



REQUEST FOR QUOTATION

REQUIREMENT TITLE

EMERGENCY PROVISION OF FOOD PARCELS

RFQ DOCUMENT # [CIL/2025/BE/0003]
TENDER # [TENDER-2025-FOOD PARCEL-0002]

RFQ ISSUE DATE: [JANUARY 21, 2025]

QUOTATION SUBMISSION DEADLINE: [JANUARY 27, 2025, AT 05:00 PM]

**CARE INTERNATIONAL IN LEBANON
SIN EL FIL – HORCH TABET
BEIRUT - LEBANON**

CONFIDENTIAL DOCUMENT

*PREPARED BY
CARE®*



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a quotation in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFQ
- To contact any bidder after quotation submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a quotation in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted quotation
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFQ
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the quotation.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.



Any material statements made orally or in writing in response to this RFQ or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this quotation. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFQ will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFQ is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.



2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's quotation and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the quotation made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.



3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your quotation. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. (This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken



3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFQ; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFQ and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFQ process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	



4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF QUOTATION

This Request for Quotation represents the requirements for an open and competitive process.

Quotations will be accepted until 5:00 PM on January 27, 2025, and should be submitted in a sealed envelope to our office at Sin El Fil, Horch Tabet, facing Habtoor Hotel, Azar Building, 2nd Floor (Office hours: 9:00 AM to 5:00 PM).

In addition, the applicant is required to submit a sample of the food parcel to the same office address. The sample should accurately reflect the contents and packaging of the food parcels, in accordance with the **CARE TECHNICAL SPECIFICATIONS** section.

Quotations sent via email will not be accepted.

For any questions, please send an email to: procurement@careliban.org.

Additionally, all costs included in quotations must be all-inclusive to include any outsourced or contracted work. Any quotations which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFQ. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFQ. Only such corrections or addenda as are issued in writing by CARE to all RFQ participants shall be official. CARE will not be responsible for verbal instructions.



5. SCHEDULE OF REQUIREMENTS

5.1. CARE TECHNICAL SPECIFICATIONS

The Content of 1 Food Parcel (1 Kit):

Item #	Description	Specification	Quantity and Packaging Details per 1 Kit
1	Rice	Egyptian Rice expiry date of at least one year from the date of delivery	4 Kgs
2	Chickpeas	expiry date of at least one year from the date of delivery	1 Kg
3	Bulgur	Brown – Hard expiry date of at least one year from the date of delivery	3 Kgs
4	Pasta	expiry date of at least one year from the date of delivery	3 Kgs
5	Lentils	Green expiry date of at least one year from the date of delivery	3 Kgs.
6	Beans	White – Fasoulia expiry date of at least one year from the date of delivery	2 Kgs
7	Canned Tuna	In Oil expiry date of at least one year from the date of delivery	0.96 Kg
8	Vegetable Oil	expiry date of at least one year from the date of delivery	1.84 Kgs
9	Salt	expiry date of at least one year from the date of delivery	0.25 Kgs.
10	Tomato Paste	expiry date of at least one year from the date of delivery	0.4 Kgs.
11	Sugar	expiry date of at least one year from the date of delivery	1 Kgs.
12	Packaging	The packaging Box is sized appropriately to accommodate the weight and quantity, minimizing excess space while ensuring the safety of the product during transport.	1 Box per kit



13	Printing - Labeling	Printing (on each box) Stickers (donors, CARE and partners logos) and Content Label – (Ar & En) 2 colors only	1 Stickers and 1 Content Label
14	Flyer Printing	Printing Flyers with Accountability messages- A5 Size	1 Flyer per Kit to be placed inside the box
15	Flyer Printing	Printing Flyers with key messages (PSEA, GBV and MHM) - A5 Size	1 Flyer per Kit to be placed inside the box
16	Transportation	<p>The selected bidder is required to deliver the agreed-upon quantity of food parcels to the CARE warehouse in Dbayeh, in full compliance with the terms of the contract. The parcels must be securely packed and delivered on pallets to ensure safe and proper handling during transportation.</p> <p>Furthermore, the selected bidder is responsible for providing a forklift and the necessary labor to efficiently load and position the parcels within the warehouse. All activities must be conducted in a manner that guarantees the safety and integrity of the goods during delivery and storage.</p>	Service

The expected number of food parcels is approximately 16,054 parcels, with the possibility of additional kits being requested within the allocated budget. CARE intends to issue a framework agreement with the selected bidder for a period of six months, maintaining the same technical specifications and prices as outlined in the quotation.

The selected bidder is required to deliver the agreed-upon quantity of food parcels to the CARE warehouse in Dbayeh, in full compliance with the terms of the contract. The parcels must be securely packed and delivered on pallets to ensure safe and proper handling during transportation.

Furthermore, the selected bidder is responsible for providing a forklift and the necessary labor to efficiently load and position the parcels within the warehouse. All activities must be conducted in a manner that guarantees the safety and integrity of the goods during delivery and storage.



5.2. CARE DELIVERY REQUIREMENTS

Item #	Other Requirements	
1	Delivery Date & Time	The selected bidder is expected to deliver the parcels by January 31, 2025 .
2	Delivery Terms (incoterms)	<input type="checkbox"/> EXW [Ex-works (Place)] <input type="checkbox"/> FCA [Free Carrier (Port)] <input type="checkbox"/> FAS [Free Along-Side Ship (Port)] <input type="checkbox"/> FOB [Free On-Board (Port)] <input type="checkbox"/> CFR [Cost, & Freight (Port)] <input type="checkbox"/> CIF [Cost, Insurance & Freight (Port)] <input type="checkbox"/> CPT [Carriage Paid-To (Place)] <input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)] <input type="checkbox"/> DAP [Delivered at Place (Place)] <input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)] <input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)]
3	Custom Clearance (Must be linked to Incoterms at origin)	<input type="checkbox"/> Not Applicable. Shall be done by _____ <input type="checkbox"/> Shouldered by CARE <input checked="" type="checkbox"/> Supplier/ Bidder <input type="checkbox"/> Freight Forwarder
4	Exact Address(es) of Delivery Location	CARE Warehouse – Dbayeh
5	Warranty Period	Standard Manufacturer’s Warranty (if applicable)
6	Payment Terms	30 Days upon Receipt of items
7	Quotation Validity	The quote must remain valid for 90 days , covering the period from the bidding process to the award. Additionally, the selected bidder should not alter the cost during the term of the framework agreement (6 months) .



6. TECHNICAL & FINANCIAL OFFERS

6.1. SUPPLIER'S OFFER

Table 5.1.A Bidder's Offer

Item #	Description	Bidder's Specification
1	Rice	
2	Chickpeas	
3	Bulgur	
4	Pasta	
5	Lentils	
6	Beans	
7	Canned Tuna	
8	Vegetable Oil	
9	Salt	
10	Tomato Paste	
11	Sugar	
12	Packaging	
13	Printing – Labeling	
14	Flyer Printing	
15	Flyer Printing	
16	Transportation	



Table 5.1.B Cost Proposal

Cost of 1 Food Parcel:

Item #	Description	Qty	UOM	Unit Price (in USD) without VAT	11% VAT if Applicable	Total Price (in USD) including VAT
1	Rice	4	Kg			
2	Chickpeas	1	Kg			
3	Bulgur	3	Kg			
4	Pasta	3	Kg			
5	Lentils	3	Kg			
6	Beans	2	Kg			
7	Canned Tuna in oil	0.96	Kg			
8	Vegetable Oil	1.84	Kg			
9	Salt	0.25	Kg			
10	Tomato Paste	0.4	Kg			
11	Sugar	1	Kg			
12	Packaging	1	Box			
13	Printing - Labeling	1	Service			
14	Flyer Printing	1	Service			
15	Flyer Printing	1	Service			
16	Transportation	1	Service			

Cost of 1 Food Parcel in USD	VAT (If Applicable) in USD	Cost of 16054 Food Parcels including VAT in USD



Table 5.1.C Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as “No”, please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Other Requirements (Please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

The applicant is required to submit a sample of the food parcel to our office located at **Sin El Fil, Horch Tabet, facing Habtoor Hotel, no later than January 27, 2025**. The sample should accurately reflect the contents and packaging of the food parcels to be delivered, in accordance with the specifications outlined in the **CARE TECHNICAL SPECIFICATIONS** section.

Evaluation Criteria:

The evaluation of the quotations submitted will be based on the following criteria:

- **Technical Proposal (80%):** The primary consideration will be the quality of the food parcels, including the freshness, packaging, expiry date, and suitability of the items. The sample provided will play a key role in the assessment of quality. In addition, the delivery timeline will be an important factor, as timely delivery is crucial during emergency responses. As stated, the delivery should begin on **January 31, 2025**, as the distribution planned for **February 1, 2025**.
- **Financial Proposal (20%):** The pricing submitted in the financial proposal will also be evaluated.



Framework Agreement:

- A framework agreement will be established with the selected bidder for a period of 6 months. The duration of the agreement is negotiable.
- The selected bidder must adhere to the price provided for the entire duration of the framework agreement.
- The selected bidder is required to maintain the same quality of items and provide the same sample submitted during the bidding process for the entire period of the agreement.