

Tender Reference: 2021-TR-01



CALL FOR TENDER
FOR
SUPPLY AND DELIVERY OF FOOD PARCELS.
PUBLICATION REFERENCE:
2021-TR-01

30-Aug-21

Invitation to bid ref.2021-TR-01: Procurement of food parcels

FOH is a non-governmental organization that operates as an independent living for persons with disability. Its mandate is the work for the provision of a better life of persons with disability is in the process of implementing a humanitarian project in the following area Tripoli- Akkar- El Menieh-Dennieh, The Project will contribute to the well-being of the most vulnerable Lebanese and Syrian families through provision of food parcels and hygiene kits. The main expected output of the project is to improve the food security of families affected by the current crisis in Lebanon. This will be achieved through the provision of food parcels ensuring coverage of basic monthly food needs.

FOH hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

Interested candidates are requested to send an email to procurement@theforum-lb.org, indicating the willingness to be a part of this bid and request the full Invitation to Bid documents.

FOH looks forward to receiving your Bid and would like to thank you in advance for your interest in FOH procurement opportunities.

Section B- Instructions to Bidders

Tender No.	2021-TR-01
Delivery location	Forum of the Handicapped(Forum for the Right of Persons with Disabilities), North Lebanon- Tripoli- El Mina- behind the Apec Station- in Montada Road
Delivery Time	Monthly Basis
Title	Food Parcel
Deadline of inquiries	8-Sept-21, COB
Deadline of submitting offers	13-Sept-21, COB
Company Profile	The Bidder should provide us with the company profile, which should not exceed five pages, including printed brochures and product catalogues to the Goods and/or Services being procured.
Documents required from Offerors	<p>The tender shall consist of two envelopes placed in a one big sealed non-identifiable envelope, with the words “NOT TO BE OPEN BEFORE THE TENDER OPENING SESSION,” written in English.</p> <ul style="list-style-type: none"> ➤ The first envelope will contain the technical and administrative information of the bidder: <ol style="list-style-type: none"> 1. Entity Registration Certificate 2. Commercial Circular that shows the authorized signatory 3. Registration Certificate “MOF” 4. VAT Registration Certificate 5. Copy of Entity Owner ID ➤ The second envelope to contain the financial proposal and pricing matrix as specified in Section B
Payment terms	<ul style="list-style-type: none"> • Forum of the Handicapped (Forum for the Rights of Persons with Disabilities) will issue a Bank Letter after partially receiving each order • Money will be transferred to supplier within 15 days
Email address of submission of quotes	procurement@theforum-lb.org

Point of contact	<ul style="list-style-type: none"> • procurement@theforum-lb.org • +961 70617059
Evaluation Criteria	<ul style="list-style-type: none"> • Delivery Time • Quality of the products • Warranty Offered • Previous Experience
Contract Type and Length	<ul style="list-style-type: none"> • Long-Term Agreement • 6 months
Instructions	<ul style="list-style-type: none"> • In addition to the tenders' envelope, a food parcel sample that include the products indicated in Section C must be delivered to the organization address. • The Vendor must proof that he can provide a receipt in fresh \$
Period of Validity	Minimum of (90) days

Note: The Bidder should prove that they have the ability to secure the required quantity on time and all the quantity needed is stored and available to meet our needs at any time, and this is through signing an agreement between the two parties.

Section C- Schedule of requirements and Technical Specifications:

Goods Quality Should be Class: A/B/C/D

Food Parcels (Dry rations)							
#	Items Description	Specifications (brand, Name, Ingredients)	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)	Total estimated quantity during 6 months
1	Cereals – Rice		5 kg	2	\$	\$	(8600-8740)
2	Flour		900g	3	\$	\$	(8600-8740)
3	Pasta (Spaghetti)		500g	3	\$	\$	(8600-8740)
4	Pasta (Shells)		500g	3	\$	\$	(8600-8740)
5	Lentils		900g	3	\$	\$	(8600-8740)
6	Red Beans		900g	3	\$	\$	(8600-8740)
7	Chickpeas		900g	3	\$	\$	(8600-8740)
8	Bulgur		900g	3	\$	\$	(8600-8740)
9	Tuna		185g	5	\$	\$	(14350-14500)
10	Vegetable Oil - Sunflower		5 L	1	\$	\$	(2830-2980)
11	Sugar		900g	3	\$	\$	(8600-8740)
12	Dried Dates		1 kg	1	\$	\$	(2830-2980)
13	Salt		700g	2	\$	\$	(5710-5860)
14	Canned peas		400g	3	\$	\$	(8600-8740)
15	Mixed peas and carrot		400g	5	\$	\$	(14350-14500)
16	Mushrooms		400g	3	\$	\$	(8600-8740)
17	Corn		340g	3	\$	\$	(8600-8740)
18	Dried Mulukhiyeh		200g	3	\$	\$	(8600-8740)
19	Tomato Paste		400g	3	\$	\$	(8600-8740)
20	White Spread Cheese		120g	3	\$	\$	(8600-8740)
21	Packaging		Carton box		\$	\$	(2830-2980)
Total Without VAT						\$	
VAT 11% (In Lebanese pound official rate)						\$	
Total with VAT						\$	

Supplier Name:

Title:

Date:

Signature & Stamp:

MOF Registration Number:

Tax Registration Number:

Section D_ Supplier Questionnaire

Supplier Questionnaire		
Company's Name:		
Address:		
Phone Number:		
Date:		
Please respond to the following questions.		
Do you have any previous experience with FoH?	YES	NO
Do you have any previous experience with NGOS or UN agencies at the past 5 years? Please list the names of these NGOs or UN agencies.		
1.		
2.		
3.		
4.		
5.		
Technical Section		
What can you provide as extra offers if you are selected?		
If you are selected and an agreement is signed between your company and FoH, how long it takes the supplier to deliver the requested items to the location once the order is released?		
What is the warranty period by the supplier for the purchased items?		

Section E_ Previous relevant experience

Please List only **5 previous similar contract successfully executed in the last 10 years**. List only those contracts for which The Bidder was legally contracted or sub-contracted by the client as a company. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references.

#	Project Name and county of assignment	Client & Reference Contact Details	Contact Value	Period of Activity and status	Types of Activities Undertaken
1					
2					
3					
4					
5					