

# 1. INVITATION TO TENDER

##### **Ref: (Ready to Eat “ RTE “)**

Date of Advertisement: September 13, 2022.

Deadline for queries: September 20, 2022, at 12:00.

Deadline of submission: September 28, 2022, at 14:00 *bid shall be valid for no less than 1 year from the date of submission.*

Delivery timeframe: ( ) Days after signing each Purchase Order.

About CARE International

CARE is an international humanitarian aid organization fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organization, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief.

CARE invites eligible bidders to submit sealed bids for the supply of ***Ready to Eat***, in compliance with specific criteria for quality, origin, delivery set forth in the technical specifications below.

The organization is soliciting sealed bids to award a fixed-price contract for annual purchases, on as-needed basis, of the **Ready to Eat**.

By responding to this RFQ, the bidder agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award regardless of whether award is made in whole or part and whether award is made as a primary or secondary contract source.

CARE is looking to contract a Vendor to supply the mentioned goods through a period of 1 year. Vendor will ensure that the quantities required by the organization are available and stored in Vendor`s warehouse, to be delivered according to distribution plans and Purchase Orders agreed between CARE and Vendor. There will be multiple deliveries to multiple locations during the course of the Contract.

##### **SUBJECT OF THE TENDER: Ready to Eat**

**Tender documents and samples should be submitted in a sealed envelope to Al Hassakeh office (Al Hamama roundabout – Al Mofti street) no later than September 28, 2022 @ 14:00.**

Sealed bids must, at the very least, exclude VAT (Vat should be calculated separately), and include payment terms, delivery time, customs clearance, transportation from the vendor Warehouse to distribution points (Unit cost to be provided has to be unit cost including transportation/delivery up to distribution point as Potential distribution areas are among Der Al Zour, Raqqa and Hassakeh governorates, Also that in addition to custcustomsarance, all HAO or other authorizations needed to move items within NES will be managed by the supplier directly), and any other value-added considerations. Issuance of this tender does not constitute a commitment on the part of CARE, nor does it commit CARE to pay for costs incurred in the preparation and submission of a response. Furthermore, *CARE reserves the right to reject any or all tenders received and/or change the number of units required within each category, also have the right to choose items separately from each Kits.*  CARE reserves the right to waive any informality in proposals received, deemed to be in the best interest of CARE. No officer or employee of CARE shall have a financial interest, direct or indirect, in any contract with CARE.

All sealed bids and samples should be addressed to CARE International office at Hassakeh no later than **September 28, 2022** @ 14:00.

Notes:

* **All the bidders have to provide two samples of each item of offered goods. The bidders who do not provide samples will be excluded from evaluation.**
* **Samples should be well described, there should be explaining the measurement and specifications. The sample will be refused if the trademark is removed.**
* **Transportation and custom clearance should be part of the financial offer, it could be added separately, but should come as a full package to have a clear unit cost per kit whatever is the delivery point/situation.**
* **The minimum expected quantity is 500 Kits.**
* **Signing the contract does not mean that the supplier is obligated to deliver the materials. The delivery of the materials will be based on the purchase order that will be issued later, according to the need and according to the distribution plan that is shared with the supplier once the Purchase Order (PO) is signed.**
* **All items description provided in the attached file - 2. Detailed Specification and Quantity (BoQ)**
* **All materials should be transported from vendor warehouse to projects locations as per the distribution plan that will be shared upon signing the PO. Cost of the transportation should be included in the unit cost and no additional budget is available to cover the transport cost.**
* **Origin of products must not be from OFAC-sanctioned countries (Iran, North-Korea, Cuba, GoS owned entities).**

***Bids received after September 28, 2022@ 02:00 pm will not be considered in addition to any bids received by email.***

Any question regarding this tender should be submitted in writing to CARE Procurement team at [nes.tenders.2020@gmail.com](mailto:nes.tenders.2020@gmail.com) no later than September 20, 2022. CARE reserves the right not to respond to questions that undermine the competitive bidding process.

**Bid Opening:** Bids will be opened on September 29, 2022.

## 2. Detailed Specification and Quantity

**Bill of Quantity**

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| **Item** | **Technical specifications** | | **Unit** | **Quantity** | **Unit Cost** | **Total Cost** | **Manufacture country for first and second samples** | **Brand name for first and second samples** |
| Olive oil | Olive oil, 1000 mL, packed in plastic bottle. Cold pressed, cholestrol free , Acidity 1-2% , peroxide 5-20% Expiry, country of origin, and production date on label. | زيت زيتون , 1000 مل , معبئ في قارورة بلاستيكية, عصر على البارد , خالي من الكولسترول , حموضة بين 1-2% , بيروكسيد 5-20% تاريخ الإنتاج , بلد المنشأ و الصلاحية مطبوعة على القارورة | Piece | 1 |  |  |  |  |
| Tuna | Tuna in vegetable oil - Canned, White tuna, free from dark or different meat , In sunflower , natural flavor only country of origin of Vietnam , it must be chunks of tuna , slices or comminuted not acceptable In metal can with ring pull Net weight: 160 grams, "total 1.6 Kg " 10 individual pieces  Production and expiry date printed on the box | تونة بالزيت النباتي - معلبة ، تونة بيضاء ، خالية من اللحوم الداكنة أو المختلفة ، في عباد الشمس ، نكهة طبيعية فقط  بلد المنشأ فيتنام ، يجب أن تكون قطع سمك التونة ، شرائح / مفتتة غير مقبولة في علبة معدنية مع حلقة سحب الوزن الصافي: 160 جرام الوزن الاجمالي 1.6 كغ " 10 قطع فردية" " تاريخ الإنتاج و الصلاحية مطبوعة على العلبة | Piece | 1 |  |  |  |  |
| Chicken meat | Canned chicken luncheon meat  Weight: 0.180 Kg per can.  Packed in metal can with ring pull.  Expiry, country of origin, and production date on label Arabic explanation will be on label Stamped officially and numbered by country of origin. | لحم دجاج لانشيون معلب وزن 0.180 كغ كل علبة, معبأة في علب معدنية مع حلقة سحب. تاريخ انتهاء الصلاحية والانتاج على بطاقة البضاعة والشرح باللغة العربية يكون على البطاقة. | Piece | 1 |  |  |  |  |
| Zaatar | Dry thyme: Thyme should have a strong aroma and flavor, distinct flavor, and vary according to chemical aromas, and be a combination of exotic flavors and aromas. , 500 grams, Packed in sealed plastic bag or bottle. Expiry, country of origin, and production date on label | زعتر جاف:يجب أن يكون للزعتر رائحة ونكهة قوية ، ونكهة مميزة ، ومختلفة حسب الروائح الكيميائية ، وأن تكون خالية من النكهات والرائحة الغريبة.  , 500 جرام , معبأة في كيس بلاستيك او علبة  تاريخ الإنتاج و الصلاحية مطبوعة على العلبة | Piece | 1 |  |  |  |  |
| Chickpeas | In salt water In metal can with ring pull Net weight: 400 grams Expiry, country of origin, and production date on can | حمص حب معبئ في علبة تحتوي ماء مالح , علبة معدنية ذو حلقة قابلة للسحب  الوزن الصافي : 400 جرام  تاريخ الإنتاج و الصلاحية مطبوعة على العلبة | Piece | 1 |  |  |  |  |
| Hummus | Chickpeas processed paste. In metal can with ring pull Net weight: 400 grams, Tahini no less than 8% Original country should be written , also expire date | حمص مائدة ( مطحون) معبأ في علبة معدنية ذو حلقة قابلة للسحب   الوزن الصافي: 400 جرام , لاتقل كمية الطحينية عن 8%  يجب كتابة بلد المنشأ , مع تاريخ الأنتاج و الصلاحية | Piece | 1 |  |  |  |  |
| Beans"FOUL MEDAMES" | brown beans in salt water In metal can with ring pull Net weight: 400 grams Original country should be written, also expire date | فول ذو لون بني معبأة بعلبة بالماء مالح ,علبة معدنية ذو حلقة قابلة للسحب  الوزن الصافي: 400 جرام  يجب كتابة بلد المنشأ , مع تاريخ الأنتاج و الصلاحية | Piece | 1 |  |  |  |  |
| Peas | Green peas in salt water In metal can with ring pull Net weight: 400 grams Original country should be written, also expire date | بازلاء خضراء في علبة معدنية بماء مالح , علبة ذو حلقة قابلة للسحب  الوزن الصافي : 400 جرام يجب كتابة بلد المنشأ , مع تاريخ الأنتاج و الصلاحية | Piece | 1 |  |  |  |  |
| Noodles | Instant noodles with individual spices/oil bag Packed in individual 70 grams plastic bag Original country should be written, also expire date | المكرونة سريعة التحضير ( اندومي) مع التوابل الفردية / كيس الزيت , معبأة في كيس من البلاستيك 70 جراما للعلبة الفردية " يجب كتابة بلد المنشأ , مع تاريخ الأنتاج و الصلاحية | Piece | 1 |  |  |  |  |
| Cheese | Spread processed cheese In cartoon pack, each pack should contain 8 individually packed triangle cheese, 100 grams Original country should be written, also expire date | جبنة مطبوخة ( جبنة مثلثلات) في عبوة من الكرتون ، يجب أن تحتوي كل عبوة على 8 مثلثات معبأة بشكل فردي ، 100 جرام " يجب كتابة بلد المنشأ , مع تاريخ الأنتاج و الصلاحية | Piece | 1 |  |  |  |  |
| Dates | Dry dates, 1 kg Packed in vacuum plastic pack Original country should be written, also expire date | تمر جاف , ا كغ , معبئ في كيس مفرغ من الهواء يجب كتابة بلد المنشأ , مع تاريخ الأنتاج و الصلاحية | Piece | 1 |  |  |  |  |
| Jam | Fig or apricot jam, at least 45% fruit Canned in glass jar, 400 grams  Original country should be written, also expire date | مربى التين أو المشمش ، ثمرة لا تقل عن45٪ معبئ في وعاء زجاجي ، 400 غرام  يجب كتابة بلد المنشأ , مع تاريخ الأنتاج و الصلاحية | Piece | 1 |  |  |  |  |
| Halwa | Halva must be pure manufactured from mixture of thermally treated sugar, white tahini, sesame or peanut seeds, natural flavoring materials (such as vanilla or rose water) In plastic box with removable top 350 grams Original country should be written, also expire date | يجب أن تكون الحلاوة الطحينية نقية مصنوعة من خليط من السكر المعالج حراريا ي ، ومواد النكهات الطبيعية )مثل الفانيليا أو ماء الورد( معب في مربع من البلاستيك بفتحة قابلة لازالة , 350 جرام  يجب كتابة بلد المنشأ , مع تاريخ الأنتاج و الصلاحية | Piece | 1 |  |  |  |  |
| Cartoon box size Packing | All items mentioned below should be packed all together in one cardboard box (The cardboard box should be made of minimum 5 mm thickness and 2-layers cardboard with height 50 cm, depth 40 cm, and width 40 cm) | يجب تعبئة جميع العناصر المذكورة أدناه معًا في صندوق كرتون واحد (يجب أن يكون الصندوق من الورق المقوى بسماكة 5 مم على الأقل وطبقتين من الورق المقوى مع طول 50 سم وعمق 40 سم وعرض 40 سم) | Piece | 1 |  |  |  |  |
| **Total Price** | | | | | |  |  |  |

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# 3. General Conditions for Tender

1. **Scope**

CARE invite bidders for **Ready to Eat** described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the tender documents. CARE reserve the right to vary the quantity of goods specified in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

1. **Source of Financing**

CARE has received funds from various donors.

1. **Origin of Goods**

* All Goods and all related services under this contract can be from any country (except from OFAC-prohibited countries such as Iran, North Korea, Cuba or produced by GoS-owned entities) in which the Bidder intends to source, or as specified in the Technical Specifications.
* The term "origin" means the place where the goods are mined, grown or produced, and from which the services. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, we obtain a marketable product, the basic characteristics, purpose or utility are substantially different from those of components.
* The origin of supplies and services can be distinct from the nationality of the Bidder.

1. **Eligibility of Applicants**

All economic operators are eligible to submit a tender provided:

1. They are duly registered companies;
2. they have the legal capacity to enter into the procurement contract;
3. They are not bankrupt or in the process of going bankrupt;
4. They have not been convicted for an offense concerning professional conduct;
5. They have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify);
6. They are not guilty of serious misinterpretation in supplying information;
7. They are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission);
8. They are not declared at serious fault of implementation owing to a breach of their contractual obligations;
9. They are not on any list of sanctioned parties issued by the United States Government, United Nations and European Union.
10. **Language**

As determined by CARE, the working languages of this tender is English. Other languages will not be accepted.

1. **Qualifying and Conditions**

The Bidder shall provide, as an integral part of its bid, documents establishing that he/she is eligible and qualified to perform the contract if its bid is accepted:

1. Certificate of registration
2. Occupation license
3. Track-record and references from previous clients;
4. **Tender Basis**

* All Tender Documents must be completed in full, or the application will be disqualified.
* All bids shall meet the criteria detailed in section 4, or the application will be disqualified.
* All bids shall be made in accordance with the Tender Documents including all specifications.
* All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition on original papers.
* If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid. However, it is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing and signed by the Representative of CARE.
* Each applicant may make one bid only but can apply for one or more lot all in one bid.
* Each bid shall be valid for no less than 1 year from its date of submission.
* Bids shall be made in writing calculated in USD only (rounded to 2 decimals or nearest dollar), clearly stated on the appropriate forms.
* All prices must include the cost of custom clearance taxes, transportation from the vendor WH to Distribution points where the items will be received and EXCLUDING VAT.
* The Bill of Quantities must include all information requested, including origin, producer and product name.
* The applicant shall attach a detailed delivery time and propose ways and means for delivery.
* Clarifications regarding the bid must be raised in writing to CARE. The answer to any question raised in writing by any applicant will be issued to that applicant by email. Any new information will be then shared with all participant bidders.

1. **Scope of Works**

The scope of works concerns all works related to purchase, delivery, and clearance of **Ready to Eat** as specified in this tender.

1. **Performance Standards**

The delivery must be undertaken in accordance with all relevant rules, regulations and statutes currently in force in NES in line with the rules and regulations of the donor.

1. **Bid Delivery**

All tenders will be delivered in standard format to CARE in a sealed bid, address to the Procurement Department and submitted before the deadline as stated in Tender Documents.

The envelope will be clearly marked with the precise reference of the invitation to which it is a response, the delivery address and the name of the applicant.

Tenders delivered after the specified time will not be accepted.

Tenders can be submitted by hand to the CARE Office address mentioned above.

1. **Bid Opening**

The bids will be opened only in the presence of CARE, at the address and on the date specified in the Tender Documents.

**Bid Evaluation**

CARE will check the offers to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, CARE may, at its discretion, request clarification from the CARE technical department.

**Financial and Delivery Evaluation**

The financial and delivery evaluation is based on the cost of **Ready to Eat** and the lead time provided by the bidder in the submission. This evaluation will take place first, taking into consideration any reason for exclusion as mentioned within this document. Three best-scored Bidders shall be contacted by CARE Procurement Committee to arrange sample pickup and proceed to Technical evaluation.

**Technical Evaluation**

This evaluation will also focus on the technical specifications and quality of the proposed items. For this purpose, certificates may be requested before the order confirmation.

1. **Selection of Tender**

Selection of the successful applicant will be based on the ranking of companies according to financial and technical criteria, as well as any other criteria suggested by the procurement Committee. Based on this CARE will then make a decision and award the Contract.

1. **BID AWARD**

Award of contract shall be made to the lowest responsible bidder or to the bidder who provides goods or services at the best value for CARE. CARE reserves the right to be the sole judge as to whether items bid will serve the purpose intended. CARE reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of CARE. CARE reserves the right to award based upon individual line items, sections or total bid.

1. **BEST VALUE**

In determining best value, CARE may consider: 1) purchase price; 2) reputation of the bidder and of the bidder’s goods or services; 3) quality of the bidder’s goods or services; 4) extent to which the goods or services meet CARE’s needs; 5) bidder’s past relationship with CARE; 6) impact on the ability of CARE to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities; 7) total long-term cost to CARE to acquire the bidder’s goods or services; and 8) any relevant criteria specifically listed in this document.

1. **BEST VALUE EVALUATION CRITERIA AND FACTORS –**

Award of contract shall be made to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality taking into consideration the relative importance of price and other factors set forth below. Best value evaluation criteria will be grouped into percentage factors as follows:

* 40% PRICE INCLUDING CONSIDERATION OF ANY MINIMUM QUANTITIES PER DELIVERY
* 60% QUALITY OF ITEMS AGAINST CARE MINIMUM REQUIREMENTS

1. **Acceptance of Successful Tender**

Taking into consideration the recommendation of the Procurement Committee, CARE will make the final choice of the awarded company. CARE will then send a letter of acceptance to the successful applicant. After all verifications, the company will then be asked to sign the Contract. Any amendment to the awarded tender will be documented as an “Annex” to the Contract and will be determined by CARE.

1. **Notes**

* Vendors may be asked by CARE to submit additional information during the quotation evaluation.
* CARE has the right to reject all offers.
* CARE has the right to negotiate the offers received.
* CARE has the right to increase the quantities requested in the offer in 180 calendar days from the date of signing the Contract, without changing in the offered price.

1. **Schedule of delivery and storage**

## All required items and quantities specified in Section 2 – Detailed Specification and Quantity should be ready for delivery to final destination based on the delivery schedule provided by CARE. CARE anticipates that the first delivery time frame is one week after the official awarding.

## STORAGE – Bidder agrees to provide storage of ordered materials, if requested, not to exceed 30 calendar days.

* If the Vendor continuously fails to meet the delivery deadlines that will be stipulated in the Contract based on this offer, penalties may apply, up to and including Contract termination.

# 4. Special Conditions for Tender

**SPECIFIC TERMS OF PAYMENT / Cost of Ready to Eat**

The Vendor agrees to submit a final and total fixed price for all items mentioned in the attached BoQ, depending on quantities required, regardless to the evolution of market prices in the weeks and months following the signing of the Contract up to 1 year after the Contract signature. This means that the Vendor expressly agrees to buy the total (minimum specified) quantity of items, after the signing of the Contract to secure the proposed price in the offer. This also means that the Vendor agrees to store the total amount of Items, and cover all costs associated with storage, in order to deliver the quantities required by CARE as demanded, or in connection with the delivery schedule.

1. CARE will not be held responsible in any way for any increased costs to purchase items and accessories corresponding to this tender after the signing of the Contract, in case the Vendor has failed to secure the entire quantity. Any increase in costs that would be associated with this situation will be fully and entirely the responsibility of the Vendor and therefore is not covered by CARE, but by the Vendor.
2. The company also agrees to provide a certificate of origin for each item s/he has bought and will deliver if requested by CARE. In addition, CARE reserves the right to contract an independent agency for external control and to perform additional quality control during delivery**. If it appears that the quality and technical specifications do not conform to the contract, part of or all items may be rejected. The Vendor will be fully responsible to replace the related quantity in question in the shortest possible time and at its own expense.**
3. CARE has no obligation, under any circumstances, to receive or pay for items that do not meet the minimum quality standards as required by CARE and the Donor(s).

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**For and on behalf of the company For and on behalf of CARE**

# 5. Declaration of Eligibility

Name of Company:

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I, the undersigned *(Name and address of representative)*

Representative of

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*(Name and address of company)*

Declare that the following conditions are applicable to us;

* We are registered companies.
* We are not bankrupt or in the process of going bankrupt.
* We have not been convicted for an offense concerning professional conduct.
* We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
* We have fulfilled obligations related to payment of social security and taxes.
* We are not guilty of serious misinterpretation in supplying information.
* We are not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission).
* We were not declared as serious fault of implementation owing to a breach of their contractual obligations.
* We do not employ personnel below the legal working age.
* We provide basic social rights and fair working conditions to our employees.
* We are not on any list of sanctioned parties issued by the United States Government, United Nations and European Union.

In the presence of Declared

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*(Signature) (Signature)*