



## TERMS OF REFERENCE

Title: Office Supplies

**Location:** Bekaa, Lebanon

**Project Title:** Shabake 2

**Procurement Activity to be submitted by** 30 May 2024

**Deadline related to the posting:** 22 May 2024

**Contact:** [procurement@fairtradelebanon.org](mailto:procurement@fairtradelebanon.org)

### SCOPE OF WORK

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#### 1- Summary

FTL is looking for a supplier for Office Equipment for the tourism office “3a Droub Zahle” near Zahle.

#### 2- Objective

The global objective of the project is to provide a long-term response to the crisis for food producers in the Bekaa region in order to maintain their production while enhancing the resilience of vulnerable communities, stimulate the local economic growth, and promote Bekaa’s culinary heritage.

#### 3- Technical Specifications

##### Goods Specifications

- Items Description: Laptop
  - Quantity: 1
  - Specifications:
    - Lenovo Ideapad 320 (80XL003HUS) Laptop (Core I3 7th Gen/4 GB/1 TB/Windows 10) Specifications
    - General (7)
    - Dimensionswxhxd 378.46 x 259.08 x 22.8 mm
    - Operating System Type 64-bit
    - Weight 2.1 Kg
    - Operating System Windows 10 Home Basic
- Items Description: Tablet
  - Quantity: 1
  - Specifications: Samsung Galaxy Tab A7 4G 32GB
- Items Description: Cell phone
  - Quantity: 1
  - Specifications: Samsung Galaxy A25 5G 128GB
- Items Description: Projector and screen

- Quantity: 1
- Specifications: ViewSonic LightStream PJD5155 projector: 3300 lumens, native SVGA, 800 x 600 resolution, and intuitive, user-friendly design
- Items Description: Laser pointer
  - Quantity: 1
  - Specifications: ASiNG Advanced Digital Laser Presentation Remote - Red Laser Presentation Pointers with Function of Spotlighting, Highlighting, Magnifying, Air Mouse and PPT Clicker, 8GB Storage Memory
- Items Description: Printer
  - Quantity: 1
  - Specifications: HP OfficeJet 8015e All-in-One Printer
- Items Description: Hoodies with logo 3a Droub Zahle
  - Quantity: 10 Small, 10 Medium, 10 Large, 5 XL
  - Specifications: Colored logo sewed on the chest (10x10); Logo sewed on the back (20x40)
- Items Description: Whiteboard + Pens
  - Quantity: 1
  - Specifications: 120x140
- Items Description: First Aid Kit
  - Quantity: 2
  - Specifications: Surviveware Comprehensive Premium First Aid Kit Emergency Medical Kit for Travel Camping Gear, Survival Kits  
Quality Supplies:  
6" Shears(1), 600D Polyester Bag(1), Adhesive Bandages: Butterfly Closures(5), Butterfly(5), H-Shape(5), Large(2), Standard(20), Mini(5), Square Shape(5), Cotton Gauze Swabs(3), Cotton Swabs(10), Crepe Bandage(1), Emergency Blanket(1), Eye Pads(2), Hypoallergenic Tape(1), Nitrile Gloves(1), Personal Medicine Laminate Bag(1), Personal Medicine Mini Bags(5), PBT Conforming Bandage(1), Safety Pins(4), Splinter Probes(2), Strip Wound Closures(3), First Aid Guide(1), Triangular Bandage(1), Tweezer(1), Whistle(1)

#### **4- Requirements & conditions**

The service provider is required to deliver all items to “3a Droub Zahle” office near Zahle along with workers/helpers available to assist with loading and unloading products, as and whenever needed.

#### **5- Company qualification**

The company must have the following valid legal documents:

- Commercial Circular
- Fiscal Certificate of Incorporation at the Ministry of Finance

- VAT Certificate of Registration if applicable
- ID of company's authorized representative(s)

**6- Evaluation**

- The quotation's evaluation process will consider following with assigned weights:
- Financial ..... 50%
- Technical ..... 40%
- Reputation & Reference Check ..... 10%

**7- Payment Terms**

- Payments will be made only through bank transfer or bank cheques
- The price will be paid in USD while the VAT will be paid in LBP based on the official exchange rate on the date of the invoice.
- Payment will be made within 15 business days of invoice receipt.

**8- How to apply**

- Detailed offer and all legal documents to be submitted via email to: [procurement@fairtradelebanon.org](mailto:procurement@fairtradelebanon.org)
- Only selected candidates will be contacted