
Tender - “Food & Beverages services - North”

PRF #105

DATE: 25 November 2022

Digital Opportunity Trust (DOT) Lebanon hereby solicits your bid for the above subject, in accordance with this document.

DOT Lebanon is a social enterprise - an innovator in enabling people to access and apply information and communications technologies (ICT) to create education, economic and entrepreneurial opportunities. DOT's vision is to make these opportunities available to marginalized people, especially women and youth, as a strategy to eradicate poverty, vulnerability and gender inequality. Established in Lebanon since 2010 with headquarters in Ottawa, Canada, DOT Lebanon provides skills development programs to build and enhance 21st-century skills within marginalized communities in Lebanon to prepare them for the jobs of the future.

About the project:

The “Daring to Innovate” project is part of the Local Development Programme for Urban Areas in North Lebanon (UDP_NL) that is implemented by Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH in partnership with DOT Lebanon and the Ministry of Social Affairs. UDP_NL is co-funded by the European Union.

Dear Madam/Sirs,

You are invited to submit a bid to provide catering services to the participants in the Daring to Innovate Project in the North area.

Closing Date : 8 December 2022

Subject : Providing Catering Services

NOTES:

(a) CURRENCY: USD

(b) THIS IS NOT AN ORDER. READ THE CONDITIONS AND INSTRUCTIONS BELOW.

(c) RETURN OFFER: EMAIL () SEALED ENVELOPE (x)

Description of the request:

Catering services for training under UDP_NL program with ability to deliver to several locations in the North area .

- The applicant should be able to provide **both** breakfast consisting of the following items (Water, juice, sandwiches for breakfast, dessert, wet wipes) **and** lunch consisting of the following items (Water, juice, sandwiches for lunch , dessert, wet wipes)
- The applicant should also be able to deliver the orders within the North area to our training centers mainly in Zgharta and Chekka
- Duration of the services : Till March 2023
- Total number of needed meals to be catered : 4380 Meals (The sessions are held from Monday till Saturday and on a average of 60 meals per day at max) Meals will be provided on a schedule basis of Monday Wednesday and Friday and/or Tuesday, Thursday And Saturday morning and/or Afternoon for two locations
- The quotation should clearly mention the unit price/meal and if your services are subject to VAT
- If chosen the applicant is expected to start providing their services by no longer then the 3rd of January 2023

Please fill this table in accordance with the previous guidelines

Applicant Name						
Breakfast and Lunch available	Can deliver in the North Area	Can start on the 3rd of January	Can cater up to 60 meals/day	Can Cover two locations simultaneously	Unit price for lunch (in USD)	Unit price for breakfast (in USD)

TENDERING PROCEDURE

In order to be considered in our bidding process, you need to provide us with the below mentioned documents in order to prove the validity of your business:

- Commercial Circular, Certificate and VAT if applicable (for companies) or NGO decree from the Ministry of Interior (for NGOs)
- Financial Registration Certificate
- Identification Card of the persons mentioned on the official legal registration
- Three client references from the past 2 years related to similar projects (names, email, phone), preferably governmental institute, INGO, UN Agencies, NGOs. These references should be available for a reference check by DOT Lebanon.
- Payment Terms (Cash withdrawal letter, cheque, transfer)
- Offer Validity
- Bank Information
 - Bank Name:
 - Branch:
 - Account Holder Name:
 - IBAN:
 - Swift Code:

All documents should be clearly labeled so it is clear to understand what each file relates to.

An authorized representative of the tenderer must sign, stamp, and date the bid, and other relative documents accompanying it.

Instructions to tenderers

Bids are required to be :

1. Valid for 30 days from the closing date unless otherwise stipulated by the seller
2. Submitted in English language, and by Hand in a sealed envelope/package clearly marked and addressed as follow:
Outer envelope/package of your bid must clearly indicate:
GIZ (Project Title)

Catering services
Name of your entity
Date of Submission

Att. Mr. Joseph Habshy

DOT Lebanon Office

Mar Abda Street, Gebara building (Sportika), 7th Floor

Jal El Dib, Lebanon

(Between 10:00 and 17:00)

3. Received to the above address before the time and date - **December 8th 2022 @ 14.00**

For queries please contact the “Procurement Officer – Joseph Habchy” on procurementlb@dotrust.org or by calling 03/103423

Confidentiality

Information relating to the evaluation of tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on contract award is communicated to all tenderers.

Any attempt by a tenderer to improperly influence the employer in the evaluation of the tenders or contract award decisions may result in the rejection of its tender.

Clarification of Tenders

To assist in the examination, evaluation, and comparison of the tenders and qualification of the tenderers, the employer may, at its discretion, ask any tenderer for a clarification of its tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the employer shall not be considered. The employer's request for clarification and the response shall be in writing. No change in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the employer in the evaluation of the tenders.

Conditions

1. DOT Lebanon General Conditions of Contract shall apply.
2. If the Tenderer is successful, this RFP shall constitute the basis of an agreement for the services as listed above.
3. Payment for services shall be made within 15 working days after the submission of the invoice. And after completion of services provided that DOT has received an appropriate original invoice from seller and delivery vouchers duly signed by representatives of both parties.
4. DOT Lebanon is not bound to accept the lowest or any other offer and reserves the right to accept any offers in part or in whole.

5. Samples of offers when required will be provided free and before the closing date of the tender. If not destroyed during tests they will, upon request, be returned at the seller's expense, or may be collected by the seller.
6. Making a payment to any employee as an inducement or any canvassing to enable you to win this bid will result in automatic disqualification from participating in this tender or any other tender.
7. Quotations with missing information will be disqualified from participating in this tender.
8. An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it.
9. If you were not contacted after 30 working days from the closing date, then be notified that your offer was not selected.

Thank you.

Best Regards,