



## TERMS OF REFERENCE

**Title: Nursery equipment**

**Location:** Lebanon

**Project Title:** Food for Akkar

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

### SCOPE OF WORK

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#### 1- Summary

Fair Trade Lebanon is looking for suppliers to provide Vermiculite, potting soil and seeds trays to Owaynat- Akkar.

#### 2- Objective

Reinforcing food security in Akkar through the improvement of the production capacities of farmers and a better access to food for vulnerable communities.

#### 3- Technical Specifications (please include pictures for the product in your offer)

**Item:** Vermiculite

**Description:** Mixture for seeds cultivation

**Unit:** 100 Litre

**Quantity:** 15 bags

**Specification:** Made in Europe

**Item:** Potting soil

**Description:** Mixture for seeds cultivation

**Unit:** 80 Litre

**Quantity:** 40 bags

**Specification:** Made in Europe

**Item:** Seed Trays

**Description:** Trays for seeds cultivation

**Unit:** 128 holes

**Quantity:** 1400 trays

**Specification:** Plastic made

#### 4- Requirements & conditions

The service provider is required to deliver all items to Al-Owaynat-Akkar 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 ..... 50%

#### **7- Payment Terms**

- Payments will be made only through bank transfer or bank cheques
- Payment will be made within 15 business days of invoice receipt. after last delivery and submission of final invoice.

#### **8- How to apply**

Applicants are requested to send their:

- Legal documents
- Detailed offer
- Acknowledgment letter of payment modality

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

Only selected candidates will be contacted.