



TERMS OF REFERENCE

Zaatar and Olive oil

Location: Zahle – Bekaa – Lebanon

Project Title: SAWA

Goods to be delivered by: 25/11/2024

PR number:

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is seeking suppliers of ready-to-eat food products 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

Goods Specifications

- Items Description: **Zaatar mix**
- Unit: Kg
- Quantity: **220**
- Specifications:
 - Pack of 3 Kg
 - Minimum expiry date 1 year after the delivery

- Items Description: **Olive oil**
- Unit: 20L Gallon

- Quantity: **14**
- Specifications:
 - Extra Virgin Olive Oil produced in Lebanon from Lebanese olives

4- Requirements & conditions

The service provider must deliver all items to Ferzol - Zahle 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.

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 upon delivery of purchased goods
- The cheque amount will be subject to applicable bank fees.

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.