

# INVITATION TO TENDER

## Tabitha for Relief and Development

### 02/10/2024

**RFQ-001-1670A-2024**  
**Purchase of School Snacks**

---

**SUBMISSION DEADLINE: 17:00 on 14/10/2024**

**FORMAT FOR SUBMISSION: BIDDER RESPONSE DOCUMENT**

---

#### **PART 1: INVITATION TO TENDER**

- Introduction to Tabitha
- Project Overview and Requirements
  - Award Criteria
- Instructions & Key Information

#### **PART 2: CORE REQUIREMENTS AND SPECIFICATION**

Detailed description of Tabitha for Relief and Development specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

#### **PART 3: BIDDER RESPONSE DOCUMENT**

Template to be used to submit response to this Invitation to Tender.

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO TABITHA

Tabitha for Relief and Development is a local Lebanese NGO, a Christian relief and development organization with a long-standing history of providing humanitarian aid and development programs to vulnerable communities worldwide. Our mission is to deliver essential humanitarian assistance, psychosocial support, community-based protection initiatives, food security and livelihood opportunities.

**Our Vision** – Create a world where all people can live in dignity and have access to resources and opportunities necessary to improve their well-being. This includes tackling the root causes of poverty, providing humanitarian assistance in times of crisis, and fostering community development to empower individuals and families for a better future.

**Our Mission** – Work for lasting change in the lives of the most vulnerable and marginalized people in Lebanon. Through relief and development programs, Tabitha aims to alleviate poverty, promote social justice, and empower individuals and communities to build a sustainable future.

### 2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	<i>Purchase of School Snacks</i>
Outcome of Tender (Contract)	<b>Contract / Purchase Order</b> – the successful supplier(s) will be awarded a 'Contract' which will commit Tabitha to purchase the specified quantity of goods / services as defined in the contract at the agreed rates unless any "Force Majeure" happens
Duration of Award	2024-2025 School Year (October 2024 till June 2025)

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

### 3. AWARD CRITERIA

Tabitha is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

#### 3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

#### 3.2 PASS AND FAIL points:

Essential criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements.

### 3.3 COMMERCIAL CRITERIA:

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed criteria as per the prices provided.

## 4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), Tabitha may withdraw their award decision.

## 5. BIDDER INSTRUCTIONS

### 5.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	04/10/2024
Pre-Bid Meeting with interested Suppliers	09/10/2024
Deadline for questions from Bidders	11/10/2024
Deadline for Bid Submission	11/10/2024
Award Contract	16/10/2024

### 5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in Part 3 of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids should be submitted in two separated stamped and sealed envelopes (financial and commercial offer) with samples to Tabitha's office in Baabda, near Sacre Coeur Hospital to Mrs. Mounira Rached.

### 5.3 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **17:00 GMT+3 ON 11/10/2024**.

### 5.4 KEY CONTACTS

All questions relating to the tender should be sent via email no later than 11/10/2024 to:

Name	Email Address
Rony Touma	<a href="mailto:r.touma@tabithalb.org">r.touma@tabithalb.org</a>

**\* Please allow up to 2 days for a response.**

Where the enquiry may have an impact on other bidders within the process, Tabitha will notify all other Bidders to maintain a fair and transparent process.

## **PART 2 – BIDDER RESPONSE DOCUMENT**

### **I. INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

- Section 1 – Essential Criteria
- Section 2 – Capability & Sustainability Questions
- Section 3 – Pass and Fail criteria
- Section 4 – Bidder Submission Checklist

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.**

### **2. INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by Tabitha. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Tabitha through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy:

## SECTION 1 – PASS and FAIL CRITERIA

**INSTRUCTIONS – Bidders are required to complete all sections of the below table.**

Item	Question	Bidder Response	
<b>1</b>	Bidder accepts Tabitha 'Declaration of intent" and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	<b>Yes / No</b>	<b>Comments / Attachments</b>
<b>2</b>	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that Tabitha will undertake independent checks to validate this.	<b>Yes / No</b>	<b>Comments</b>
<b>3</b>	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Tabitha (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul>	<b>Yes / No</b>	<b>Comments</b>
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<b><i>Legitimate Business Address</i></b>	
		<b><i>Tax Registration Number &amp; Certificate</i></b>	
		<b><i>Business Registration Certificate</i></b>	
		<b><i>Trading License</i></b>	
<b>4</b>	The Bidder must confirm the availability of the service requested as mentioned.	<b>Yes / No</b>	<b>Comments</b>
<b>5</b>	The Bidder must confirm the ability of transporting the snacks on a daily basis	<b>Yes / No</b>	<b>Comments / Attachments</b>

## SECTION 2 –ADDITIONAL EVALUATION CRITERIA

***Instructions – Bidders are required to complete all sections of the below table.***

Item	Question	Bidder Response
<b>1</b>	Ability to transport daily to the locations and ensuring that the transportation trucks abide by the food safety and hygiene requirements	Yes / No
<b>2</b>	Providing food safety requirements including the pest management plan, health cards of food handlers, laboratory testing results for dry commodities and for water, fruits, and vegetables, conducted in accredited laboratories as per the Lebanese food safety law	Yes / No
<b>3</b>	Clearance to directly contact the farmers by Tabitha/WFP to obtain feedback on the program from them; and the provision of figures on the planned vs. actual quantities purchased.	Yes / No
<b>4</b>	Ensuring compliance with local requirements related to mass meals provision activities as established by the local Government (including food hygiene and food safety standards).	Yes / No
<b>5</b>	Providing Standard Operating Procedures, 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..	Yes / No
<b>6</b>	Ensuring the quality & quantity of the meals and guarantee ‘fit for human consumption and provide products nutrition facts for the snacks	Yes / No
<b>7</b>	Ensure the availability of the products requested as per the below commercial questions table	Yes / No

**Copies of the above certifications should be provided with the offer.**

### SECTION 3 – COMMERCIAL QUESTIONS

GOOD / SERVICE	Specifications	TOTAL QUANTITY (PCS)	UNIT PRICE <i>(Include all Taxes and additional costs in USD)</i>	TOTAL PRICE <i>(Include all Taxes and additional costs in USD)</i>
Washed and Sanitized Apples	locally produced, red or yellow golden, whole, medium size, 140-170 grams, wrapped	150,000		
Bananas	locally produced, whole, large size, 120-150 grams, wrapped (if not locally available, explanation of sources is required)	170,000		
Washed and Sanitized Pears	locally produced, medium size, 160-190 grams, wrapped	110,000		
Washed and Sanitized Cucumbers	locally produced, 2 medium cucumbers, 110-140 grams, wrapped	100,000		
Washed and Sanitized Carrots	locally produced, 2 medium carrots, 110-140 grams, wrapped	75,000		
Washed and Sanitized Sour Green Plums (Janerek)	locally produced, 5-6 plums per bag, medium size, 180-210 grams, wrapped	65,000		
Washed and Sanitized Nectarine	Locally produced, whole, medium size, 140-180 grams, wrapped	70,000		

Apple Chips	locally produced, 30 grams per pack, no preservatives.	120,000		
Milk	Locally produced, individual pack, 125 ml, plain, whole fat, UHT sterilized.	290,000		
Peanuts	Peanuts locally produced, 1 pack, 30 grams, roasted, lightly salted (no peel, skin or shell).	285,000		
Mixed Nuts and Fruits	locally produced, 1 pack, 40 grams, raw and unroasted nuts, no preservatives	285,000		
Packaging	Service	1		
Transportation to Beirut	Service	1		
Transportation to Kesrwane	Service	1		
Transportation to Jbeil	Service	1		

- **The snacks must be packaged as individual parcels in food-grade paper bags (approximately 14\*24cms) with multi-coloured design printed on both sides. The designs will be provided by WFP. Usually, one side of the bag has the visibility logos of WFP, MEHE and program donors, and the other side has informational messages, please provide the price per bag below:**

**Price per bag:** .....

## **PART 3 – CORE REQUIREMENTS & SPECIFICATIONS**

### **1. SPECIFIC REQUIREMENTS**

**Tabitha is looking to contract a company to purchase school snacks as per the below:**

- **Purchase the goods needed**
- **Sanitize the fruits and vegetables**
- **Print the needed logos on food grade paper bags**
- **Wrap the fruits and vegetables in a food-grade protective paper and placed in a food-grade paper bag together with the other items.**



- **Availability to deliver the snacks to the schools as specified in the list below:**

<b>Supplier can deliver to some or to all location ( yes / no )</b>	yes	No
Al Irchad Mixed Public School (Medawar, Beirut)		
Jaber Ahmad Al Sabah School (Ashrafieh, Beirut)		
Wata Al Msaitbe Mixed School (Wata Al Msaitbeh, Beirut)		
Daroun Intermediary Mixed Public School (Daroun, Keserwane)		
Zouk Mosbeh School (Zouk Mosbeh, Kesrwane)		
Elias Abou Shabaka Mixed School (Zouk Mikael, Keserwane)		
Estephan Juan Assi Mixed Public School (Hsarat, Jbeil)		
Amchit Intermediary Mixed School (Amchit, Jbeil)		
Jbeil Second Intermediate School (Jbeil)		
Beshleh Intermediate Mixed School (Bchille, Jbeil)		

**Supplier needs to demonstrate the capacity to ensure food safety and excellent quality all throughout the food operations that consist of:**

- **Ensuring shelf-life of procured pre-packaged products (UHT milk, peanuts, apple chips, mixed nuts, and dried fruits, etc.) are within best before or expiration date and are indicating the following in the form of a product description.**
- **Commercial product name and description, allergens information, and ingredient list**
- **Type of processing as indicative to the product nutritional value, storability, and preservation needs (e.g., Pasteurization type, lyophilized, fermented, dried, freeze-dried, pickled, smoked etc.).**
- **The snacks must be packed in appropriate packaging which safeguards the hygienic, nutritional, technological, and organoleptic qualities of the products. Primary packaging must be food grade and comply with local regulation and/or standards or requirements stated in the contract, size of pack (net weight, and/ or number of items or units per pack), specific requirements “not for sale” and nutritional facts.**
- **The procurement agreement with the supplier(s) of fresh produce should include a clause stating the need to identify the number of farmers benefitting from the orders, the clearance to directly contact the farmers by Tabitha to obtain feedback on the program from them**
- **Ensuring compliance with local requirements related to mass meals provision activities as established by the local Government (including food hygiene and food safety standards).**
- **Ensuring that the distributed commodities are complying to the Lebanese standards and that the water used for fruits and vegetables washing and sanitation is potable.**
- **Providing food safety requirements including the pest management plan, health cards of food handlers, HAACP Plan, laboratory testing results from the suppliers (for dry commodities) and from the warehouses (for water, fruits and vegetables), conducted in accredited laboratories. Any Food Safety Management System certification is considered a plus.**
- **Providing Standard Operating Procedures, 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...**
- **Demonstrating by principle and practice the adoption, implementation and recording of:**

- **Good Hygiene and handling practices during the entire process of food preparation, raw material storage, snacks packaging process, snacks transportation and distribution.**
- **Good cleaning and waste management system in place; including, but not limited to the following aspects: suitable infrastructure and tools, personal hygiene, cleaning and sanitization procedures and materials, pest control, prevention of food contamination, clean safe potable water source**
- **Hazard Analysis Critical Control Point Program Principles: ensure fridge temperatures and reception of fresh products is appropriate to prevent any microbial hazard.**
- **Notifying Tabitha in case of food safety or quality concerns, complaints or incidents and keeping Tabitha informed throughout the root cause investigation. The partner shall manage any complaints or food safety incidents in line with the national existing protocols.**


Below is a table specifying the monthly expected consumption of each of the products requested:

Food Item	Approximate Quantity Needed per Month per Piece								
	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	March-25	Apr-25	May-25	June-25
Apples	25000	15000	20000	25000	25000	20000	20000		
Bananas	25000	20000	15000	20000	20000	20000	20000	15000	15000
Pear	35000	35000	20000				20000		
Cucumbers	15000	15000	10000	15000	15000	15000	15000		
Carrots				20000	20000	20000	15000		
Sour Green Plums								35000	30000
Nectarines								35000	35000
Apple Chips	15000	15000	10000	15000	15000	15000		20000	15000
Milk	35000	35000	25000	30000	35000	30000	30000	35000	35000
Peanuts	40000	35000	25000	30000	30000	30000	30000	35000	30000
Mixed Nuts and Fruits	40000	30000	25000	35000	30000	30000	30000	35000	30000

The above quantity is calculated based on feeding days (school days) and approximate number of students per school which may result by a change in the quantities.

- **The school feeding product description annex is uploaded with the link of the tender.**

## SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:		
No	Section	Please Tick
1	Section 1 – Essential Criteria	
2	Section 2 – Capability Questions	
3	Section 3 – Commercial Questions	
We, the Bidder, confirm we have provided all of the required information and supporting evidence:		
Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Provided a Sample	
<b>Commercial Criteria Evidence</b>	Completed Bidder Response Document	
We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature
Declaration of Intent	 Declaration of Intent- Tabitha.pdf	

We confirm that Tabitha may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....