



## TERMS OF REFERENCE

### Hygiene and Packing supplies

**Location:** Zahle – Bekaa – Lebanon

**Project Title:** SAWA

**Goods to be delivered by:** 25/11/2024

PR number:

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

### SCOPE OF WORK

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#### 1- Summary

FTL is seeking suppliers of Hygiene and Packing supplies to provide essential food items for internally displaced individuals currently residing in shelters in Zahle, located in the Bekaa area.

#### 2- Objective

SAWA Project aims to support both displaced individuals and local producers in Lebanon, where over 188,000 people have been displaced due to ongoing bombings and now reside in shelters. While areas like Zahleh are not directly impacted by the conflict, they face increasing instability, economic challenges, and supply chain disruptions. The project will provide relief by sourcing food and supplies from less affected regions, offering vital support to vulnerable communities.

#### 3- Technical Specifications

##### 4- • Disposable Gloves

- Items Description: Disposable Gloves
- Unit: Box
- Quantity: 24
- Specifications: 100 pieces per box; non-powdered; nitrile material; size M

##### 5- • Disposable Aprons

- Items Description: Disposable Aprons
- Unit: Box
- Quantity: 6
- Specifications: 100 pieces per box

##### 6- • Hair Net

- Items Description: Hair Net
- Unit: Pack

- Quantity: 6
- Specifications: 100 pieces per pack
- 7- • Zaatar Paper**
  - Items Description: Zaatar Paper
  - Unit: Kg
  - Quantity: 110
  - Specifications: Suitable for manouche preparation
- 8- • Wet Wipes**
  - Items Description: Wet Wipes
  - Unit: Sachet
  - Quantity: 7,000
  - Specifications: 500 pieces per package

**9- Requirements & conditions**

The service provider must deliver all items to Ferzol – Bekaa and provide workers or helpers as needed to assist with loading and unloading. Suppliers may choose to supply items from any section and are not required to provide all listed items.

**10- 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)

**11- Evaluation**

- The quotation’s evaluation process will consider following with assigned weights:
- Financial ..... 50%
- Technical ..... 50%

**12- Payment Terms**

- Payments will be made through bank cheques
- Payment will be made within 15 to 20 business days upon delivery of purchases goods
- The cheque amount will be subject to applicable bank fees.

**13- How to apply**

- Detailed offer
- Acknowledgment letter of payment modality

- All legal documents to be submitted via email to: [procurement@fairtradelebanon.org](mailto:procurement@fairtradelebanon.org)

Only selected candidates will be contacted.