



INVITATION TO QUOTE

Simplified Procurement Procedure

Provision of Catering Services (Coffee Breaks and Lunch)
Project Name: CAREMED Project - Reference: A T 3.2 0066
Contracting Authority: Lebanese University - MOF 258375
Date of Publication: July 31 2026
Available Budget: 7000 \$ (USD)

1. Subject of the Procurement

The Contracting Authority invites qualified catering service providers to submit a quotation for the provision of coffee breaks and lunch break during CAREMED project events organized by the Lebanese University throughout the contract period.

2. Description of the Services

The selected contractor shall provide reliable and professional catering services that meet all food safety and health standards, ensuring strict hygiene, timely delivery, and adherence to **sustainability and environmental best practices** in line with EU standards.

- **Sustainability & Waste Reduction:** The Contractor is required to minimize environmental impact by strictly avoiding single-use plastics (e.g., plastic cups, straws, stirrers, or plastic-wrapped items). All service materials (cups, plates, cutlery, napkins) must be **reusable, biodegradable, or fully compostable**.
- **Standard Coffee Break:** Must include fresh-brewed coffee (avoiding excess packaging), instant coffee, tea, water, fresh orange juice, and two / three healthy snacks (mini sandwiches, local seasonal fruit, baked items).
- **Standard Lunch:** Must include one salad, two main courses (one meat and one vegetarian/vegan option to lower the carbon footprint), healthy sandwiches, side dishes, dessert, and fresh juice (Lemonade, orange). Bread should be sourced from local bakeries.
- **Specialized Health-Focused Menu:** For events involving chronic disease patients (e.g., Integrated Screening & Patient Day), the Contractor must provide a menu tailored for health requirements:
 - **Sugar-free options:** Specifically for diabetic patients.
 - **Low-sodium and low-fat items:** Specifically for cardiovascular health.



- **Light, healthy refreshments:** Fresh, whole-food ingredients prepared using low-impact methods (steaming, grilling, or baking).
- **Quality & Compliance:** The Contractor shall ensure food quality, rigorous hygiene, and adherence to food safety standards. Preference will be given to providers who prioritize local supply chains to reduce transport-related emissions. The Contractor must provide a written statement confirming that their production schedule complies with HACCP principles, ensuring food is prepared at appropriate intervals to maintain safety and nutritional quality, and that all hot/cold holding temperatures are monitored and recorded throughout the process.

3. Estimated Quantities and Purchase Orders

The following quantities are indicative only and may vary according to project activities needs.

The Contracting Authority does not guarantee the exact number of participants before four (4) working days from the event.

Event Type	Coffee Break (participants)	Lunch (participants)	Notes
Info Session (Sept 11)	35	-	
Awareness Campaign (Sept 23)	135	-	
Screening & Patient Day (Oct 3)	150	50	Must follow health- focused menu
LTC Meetings (Oct– Dec)	25	-	Per session (3 sessions overall)

- **Final Participant Count:** The Contracting Authority shall notify the Contractor of the exact number of participants at least **four (4) working days** prior to each event.
- **Purchase Orders:** This notification will be formalized via a purchase order, which will explicitly specify:
 - The name/type of the event activity.
 - The confirmed number of participants.
 - The specific type of service required (Coffee Break/Lunch).
 - The event location address.



4. Place of Delivery

The services shall be delivered at locations within the Lebanese University Medical Center (Hadat) or the Lebanese University Central Administration (El-Mathaf / Beirut).

5. Contract Duration

From the date of contract signature until 31 December 2026, or until the contract value is exhausted.

6. Termination of Contract

- **Termination for Cause:** The Contracting Authority reserves the right to terminate the contract immediately, without notice or compensation, if the Contractor fails to perform their obligations under this agreement, including but not limited to:
 - Failure to meet established food safety and hygiene standards.
 - Failure to provide the requested health-conscious menu (sugar-free, low-sodium, low-fat) for patient-focused events.
 - Failure to deliver the service at the scheduled time or location.
 - Failure to adhere to the environmental sustainability requirements (reusable, biodegradable, or fully compostable service materials or improper waste management) or HACCP principles.
- **Termination for Convenience:** The Contracting Authority may terminate this contract at any time by providing a written notice or email to the Contractor explaining the termination reason. In such cases, the Contracting Authority shall only be liable for payment for services successfully delivered and accepted up to the date of termination.

7. Event Cancellation

The Contracting Authority reserves the right to cancel any individual purchase order for catering services without penalty, provided that written notice of cancellation is delivered to the Contractor at least forty-eight (48) hours before the scheduled commencement of the event. This right applies in cases of *force majeure* or unforeseen event cancellation.

If the event is canceled with less than 48 hours' notice, the Contracting Authority shall be liable only for direct, documented costs reasonably incurred by the Contractor for ingredients specifically purchased for that event, provided the Contractor makes all reasonable efforts to mitigate such losses.



8. Eligibility & Required Documents

The bidder must be legally registered in Lebanon, possess food safety/health permits, and be able to issue official invoices. Submissions must include:

- Signed quotation.
- Company profile, location, email, phone number, and experience years in catering services.
- Commercial/Tax registration.
- Copy of food safety or health permits.
- **Annex I (Technical Offer):** Proposed menus, vegetarian options, health-focused menu capabilities, delivery arrangements, number of staff, sustainability & waste reduction plan and a written statement confirming that their production schedule complies with HACCP principles, ensuring food is prepared at appropriate intervals to maintain safety and nutritional quality, and that all hot/cold holding temperatures are monitored and recorded throughout the process.
- **Annex II (Financial offer):** The bidder shall provide a unit price (per person) for each service type. All prices must be inclusive of all costs associated with the delivery of the service.

9. Award Criterion

The contract will be awarded to the Most Economically Advantageous Offer, taking into consideration:

Criterion	Weight
Price	50%
Quality of menu	35%
Sustainability & Waste Reduction	10%
Experience	5%

10. Price Stability

- **Project budget across all activities:** 7000 \$.
- **Fixed Pricing:** The unit prices provided in the Financial Offer (Annex II) are fixed and shall remain valid for the entire duration of the contract (until 31 December 2026).



11. Submission of Quotations

Quotations shall be submitted by:

- **Deadline:** **August 31 2026.**
- **Email to:** e.hadchity@ul.edu.lb / eliehadchity@hotmail.com

Late submissions will not be considered.

12. Payment

Payment shall be made after each service:

- Successful delivery for each of the services;
- Submission of the invoice after each service;
- Acceptance by the Contracting Authority.

13. Validity of Offer

Quotations shall remain valid for 30 calendar days from the submission deadline.



ANNEX I – Technical Offer

The bidder shall indicate:

- Proposed menus.
- Vegetarian options.
- Health-focused menu capabilities.
- Sustainability & waste reduction plan.
- Delivery arrangements.
- Number of staff available for the event.
- Previous similar assignments.
- A written statement confirming that their production schedule complies with HACCP principles, ensuring food is prepared at appropriate intervals to maintain safety and nutritional quality, and that all hot/cold holding temperatures are monitored and recorded throughout the process.

ANNEX II – Financial Offer

The bidder shall provide a unit price (per person) for each service type. All prices must be inclusive of all costs associated with the delivery of the service. The total budget of all activities until 31 December 2026 shall not exceed 7000 \$.

Description	Unit Price (USD)
Coffee Break	
Lunch Break	

The quoted unit prices must be all-inclusive and cover:

- **Transportation and Delivery:** All logistics to the designated event location.
- **Setup:** Complete arrangement of serving areas, including reusable/compostable serving ware.
- **Service:** Professional staff for set-up, maintenance during the event, and breakdown.
- **Taxes:** VAT and all other applicable national or local taxes.
- **Related Costs:** Any overhead, equipment rental, or incidental costs associated with the service.

Signature:

Company:

Date: