



TERMS OF REFERENCE

Catering Services

Location: Zahle, Lebanon

Project Title: Tawazon Tabie

Coordinates with: Paty Nakhle

Procurement Activity to be submitted by: 16 September 2024

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Objective

FTL is seeking a catering agency to provide salty and sweet bites, as well as coffee and juices for 50 people attending an event organized in Zahle. This event is organized under Tawazon Tabie project funded by Agence Française du Développement AFD and implemented by Fair Trade Lebanon in the Bekaa region.

2- Outcomes

The agency is responsible for provision of food and beverages for catering purposes including hot drinks (tea, coffee, chocolate etc.), soft drinks (fresh fruit juice, sodas, etc.), desserts (biscuits, cakes, etc.), hot & cold snacks for 50 attendees during the event organized by FTL in Zahle. The agency is requested to set-up, serve, dismantle and clean the catering stations during the event. In alignment with our commitment to the environment, the agency shall provide reusable cutlery for this event. Single-use plastic or disposable cutlery is to be avoided unless absolutely necessary, in which case compostable alternatives should be used. Plastic water bottles should be replaced by glass water bottles to reduce plastic waste.

3- Requirements

- Provide free flowing coffee and drinking water available for the whole event for 50 people.
- Provide food and beverages for 50 people, including hot drinks (tea, coffee, chocolate), soft drinks (fresh fruit juice, sodas), desserts (biscuits, cakes), and hot & cold snacks.
- Sanitary conditions for the transportation, storage and service of food.
- Full service consisting of 2 waiters, with utensils, napkins, cloth/linen for buffet tables.
- Set up, serve, dismantle, and clean all catering stations before, during, and after the event.
- Prioritize reusable cutlery and service set and avoid single-use plastic or disposable cutlery.
- Replace plastic water bottles with glass bottles to minimize plastic waste.

4- Legal qualifications

- Registered in the Commercial register.
- Registered in the MOF.
- VAT registration.
- Fresh dollar account required.

5- How to apply

- Please submit the offer to include all the abovementioned requirements.
- Please submit documents related to legal qualifications.
- Please provide pictures of the space.

to: procurement@fairtradelebanon.org

Only selected venues will be contacted.