

**Terms of Reference (ToR) for Online Tender**

1. Introduction

1.1 Purpose The purpose of this document is to outline the terms of reference for the online tender process for **Christian Blind Mission - CBM**. This tender aims to procure **Raw Materials such as Vegetables, Meat, Chicken, Grain, Oil, Water**, etc. for the **Lebanese Union for People with Physical Disability –Access** kitchens in Beirut, South, and Beqaa

1.2 The project aims to support vulnerable people with and without disabilities to be more resilient in times of crisis by strengthening their livelihood and food security and promoting social cohesion at the community level.

1.3 The scope of work for the raw materials tender in Beirut, Bekaa, and South includes the procurement of specified raw materials, ensuring quality, and timely delivery for a project. The key activities involve needs assessment, vendor selection, tender preparation, advertisement, bid evaluation, contract negotiation, award, and quality control. The locations covered are Beirut, Bekaa, and South, with the primary deliverables being the procurement of compliant raw materials and a detailed procurement report. The timeline will align with the tender documents and project schedules.

1. Tender Timeline

The timeline for the tender process, including, deadlines, dates for bid submissions, evaluations, and contract awards is one month after the advertisement day.

1. Eligibility Criteria

Only experienced suppliers in the field are eligible to apply, by providing their company legal documents, samples of previous contracts, and any other additional contract to support the request. Suppliers who can only provide the needed quantity when requested are exclusively eligible

1. Tender Documents

Please refer to the attached **Annex** **A** at the end of the documentfor guidance

1. Submission Requirements

5.1. Proposals should be submitted under PDF Format, referring to the request in the **Annex A**, signed and stamped by the company

5.2. Submission Deadline is **January 7, 2024 at 16:00 PM**

5.3. Proposals are requested to be submitted to our online portal, to the following email: [procurement@lupd-lb.com](mailto:procurement@lupd-lb.com) mentioning “**RFT – Kitchen Raw Materials – LUPD**” in the subject of the email. (Please specify the location you are capable for delivering to).

1. Evaluation Criteria

Evaluations will be technically done based on the reputation of the company, quality of the products provided, and the delivery estimated time, and financially based on the best value of money.

1. Contract Award

After the evaluation, based on the criteria’s mentioned previously, winners will be contacted and invited for a negotiation and contract finalizing meeting.

1. Confidentiality

Confidentiality in the procurement process is secure to maintain fairness and trust. Organizations require bidders to sign Non-Disclosure Agreements (NDAs) and protect sensitive information in tender documents, including project details and pricing. Bidders should ensure secure handling and limited disclosure within their organization. Breaches may result in disqualification or legal action. While strict confidentiality is essential, there should be defined exceptions, and compliance with relevant laws is vital. Overall, maintaining confidentiality ensures integrity and transparency in procurement.

1. Questions and Clarifications

Questions and clarifications are accepted one week after the advertisement day, **December 22, 2023 – December 29, 2023 last,** exclusive and limited to raw materials only. Any other questions related to any offer will not be answered.

1. Amendments and Updates

Amendments might take place if sufficient numbers of offers are not received, or in the event of suspicion of collusion or fraud

1. Disqualification and Rejection

Bidders that don’t abide by the submission requirements mentioned above will be disqualified. Offers beyond the deadlines will be rejected, and questions will not be answered.

1. Communication

All communications are requested to be done through the following email only: [procurement@lupd-lb.com](mailto:procurement@lupd-lb.com) . Calls and messages are rejected and will not be answered and considered.

**Annex A: Raw materials needed per month; Quantity may vary based on the needs and force majeure**

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| --- | --- |
| **Vegetables** | |
| **Product Name** | **Estimated quantity per month** |
| onion | 200kg |
| garlic | 33kg |
| egg plant | 80kg |
| tomatoes | 170kg |
| zucchini(koussa) | 90kg |
| carrots | 60kg |
| potatoes | 170kg |
| fresh coriander | 45 bundels |
| cauliflower | 45kg |
| fresh lemon | 12 tins\*3kg |
| white gabbage | 50 kg |
| red cabbage | 6kg |
| fresh parsley | 12 bundels |
| green and red pepper | 35 kg |
| fresh spinach | 10 kg |
| lettuce | 20 bundels |
| fresh mint | 15 bundels |
| fresh cucumber | 25 kg |
| fresh green beans | 40 kg |

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| **Bakery and Butchery and Chicken** | |
| **Product Name** | **Estimated quantity per month** |
| arabic bread | 40 |
| minced meat | 50 kg |
| meat (mawzet) | 40 kg |
| chicken whole | 40 chicken \*1700g |

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| **Wholesale Supplies** | |
| **Product Name** | **Estimated quantity per month** |
| taliategli pasta | 40 bags\*500g |
| penne pasta | 40 bags \*500g |
| chicken breast | 15 kg |
| cooking cream | 35 litre |
| parmesan cheese | 9kg |
| peeled tomatoes | 30 kg |
| sliced mushroom | 8 tins \*3kg |
| moazarela cheese | 20 kg |
| butter | 40 kg |
| okra frozen | 20 kg |
| fresh yogurt | 60 kg |
| frozen peas | 10 bags \*500 g |
| tomato paste | 12 kg |
| corn | 6tins\*3kg |
| veg oil | 40 gallons \*9litre |
| salt | 25 kg |
| chicken stock | 4 kg |
| beef stock | 4 kg |
| soya sauce | 5 litre |
| teriaki sauce | 5 litre |
| oyster sauce | 5 litre |
| sesame oil | 1 litre |
| pomogranate molasses | 2 litre |
| shortening oil (for deep fryers | 40 kg |
| water gallons \*35 liters | 200 gallons |

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| **Spices and Grains** | |
| **Product Name** | **Estimated quantity per month** |
| dry white beans | 25 kg |
| olive oil | 30 litre |
| rice (american ) | 130kg |
| rice (eghyptian) | 20 kg |
| chick peas | 20 kg |
| lentille | 25 kg |
| frikeh | 25 kg |
| mougrabieh | 20 kg |
| vermicelli | 20 kg |
| bourgul | 30 kg |
| bread crumbs | 6 kg |
| warak arich | 15 kg |
| white flour | 30 kg |
| sugar | 3 kg |
| yeast | 500g |
| milk powder | 8 kg |
| seven spieces | 3 kg |
| cumin powder | 2 kg |
| curry powder | 3 kg |
| sumak | 1 kg |
| coriander powder | 3 kg |
| cinnamon powder | 2 kg |
| paprika powder | 3 kg |
| black pepper | 5 kg |
| origano | 2 kg |
| dry mint | 1 kg |
| dry basil | 1 kg |
| sesame seeds | 1 kg |
| corn starch | 5 kg |
| lemon salt | 2 kg |
| b.b.q sauce | 2 litre |
| karawya powder | 300g |
| baking powder | 400g |
| bicarbonate soda | 1kg |
| ginger powder | 1kg |
| onion powder | 1kg |
| garlic powder | 1kg |
| yellow musterd | 3kg |
| bhar 7elo | 1 kg |

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| **Cleaning and Food Containers** | |
| **Product Name** | **Estimated Quantity per month** |
| sanita | 4 |
| maryoul | 4 |
| sponge | 30 |
| clean ball zinc | 30 |
| little chef 4 liter oven c | 2 |
| flashy antibacterial 4 liter | 5 |
| stainless cleaner 4 liter | 4 |
| black compartment 1000 cc | 1500 |
| cover art 826 | 1500 |
| microwavable cont art 827 1000 cc | 1500 |
| cover art 827 | 1500 |
| manual dishwashing 4 liter | 5 |
| cling film 30 cm\*1000 gram | 5 |
| kitchen towel (30\*55 cm) | 10 |
| bleachy antiseptic 4 liter | 5 |
| general floor cleaner 4 liter | 6 |
| centerpull recycled (6pcs/box) | 8 |
| hair net white (100 pcs/pck) | 5 |
| arm sleeves white (100 pcs/pack) | 5 |
| latex white medium (100 pcs/pack) | 5 |
| latex white small (100 pcs/pack) | 4 |
| plastic spoon (100pcs/pack) | 4 |
| eco cup (100 pcs/pack) | 4 |
| face mask: 50pcs/pck; 40packs/CTN | 4 |
| odex | 4 |
| trash bag Extra Large | 5 |
| trash bag Medium | 5 |
| toilet paper | 5 |
| handwash | 6 |
| clinex/10 | 8 |
| ورق خشخاش | 4 |
| ورق زبدة | 4 |
| مماسح | 8 |
| شقف فيلدا | 12 |
| sauce cup small | 1000 |
| sauce cup large | 1000 |
| salad bowl 350cc | 1000 |
| salad bowl 350cc | 1000 |
| اكياس سحاب 20/30 | 200 |
| اكياس سحاب 17/25 | 200 |
| اكياس دون سحاب | 200 |