



Request for Quotes (RFQ) 6-12/24: Supply of Additional Snack Items– 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:	Friday, December 27,2024.
Tender deadline	Date: Friday, January 10, 2025. Time: 2:00:00 PM PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE
Bids to be marked	“RFQ 6-12/24 Do not open before: Friday, January 10, 2025.
Deadline for questions	Date: Monday, January 6, 2025. Time: 2:00:00 PM Please address questions to dcl.procurement@gmail.com

PROGRAMME DETAILS

Under WFP’s School Snacks 2024-2025 Programme, DCL is requested to distribute snack items to children registered in public schools. The requested types of snacks, including specifications, quantities, and months of distribution are analyzed in Annex 3.

Number of children/snack items per distribution day:

- The exact numbers per day and per school will be confirmed to the supplier on a Monthly basis based on updated registration numbers, attendance, and anticipation of any disruptions in the school’s operation.
- Contract duration: 6 months, with possibility of extension if needed.



- Transportation of the snacks to the Mhammara and Halat warehouse (one delivery to each area per-month).

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

Sourcing of food items (Kaak Bi Halib -Brioche Coco Raisin- Brioche date as per Annex 3); suppliers applying for this service should support their proposal with samples of the requested snacks.

ADDITIONAL NOTES:

DCL may choose along with WFP to visit the shortlisted suppliers to assess the site conditions and gather the necessary details relevant to achieving their objectives in this matter especially with regard food safety and quality and to ensure the basic FSQ requirements.

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.
- Preferable 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.



Quality Specifications:

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.

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:
 - Warehouse production and storage capacity, facilities and personnel (depending on the services proposed by the supplier).
 - 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 6-12/24 Do not open before: **Friday, January 10, 2025**. 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): 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.
 - 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.
 - ix. Copy of recent lab analysis issued by an accredited laboratory as Lebanese norms including but not limited to: products, surfaces, water, etc.
 - 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.
 - xii. Cleaning and sanitation SOP and pest control management Plan / 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 Piece including transportation) 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 items 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:

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.

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.



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 items to the warehouses, 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. Ready within	(Number of days) after award	



Development Culture and Leadership

Date:

Signature and Stamp:



ANNEX 2
Financial Proposal

Month	No. of Weeks	No. of Days	Students	Additional Snack Qty
January	3	3	30000	90,000
February	4	4	30000	120,000
March	4	4	30000	120,000
April	5	5	30000	150,000
May	4	4	30000	120,000
June	4	4	30000	120,000
				720,000

Item	Appx Total QTY	Price per piece (in USD)	Total Price
Kaak bi Halib QTY	240,000		
Brioche Coco Raisin QTY	240,000		
Brioche Date QTY	240,000		

Date:

Signature and Stamp:



ANNEX 3
FOOD ITEM SPECIFICATIONS

Product	Ingredients	Serving Size	Calories (kcal)	Fat (g)	Protein (g)	Carbohydrates (g)	Expiry range
Kaak bi Halib	Wheat Flour, Sugar, Milk, Vegetable Ghee, Yeast, Baking Powder and Mahleb	70 gr (2 pcs)	280	10.5	5.6	43.4	10 days
Brioche Coco Raisin	Wheat flour, milk, sugar, butter, coconut, dried raisins, sesame, yeast, salt, spices, water, emulsifiers, antioxidant	80 gr (1 pc)	314	13.4	7.9	40.5	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 pc)	255	8.3	5.6	39.4	14 days