

April 3, 2023

TOR for the Procurement of Food Parcels

Ref: 04/GIZ/23

**Project: Implementing community-based food security while enhancing the agricultural sector, protecting the environment, and adapting to climate change in Lebanon (IFEEL)**

The project is funded by The German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in partnership with Al-Shouf Cedars Association.

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**Al-Shouf Cedar Association**

**Seeks**

Interested suppliers to submit their proposals for the procurement of 2250 Food Parcels

Location: Park house, Maasser El Shouf, Lebanon

Delivery Time: 31 May 2023

Announcement Date: 3 April 2023

Deadline for Inquiries: 14 April 2023

Deadline for Offers Submission: 22 April 2023, 4:30 PM Beirut time

Contract signature: 29 April 2023

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## 1. The Action

The project addresses food security issues by providing immediate support to vulnerable households through food parcel distribution and income generation and enhances the agriculture sector to guarantee sustainability, all in the context of protecting the environment, and adapting to climate change. Over a period of two years, the project will:

**Distribute food parcels:** mouneh (provisions) based on a list prepared by a nutritionist to meet the basic needs of an average household for three months. The distribution of the parcels will be accompanied by the nutritionist who will provide nutrition awareness on issues such as: food losses and food safety, nutritional balance, and budgeting for food at the household level. The contents of the box are: lentils, chickpeas, dry beans, bourghul, flour, salt, tomato paste, oregano mixture, Kishk, Awarma, olive oil and apple jam.

**Conduct voucher for training:** to provide beneficiaries with the skills needed to enhance food production to address the food security challenge. The subjects are: nutrition, sustainable agriculture, sustainable biomass management, forest management, compost, biofuel (briquettes and pellets, animal production & agro-food industries, traditional cooking, ethnobotanical herbs, and the Farm Business School (FBS).

**Conduct cash-for-work:** for the empowerment of the vulnerable communities (who cannot find alternative jobs) knowing that the work will follow the Forest Landscape Restoration guidelines of Shouf Biosphere Reserve (SBR) and the Climate Change Mitigation interventions, targeting mainly sustainable agriculture.

**Link production to marketing:** leading to the promotion of farmer markets, and the development of agreements between service providers in the regions and the farmer markets or farmers for supply purposes.

**Conduct an assessment/ feasibility study for the development of an Agricultural Services Center (ASC):** which could also serve as an agricultural school or training venue.

The implementing partner of the project is **Al-Shouf Cedar Association**. It is supported by the local authorities, and local communities, in addition to the Ministries of Environment and Agriculture.

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## **2. The Service**

The service to be performed by the supplier is within the scope of the ‘**Distribution of Food Parcels**’ and shall be performed in close cooperation with IFEEL team. The composition of the food parcels that will be distributed by Al-Shouf Cedar Association will cover most (60%) of the energy/caloric needs for a family of 5 individuals for one month and will contain a variety of items within each food group (carbs, proteins and fat) providing the macro and micronutrients.

The quality of the food provided responds to the recommended nutritional needs, ensuring that the family members have access to a minimum balanced nutritional content, taking into consideration that the food items included in the parcel have a long shelf life.

Most of these items in the parcel should be bought from local food processors such as women cooperatives and local MSMEs that buy from local farmers, so all the products are natural, without any preservatives and considered as a good source of vitamins and minerals. This leap in the food parcel content will support the many actors along the value chain and will have an effective role in raising small holders’ and food processors’ incomes. Hence IFEEL ration will contribute to supporting the livelihoods of the local community mainly by increasing productivity, adding value to local products, increasing income, employment opportunities and mobilizing the economy and social capital of rural territories.

### **The supplier will:**

- A. Do the packaging and labeling of the parcels as needed. Since the weight of the food parcel is 50.45 kg, the package will be divided into two parts and shall consist of a; (i) sealed cardboard box (ii) a separate flour bag. The cardboard box and the flour bag will both carry the logos of ACS and GIZ, and a list of the items with the quantity and weight of each, to avoid any abuse. The design of the label will be later provided to the selected supplier by Al-Shouf Cedar Association team. The primary and secondary packages must be sized in order to protect the goods, avoiding empty space inside the packages. The packaging must be reduced to the minimum. The name of product, production and expiry dates and the fact that it is free from culturally restricted components, must be indicated on the inner packaging (all cartons and individual wrappers/boxes/can/containers).

### **Individual products must be marked with:**

- a) product name
  - b) list of ingredients
  - c) list of nutritional values
  - d) free from culturally restricted components
  - e) net weight in kg
  - f) date of production printed or stamped on the packaging
  - g) minimum durability date (minimum of 1 year), declared as "best before" printed or stamped
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- B. Purchase the products when feasible from the local farmers and processors who are already active in the region. The contents of the box are: lentils, chickpeas, dry beans, bourghul, flour,

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salt, tomato paste, oregano mixture, Kishk, awarma, olive oil and apple jam. The BOQ of the food parcel is further elaborated in Annex 1.

- C. Support local value chains and women ateliers when feasible.  
The priority should be given but not limited to the; (i) local farmers who have been trained by the Shouf Biosphere Reserve on sustainable agricultural practices i.e GAP, organic farming, biodynamic farming etc, (ii) local producers and processors
- D. Approve performing quality assurance laboratory tests on random samples by Al-Shouf Cedar Association.

### **3. Submission and approval of documents:**

Proposals must be submitted by hand to Al-Shouf Cedar Association headquarters at the above-mentioned address and to the procurement's email address.

The proposal must include a technical offer (Annex 1) and a financial offer (Annex 2), which must be submitted in two separate envelopes.

Envelope 1: Technical offer (Annex 1)

Envelope 2: Financial offer

- a) Fill out the form in Annex 2 with the price and specifications of the items signed and stamped.
- b) Registration certificate "MOF"
- c) VAT registration certificate

A Mandatory Sample Submission: A food parcel should be submitted as a sample with the financial proposal including all the food items (as per the BOQ in Annex 1) in properly sealed packages.

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#### **4. Expected Deliverables:**

The supplier is expected to have submitted the following key deliverables:

<b>Deliverables/ Outputs</b>	<b>Due Dates</b>	<b>Review and Approvals Required</b>
Deliverable 1: Delivering 900 food parcel parcels (40 %)	15 days after contract signature	Al-Shouf Cedar Association team
Deliverable 2: Delivering 1350 food parcels (60 %)	25 days after contract signature	Al-Shouf Cedar Association team
<b>Total: 2250 food parcels</b>		

#### **5. Evaluation Criteria**

The below evaluation grid will be used in the evaluation process:

<b>Price or cost proposal (Annex 2)</b>	<b>30%</b>
<b>For delivery</b>	<b>10%</b>
<b>Quality of goods (Annex 1)</b>	<b>20%</b>
<b>Past Experience</b>	<b>10%</b>
<b>Past Performance/References</b>	<b>10%</b>
<b>Other; Source of the goods (Annex 1)</b>	<b>20%</b>

#### **6. Language requirements**

The offer should be submitted in English.

#### **7. References**

Procurement officer, Tarek Yazbek; [tarek@shoufcedar.org](mailto:tarek@shoufcedar.org)

Project coordinator, Mira Yehya; [mira@shoufcedar.org](mailto:mira@shoufcedar.org)

**TOR activities period: 1.5 months**

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**Annex 1: Technical offer**

The technical offer can be written by hand or filled in electronically.

**A. BOQ**

Description	Specifications (Ingredients, origin)	Expiry date	Packaging details (material of package, no. of packages...)	Qty/ Parcel
Flour (extra) - grade A				15 kg
Bourghul (fine)-grade A				7 kg
Lentils (red lentils)- grade A				7 kg
Chickpeas (12 mm) - grade A				7 kg
Dry beans (lima beans)- Grade A				7 kg
Awarma				1 kg
Olive oil				3 L
Apple jam				1 kg
Salt				0.75 kg
Tomato Paste				1 kg
Kishk				0.5 kg
Oregano mixture				0.2 kg
packaging (incl sealing and sticker)				1

B. Kindly specify whether or not the goods you are offering are fully conforming to the product specifications given.

C. In case of any discrepancies, clearly state and disclose with the specifications.

D. Kindly suggest ideas or propose amendments if any (optional)

N.B: The origin of each product should indicate factory name or address

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**Annex 2: Financial Proposal**

The financial offer can be written by hand or filled in electronically.

Al Shouf Cedar Association will be procuring 2250 food parcels with the below BOQ

**Food parcel content:**

Description	Specifications	Qty/Parcel
Flour	Ex. Grade,source,type	15 kg
Bourghul		7 kg
Lentils		7 kg
Chickpeas		7 kg
dry beans		7 kg
Awarma		1 kg
Olive oil		3 L
Apple jam		1 kg
Salt		0.75 kg
Tomato Paste		1 kg
Kishk		0.5 kg
Oregano mixture		0.2 kg
packaging ( incl sealing and sticker)		1

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Price Per Unit in USD (Excluding VAT)	
Price Per Unit in USD (Including VAT paid in LBP)	
Total Price for the qty of 2250 (Including VAT)	

N.B: The total price should include the delivery cost

Date:

Signature and Stamp: