



Request for Quotes (RFQ) 9-02/25:

Transportation of parcels with vegetable oil to Schools

North Lebanon & 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, February 7, 2025.
Tender deadline	Date: Monday, February 17, 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 9-02/25 Do not open before: Wednesday, February 19, 2025. ”
Deadline for questions	Date: Thursday, February 13, 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 two bottles (1 lt each) of vegetable oil to each of the children's guardians registered in 56 public schools in North Lebanon and Akkar.

Contract duration: 2 months (2 rounds of distribution), renewable for one additional month (one additional round). Distribution is expected to take place once in each of the 56 schools, starting from the 17th of February.

Total Estimated number of parcels: 3,300 parcels per round (dimensions 40x24x29 cm each).



SUPPLIER ROLE

The selected supplier is requested to:

1. Arrive to the point of origin.
2. Load the trucks at the point of origin, (Porters will be provided from DCL's partner for the loading process).
3. Transfer the parcels to the schools as per the agenda that DCL will provide.
4. Ensure that each truck arrives promptly at the time indicated by DCL on each distribution day.
5. Provide porters in each truck to unload the parcels at each of the locations, the number of porters to be specified on the PO or distribution plan.
6. Off-load the parcels in the schools and transfer them to the designated areas.
7. The truck should stay at the final school's location for the duration of the distribution on the specific day, in case a substantial quantity remained as leftover, which will need to be transported back to the point of origin.

SERVICES REQUESTED AND ADDITIONAL DETAILS

- Rental of trucks to transport distribution items primary from specified point of origin to distribution locations in North Lebanon and Akkar. But also, with possibility of different pick-up locations from other DCL Warehouses.
- DCL anticipates the need of between 1 and 5 vehicles per day, depending on the distribution schedule.
- The exact number of vehicles required, and their respective destinations will be communicated using a Purchase Order (PO) sent by email 24 hours in advance based on operational needs.
- If there are any items remaining after distribution, the truck must return them to Warehouse/Origin Point on the same day of delivery if applicable, or must be available for overnight stay at any point of origin, supplier to provide price for overnight stay per vehicle.
- In the event of an accident resulting in injury or death of the workers, the service provider is responsible for the payment of due compensation. DCL will not be liable for any compensation in case of emergency, injuries/death of the Truck Driver/Loaders"



DCL will not be liable for any damages due to accident or negligence incurred by and/or the loaders or truck driver. This will be the responsibility of the service provider to cover the cost of the loss.

- DCL reserves the right to request a change of driver should there be more than one incident or major breach of expectations linked to mismatched number of items, breach of code of conduct or inappropriate behaviour.

ADDITIONAL NOTES

- In some schools, the distribution will be only for the AM shift, others have a PM shift as well, where distribution can start after 2:00 PM.
- Type of vehicles used: 5T Trucks, Delivery Vans.
- Average number of porters per truck: 2 porters, in some cases, more porters per truck may be needed, interested suppliers to provide the price of 1 porter along with the truck.
- Average number of porters per Delivery Van: 1 porter.
- The main commodities to be transported are, but will not be limited to sunflower oil parcels".
- Rates for transport service must include the time for loading and offloading even if the load remains on the truck overnight before day of actual delivery e.g. service provider must provide trucks afternoon before delivery date so that trucks can be loaded to ensure timely departure times on day of delivery ₤ particularly for longer journeys.
- Transport services for the carriage of various types of goods in a safe and secure manner. Expected loads can be anything from 1 MT to 5 MT.
- Point of origin (loading location): Koura Warehouse: Koura Bsarma // GPS Coordinates: 34.316717075400085, 35.84570073873279
- Must be available to transport items in the following regions;
 - a. North
 - b.Akkar
 - c.Tripoli
 - d. Koura
 - e. Bcharre
 - f. Zgharta
 - g.Minieh/Denniye



The goods must be delivered in the original state they were received in.

- The trucks route may include multiple stops on the way, and must unload the relevant quantity in a timely fashion".
- Cargo Type: Closed/Weather Resistant (Water & Dust Resistant).
- Trucks should be roadworthy, regularly maintained with safe brake system".
- Trucks provided must be registered.
- Trucks must Be Road Worthy with all legal documentation as required by the Lebanon Road authorities valid and present .

TRUCK DRIVERS AND WORKERS SPECIFICATIONS

Truck Drivers:

- All Truck Drivers must be above the age of 25 with a minimum of 5 years experience of driving and 3 of those must be for driving trucks.
- Have a valid truck driving license.
- Familiar with Apps like Google Maps, WhatsApp etc
- Adhere also to the DCL Code of Conduct and relevant policies. This will include a requirement to take training provided by DCL
- Have a thorough knowledge of the implementation areas listed above.
- Be physically fit for driving .

Porters

- In receipt of Minimum Wage as per the Labor Laws of Lebanon
- Above 18 years of age
- Meet Legal requirements to work in Lebanon.
- Workers must be in good physical health and able to lift heavy objects, stand for extended periods, and carry out physically demanding tasks
- Workers will unload goods from trucks at designated locations/Warehouses ensuring proper handling and storage of items.

ELIGIBILITY CRITERIA

Suppliers seeking to apply to this RFQ should:

- Be companies registered in the Ministry of Finance and Ministry of Justice
- Preferable to have at least 5 years of business operation.

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



IMPORTANT NOTES

- DCL may choose to cancel the bid/agreement if deemed necessary.
- DCL will preferably award the tender to only one bidder.
- DCL may terminate the contract or impose other penalties if the supplier fails to deliver items within the agreed period.

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: 60%

Evaluation will be based on the following criteria:

- Number of trucks in the company fleet.
- Number of years of company experience.
- Relevant prior experience.
- Portfolio of clients.
- Market references.

- Financial competitiveness: 40%

The Financial Proposal should be signed and stamped.

BIDDING INSTRUCTIONS

All bidders should submit the following:

1. One sealed envelope with the inscription: "RFQ 9-02/25 Do not open before: **Wednesday, February 19, 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) 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. Number of trucks in the company fleet , type , model ...(Annex 2) .
- b. The second one will be titled as “**Financial Proposal**” and should be sealed and stamped. It should include (Annex 3) signed and stamped.

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.
- The winning bidder must meet the schedule of parcel delivery to the schools, as agreed with DCL. Failure to do so may lead to cancellation of the contract. The first delivery is expected to take place on the 17th of February.

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.

Number of trucks/porters/distribution days: The details of the request may slightly change during the implementation of the distribution.

PAYMENT TERMS

The vendor shall be reimbursed within 30 days of delivery of service, subject to confirmation of the quality of the said service. The supplier will be sending an invoice to DCL at the end of the round of distribution, and DCL will be settling those invoices within 30 days of receipt of official invoices through a transfer to a fresh dollar account in a Lebanese bank.



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, 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:
	No. of Employees: No. of Branches:
	No. of International Offices:
	Location of Factories:
3. SIZE OF BUSINESS	No. of Plants:
	No. and address of Warehouses:
4. References	Name Email
5. Ready within	(Number of days) after award

Date :

Signature and Stamp: