



Request for Quotes (RFQ) 1-09/24: Supply, Packaging and Delivery of School Snacks – North Lebanon and Akkar

Programme: World Food Programme (WFP) - School Snacks Project 2024-2025

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 th floor)
Tender Publish Date:	Wednesday, September 11 th , 2024.
Pre-bid Meeting	Wednesday, September 18 th , 2024, at 12:00 PM, at DCL Office in Tripoli. <u>For those unable to attend, please reach out by phone or by email, where a link will be shared for online attendance.</u>
Tender deadline	Date: Friday, September 27th, 2024. Time: 2:00:00 PM PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE
Bids to be marked	“RFQ 1-09/24 Do not open before: Friday, September 27th, 2024. ”
Deadline for questions	Date: Wednesday, September 23 rd , 2024. Time: 2:00:00 PM Please address questions to procurement@dclngo.org

PROGRAMME DETAILS

Under WFP’s School Snacks 2024-2025 Programme, DCL is requested to distribute healthy snacks to 31,805 children registered in 58 schools (30 in North Lebanon and 28 in 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: 31,805.



- 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: 9 months, with possibility of extension if needed.
- Number of snack distribution days: 172 days, if a 5-day academic week schedule is confirmed by MEHE
- Transportation of the snacks to the schools should be done in most cases on every school day unless otherwise agreed or deemed necessary.
- DAP incoterms 2020 apply for the delivery to the schools.

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 using potable water and a food grade disinfectant and following the Technical and Material Data Sheets (TDS / MSDS) of the chemical, 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 – Refer to the Product Descriptions (Annex 5)

Item	Specifications	Weight
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
Pears	locally produced, medium size, washed, sanitized, wrapped.	160-190 grams each
Sour green plums جنارك	locally produced, 5-6 plums per serving, medium size, washed, sanitized, wrapped.	180-210 grams in total
Plums	locally produced, 5-6 plums, per serving, medium size, washed, sanitized, wrapped.	180-210 grams in total
Nectarine	locally produced, whole, medium size, washed, sanitized, wrapped.	140-180 grams each
Carrots	locally produced, 2 medium carrots per serving, washed, sanitized, wrapped;	110-140 grams in total
Cucumbers	locally produced, 2 medium cucumbers per serving, washed, sanitized, 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. Composed of 50% mixed nuts and 50% dried fruits.	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 in accredited laboratories, the frequency to be confirmed with DCL, and the results should be shared immediately with DCL).
- Once cleaned and dried (by air drying or 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.
- The storage temperature should not exceed 25°C and humidity should not exceed 70%
- 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. Only food grade chemicals should be used for cleaning and sanitation and respective TDS and MSDS should be available upon request.
- Eating, drinking or smoking should be prohibited in the warehouse.
- All workers should wear hair nets, facial masks and gloves, should be checked for any sickness daily, forearms should be covered, and workers 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), and a code of conduct.
- 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.
- NO SCALE-UP PRICING: the price quoted in any offer following this tender should be fixed, firm and final and remain identical even in a case where DCL is splitting the Award in smaller lots or if DCL does not purchase the entire quantity mentioned in the present Tender. DCL reserves the right to award separate or multiple contracts for the different elements covered by this tender in any combination it may deem appropriate at its sole discretion

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.
- Prefer to 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 to be taken into consideration upon award and may affect the total awarded quantity:
 - Quality of the sample food items and packaging provided (following the RFQ specifications in size and country of origin)
 - Warehouse production and storage capacity, facilities and personnel (depending on the services proposed by the supplier).



- Cleaning and packaging process (if included in the services proposed by the supplier and be up to the above-mentioned standards).
 - 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 is recommended*)
 - 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 1-09/24 Do not open before: **Friday, September 27th, 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) وزارة العدل شهادة تسجيل شركة تجارية (it should not be backdated more than 6 months).
 - iv. Copy of company registration (Ministry of Finance) وزارة المالية شهادة تسجيل الشركة
 - 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.
 - x. Health cards and medical tests copies, must be available upon request, to be reviewed following the local regulations (every 6 months)
 - xi. Refer to the regulatory and food control landscape review
- 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 October, 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.

SUBCONTRACTING

The Contractor shall be solely and fully responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be consistent with the terms and conditions of this Agreement.

The Contractor shall ensure that all of its subcontractors (whether an individual or legal entity) are checked and cleared against the latest available “Consolidated United Nations Security Council (UNSC) Sanctions List” which can be accessed on the UNSC’s website.

The Contractor expressly acknowledges and agrees that any breach of this clause by the Contractor or by any of its subcontractors constitutes a material breach of the Agreement, which entitles DCL to immediately terminate the Agreement without incurring any liability whatsoever to the Contractor as a result.



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
5. Production capacity per day		
6. Loading capacity per day		



7. Coverage areas	
8. Ready within	(Number of days) after award

Date:

Signature and Stamp: