** TERMS OF REFERENCE-**

**Professional Camera Equipment**

**Location:** Bekaa, Lebanon

**Project Title: NOVO-CHASE**

**Contact:** procurement@fairtradelebanon.org

**SCOPE OF WORK**

1. **Summary**

Fair Trade Lebanon (FTL) is seeking to procure a professional-grade Canon EOS R10 Mirrorless Camera with an RF-S 18-150mm f/3.5-6.3 IS STM Lens. This equipment will be used to enhance the quality of visual content produced for promoting fair trade practices and documenting the projects activities.

1. **Objective**

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

1. **Technical Specifications**

The camera and lens must meet the following technical specifications:

* **Camera Model:** Canon EOS R10 Mirrorless Camera
* **Sensor:** 24.2 MP APS-C CMOS Sensor
* **Autofocus System:** Dual Pixel CMOS AF II
* **Video Recording:** 4K30 Video, 4K60 with Crop; HDR-PQ
* **Shooting Speed:** 23 fps Electronic Shutter, 15 fps Mechanical Shutter
* **Viewfinder:** 2.36m-Dot OLED EVF
* **Display:** 1.04m-Dot Vari-Angle Touchscreen LCD
* **Additional Features:** Multi-Function Shoe, Wi-Fi and Bluetooth connectivity
* **Lens:** RF-S 18-150mm f/3.5-6.3 IS STM Lens
1. **Requirements & conditions**

**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)
1. **Evaluation**
* The quotation’s evaluation process will consider following with assigned weights:
* Financial ......................................... 50%
* Technical ........................................ 40%
* Reputation & Previous Work Portfolio ...... 10%
1. **Payment Terms**

Payments will be made only through bank transfer or bank cheques

Payment will be made within 15 business days after last delivery and submission of final invoice.

1. **How to apply**
* Interested suppliers are invited to submit a detailed proposal, and all required legal documents, to procurement@fairtradelebanon.org.
* Only selected candidates will be contacted