**DATE: 24/03/2023**

**REQUEST FOR QUOTATION: No*. ITB/SAN*/2023/24/03**

**FOR THE PROVISION OF FOOD PARCELS**

**CLOSING DATE AND TIME: 30/03/2023 – 16:00 H**

Sanabel Nour office, invites qualified suppliers and vendors to submit a quotation for the

Supply of 510 Food Parcels in North Lebanon (Tripoli Specifically).

**1. MINIMUM REQUIREMENTS**

- Offer shall be prepared in English or Arabic.

- Currency of the offer: USD

- Validity of the quotation: Minimum ten (10) working days

- Payment conditions: 100% after delivery, upon invoice submission

Minimum information to provide on the quotation:

- Name, address, phone and contact person

- Copy of company registration

- Copy of tax ID certificate if registered, or Identification letter from the local authority “Municipality, Mayor” to confirm their official presence and good performance in their area.

- Copy of Owner or CEO or GM passport / I.D

- Annex B: Confirmation letter (signed/stamped)

- Annex C: Warranty letter (signed/stamped)

- Annex A:

- Characteristics of the items offered (attach documentation if relevant)

- Unit price

- Total price

- Date, stamp and signature

- Delivery time (in days) to SAN office (Maarad, next to Ghandour Mosque, Tripoli, Lebanon.)

**3. EVALUATION CRITERIAS:**

These criteria are scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

|  |  |
| --- | --- |
|  | **Yes/No**  **(please choose one option only)** |
| Kitting of the items, loading, unloading and transportation to SAN delivery point is included in the offer |  |
| Items expiry date should be at least 1 year from the delivery date |  |
| The items should be well packed in a container not in plastic (cardbox) |  |
| Items preferably to be produced and packaged in Lebanon |  |
| Items packaging limiting the use of plastics (limit multiple smaller size containers, card box instead of plastics…) |  |

Bidder’s capacity to supply Sanabel Nour (lead time to deliver the requested items upon receiving an official purchase order form SAN regardless the quantities).

|  |  |
| --- | --- |
|  | **Yes/No**  **(please choose one option only)** |
| Lead time up to 5 working days |  |
| Lead time from 6 to 10 working days |  |
| More than 10 working days |  |

**4. SUBMISSION OF BID:**

**Email submission is accepted, but Paper Submission still remains compulsory:**

One hard copy of bid submitted on headed paper

* + Bids to be submitted to Sanabel NourOffice: **Maarad, next to ghandour Mosque, Tripoli, Lebanon.**
  + Bids should be submitted in a single sealed envelope addressed Sanabel Nour Office mentioned above.
  + The envelope should clearly indicate the Invitation to tender reference number **ITB/SAN/2023/24/03** but contain no other details relating to the bid.
  + All documentation submitted should be done in their own clearly labelled envelopes which are submitted in one single envelope as detailed above.

Limit submission date: 30/03/2023

Any bid received after this date or sent to another Sanabel Nour address may be rejected. Sanabel Nour may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

**5. BID ACCEPTANCE:**

Sanabel Nour may at its discretion increase or decrease the total quantity ordered (+/-5%) when awarding the contract and would not expect a significant variation of the price submitted. Such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods*.*

Please note that Sanabel Nour is not bound to any exclusivity in selecting any of the firms’ submitting bids and might award different contracts.

**6. REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Pcoordinator@sanabelnour.org

**Annex A: Technical Specifications / Financial offer**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Unit** | **Quantity**  **Per kit** | **Brand / quality** | | **Unit Price (usd)** | | **Total Price**  **(usd)** | |
| Sunflower oil | Liter | *1.8* |  | |  | |  | |
| rice | Kg | *4.5* |  | |  | |  | |
| sugar | Kg | *2.7* |  | |  | |  | |
| pasta | Kg | *1.6* |  | |  | |  | |
| pasta concasse | Kg | *2* |  | |  | |  | |
| white beans | Kg | *0.9* |  | |  | |  | |
| hard weat | Kg | *0.9* |  | |  | |  | |
| soft wheat | Kg | *0.9* |  | |  | |  | |
| red lentil | Kg | *0.9* |  | |  | |  | |
| Flour | Kg | *0.9* |  | |  | |  | |
| hummus | Kg | *0.9* |  | |  | |  | |
| tahina | Kg | *0.4* |  | |  | |  | |
| Dates (900g) | box | *1* |  | |  | |  | |
| sweet tahina | Kg | *0.4* |  | |  | |  | |
| tomato paste | Kg | *0.4* |  | |  | |  | |
| packaged cheese | box | *4* |  | |  | |  | |
| powdered milk | Kg | *0.6* |  | |  | |  | |
| Kitting in cartoon | unit | *1* |  | |  | |  | |
|  |  |  |  | **Total Price**  **1 parcel (usd)** | |  | |
|  |  |  |  | **Total 510 kits (usd)** | |  | |
|  |  |  |  | **VAT 11 % (if applicable)** | |  | |
|  |  |  |  | **TOTAL (USD)** | |  | |

**ANNEX B**

**To:** SANABEL NOUR ASSOCIATION

**Subject:** Confirmation letter.

**Reference:** ITB/SAN/2023/24/03.

As representative of the company / establishment / organization named:

………………………………………………………………………………………..

I hereby confirm at my personal responsibility that since its foundation our organization has never been a prohibited party or on any government’s blacklist.

**Name:**

**Position:**

**Date:**

**Stamp and Signature:**

**ANNEX C**

**To:** SANABEL NOUR ASSOCIATION.

**Subject:** Warranty Letter.

**Reference:** ITB/SAN/2023/24/03.

As representative of the company / establishment / organization named:

………………………………………………………………………………………..

I guarantee that until the goods arrive at the agreed upon delivery locations, we will be fully responsible for any damage. Our responsibility for their safety ends when your procurement team receives the goods and we obtain a copy signed by them for the quantity received and in conformity with the required specifications.

**Name:**

**Position:**

**Date:**

**Signature:**