



CARE INTERNATIONAL IN LEBANON
 Badaro, Sami El Soleh Ave, Serhal Building, 4th floor |
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care.org

TERMS OF REFERENCE

Purchasing of refreshments to the office and to workshops and activities in different locations in Lebanon.

Title	Refreshments
Summary	CARE International in Lebanon is seeking applications by companies interested of selling refreshments.
Location	To be delivered to different locations in Lebanon, Akkar, Tripoli, Bekaa, South Lebanon, Mount Lebanon, and Beirut
Date	11/16/2023

Overview

CARE established its presence in Lebanon in 2006 and has been responding to the Syrian Crisis since late 2012. Among CARE's key imperatives is putting people it serves first through implementing cutting edge programming in areas it operates. CARE currently carries out activities in Beirut, Mount Lebanon, Akkar, North Lebanon, South Lebanon, and the Beqaa Valley. CARE implements both emergency and development projects contributing to livelihood, food security, protection, gender, shelter, and water, sanitation, and hygiene. It targets the most vulnerable people and populations, both host communities and refugees. Over the course of 7 years, it has supported over than half a million beneficiaries. In Lebanon, CARE's program strategy for the upcoming years will focus on strengthening and expanding its emergency response and capacity to provide basic assistance services while pursuing development projects in areas of food security and livelihood support, gender, and protection. CARE intends to maintain its presence in all areas of Lebanon. CARE Lebanon has scaled up rapidly over the past few years and today it has about 90 staff members, with more than 15 different local/international partner organizations. 90% of the team is composed of national staff, with a symbolic number of international members.

Objective:

The objective is to conclude a framework agreement with a supplier for a period of either 1 year or for 2 years starting January 1st, 2024. The end of the contract will be specified based on the applications and the availability of items maintained by the bidder.

A BOQ reflecting the items required is annexed for reference.

Application/ Instructions to Bidders:

Interested bidders are invited to apply by sending samples of each item within the annexed BOQ reflecting the following:

- A quotation reflecting the prices per item.
- Samples of each item are required.
- Samples to be delivered to the CARE international Lebanon office present at the following address by November 30th, 2023, Close of Business:
 - o Badaro, Sami El Soleh Ave, Serhal Building, 4th floor Beirut – Lebanon
- Official registration documents of companies are required.
- Fresh Bank account details are required.
- The deadline for receiving the samples and the quotations is November 30th, 2023.
- The selection of the provider will be on a quality and cost basis as per the following specified percentages.
 - o Quality of items: 60 % of the total mark of the application per bidder.
 - o Cost of items: 40% of the total mark of the application per bidder.

- The provider is expected to have the items available throughout the contract period.
- Orders will be requested based on purchasing goodie bags that consist of several items together in 1 bag per order which will be delivered to the activity sites and locations.
- Orders will be requested by purchasing some items for the office.
- Expiry date of items should be a minimum of 6 months.

Inquiries:

- For inquiries: Interested bidders can request information on the following email address:
 - o Mohamaditani@careliban.org
- The deadline for inquiries is 24th of November 2023.

Payment Schedule

Payments will be issued in accordance with CARE International Lebanon policy through issuing bank transfers in fresh dollars to pay for the cost of all purchases concluded mutually upon signing a Purchase order specifying the items, the quantities required, and the corresponding terms and conditions.

PSEA and Child Safeguarding

CARE International in Lebanon and its employees and stakeholders abide by the CARE International Protection from Sexual Exploitation and Abuse (PSEA) and Child Safeguarding Policies.

How to apply

Interested bidders are required to apply by sending an email to mohamaditani@careliban.org specifying the quotation submitted and the prices allocated for each item within the BOQ.

Samples of items are mandatory to be provided by the 30th of November 2023.

Annexes:

Terms of Reference – Refreshments

BOQ: Bill of Quantity:

REFRESHMENTS - BoQ			
Items Nr.	Items	Description	Quantity required
1	Packed Croissant	Regular size, (Chocolate, Thyme)	1
2	Mineral water	500 ML	1
3	Mineral water	1 L	1
4	Juice	Small, Carton	1
5	Juice	Big, 1 L, Carton	1
6	English Cake	Basic, small	1
7	Protein Bar	without nuts	1
8	Biscuit	Sandwich with either cream or chocolate filling	1
9	Chocolate egg	with toys for kids (boy & girl)	1
10	Cookie	Chocolate or Vanille	1
11	Coconut Cake	1 piece	1
12	Date Cookie	1 piece	1
13	Wafer		1
14	Jello	Small Plastic cup	1
15	Dried fruits	small cup/bag	1
16	Healthy nuts	small cup/bag	1
17	Salty Crackers	Bag	1
18	Instant Coffee 2IN1	Bag of 25	1
19	Instant Coffee 3IN1	Bag of 25	1
20	Sugar	Sachet/Bag contains several sachets	1
21	Tea	Black tea, box of 100	1
22	Cup	Big plastic cup/ 100 Pc	1
23	Cup	Big carton cup/100 Pc	1
24	Napkin	1 mini small pack	1
25	Transportation	to Beirut per delivery	Per delivery
26	Transportation	to Mount Lebanon per delivery	Per delivery
27	Transportation	to South Lebanon per delivery	Per delivery
28	Transportation	to Tripoli per delivery	Per delivery
29	Transportation	to Akkar per delivery	Per delivery
30	Transportation	to West Bekaa per delivery	Per delivery
31	Transportation	to North Bekaa per delivery	Per delivery
32	Transportation	to Central Bekaa per delivery	Per delivery
33	Packaging	Per 1 goodie bag requested	Per delivery