين الرسمية المختلطة Ebrine Mixed	763	North	Batroun	132
حدشيت التكميلية الرسمية المختلطة Hadsheet Intermediate Mixed School	742	North	Bsharre	344
بشري الرسمية للبنات Bsharre for Girls	740	North	Bsharre	223
كفرحاتا الرسمية Kfarhata Public School	731	North	Koura	605
كفرعقا الرسمية للبنات Kfaraaqa Public School for Girls	724	North	Koura	461
ضهر العين الرسمية المختلطة Dahr El Ain Mixed School	697	North	Koura	568



بترام / خليل سالم الرسمية Bttram - Khalil Salem	718	North	Koura	483
كفربيتا الرسمية المختلطة Kfarbita Mixed School	1402	North	Minieh-Dannieh	801
بيت الفقس الرسمية المختلطة Beit Al Fakes Mixed School	476	North	Minieh-Dannieh	173
تكميلية بخعون الرسمية المختلطة Bakhaoun Mixed School	459	North	Minieh-Dannieh	227
القطين الرسمية المختلطة Al Katteen Mixed School	500	North	Minieh-Dannieh	347
تكميلية الدكتور واضح الصمد الرسمية Doctor Wadeh Al Samad Mixed School	460	North	Minieh-Dannieh	792
مدرسة متوسطة التبانة الرسمية Tebbeneh Intermediary School	1392	North	Tripoli	1,259
الفضيله الرسمية للبنات Al-Fadila Public School for Girls	356	North	Tripoli	946
القلمون الرسمية للصبيان Al Qalamoun Public School for Boys	446	North	Tripoli	838
عدنان زكي درويش صبيان - (النصر سابقاً) Adnan Zaki Darwish School For Boys	389	North	Tripoli	922
الفارابي الرسمية للصبيان Al Farabi for Boys	429	North	Tripoli	214
النور الرسمية للبنات Al Nour for Girls	402	North	Tripoli	387
رأفت الحسيني الرسمية للصبيان Raafat Al Hussein for Boys	391	North	Tripoli	180
مدرسة كفرزينا المختلطة الرسمية Kfarzeina Mixed Public School	683	North	Zgharta	625
مدرسة فيرا فرنجيه الرسمية المختلطة Vera Frangieh Mixed Public School	673	North	Zgharta	909
الاب سمعان الدويهي Father Semaan Doueihy School	672	North	Zgharta	375
مدرسة المربية جنى الفاخوري - علما الرسمية Jana Al Fakhouri - Alma School	668	North	Zgharta	219
				<b>29,948</b>