



TERMS OF REFERENCE

Title: Mobile and Photography Equipment

Location: Akkar and Bekaa Lebanon
Project Title: NOVO-CHASE
Procurement Activity to be submitted by: *JULY 2024*
Dead line related to the posting: 18 JULY 2024

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is seeking a contractor to provide tools in Al Abdeh Akkar wadi al jamous and Majdel Anjar Bekaa to support individual entrepreneurs and their small businesses.

2- Objective

The primary objective of the project is to provide small-scale support to entrepreneurs in the Akkar region, aiming to maintain their business sustainability and enhance the resilience of vulnerable communities.

3- Items required and technical specifications

- 3 ring lights between 8 to 10 inches
- 2 box lights 30 inches
- 3 cannon camera bags
- 2 camera cleaning kits
- 5 smart phones: 256 GB/ Ram 8+8 / 5000 mAh Battery/ CPU G85 or T606 / 18 W Fast Charge / 50 MP Dual Camera

4- Requirements & conditions

The service provider is required to deliver all items to FTL main offices Hazmieh St elie road, Hourany center 2nd floor 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
- Payment will be made within 15 business days of last delivery and final invoice receipt.

8- How to apply

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