



TERMS OF REFERENCE

Laptops and Monitors

Location: North - Lebanon

Project Title: Eco North

Goods to be delivered by: 30 October 2024

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is looking for a supplier to provide screens and laptops for their offices in Hazmieh.

2- Objective

The project aims to enhance environmental health in Lebanon by promoting sustainable agricultural practices and income generation through circular economy principles. It seeks to educate communities in North Lebanon on the ecological use of natural resources and build resilient livelihoods for vulnerable populations. Additionally, the project focuses on training teachers to raise awareness among children about climate change and sustainable agriculture. Through these efforts, the project supports long-term environmental well-being and economic stability in the region.

3- Technical Specifications

Laptop

- Items Description: Intel Core i7 – 13th gen, 16GB RAM DDR 5, 512GB SSD NVME, Intel UHD, 14” FHD, EN/AR Keyboard
- Quantity: 2

Laptop

- Items Description: Intel Core i7 – 13th gen, 16GB RAM DDR 5, 512GB SSD NVME, Intel UHD, 16” FHD, EN/AR Keyboard
- Quantity: 1

Monitor

- Items Description: 24 inch, Curved
- Quantity: 2

Mouse

- Items Description: Wireless, Logitech
- Quantity: 2

Mouse and keyboard combo

- Items Description: Wireless, Logitech
- Quantity: 2

Laptop stand

- Items Description: aluminum stand for laptop
- Quantity: 3

4- Requirements & conditions

The service provider is required to deliver all items to Fair Trade Lebanon offices - Hazmieh 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 through bank cheques
- Payment will be made within 15 to 20 business days after last delivery and submission of final invoice.

8- How to apply

- Detailed offer
- Acknowledgment letter of payment modality
- All legal documents to be submitted via email to: procurement@fairtradelebanon.org

Only selected candidates will be contacted