



TERMS OF REFERENCE

Provision of Food Items – Raw material

Location: Zahle – Bekaa – Lebanon

Project Title: SAWA

Goods to be delivered by: ASAP

PR number:

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is seeking suppliers of raw material 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

Item Description: Tea

Unit: Box

Quantity: 360

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Cooked chickpeas

Unit: Can

- Quantity: 300
- Specifications:

- Weight: 400g
- Minimum expiry date 1 year after the delivery

Item Description: Peas

Unit: Can

Quantity: 540

Specifications:

- Weight: 400g
- Minimum expiry date 1 year after the delivery

Item Description: Peas and carrots mix

Unit: Can

Quantity: 1800

Specifications:

- Weight: 400g
- Minimum expiry date 1 year after the delivery

Item Description: Tuna cans

Unit: Can

Quantity: 600

Specifications:

- Weight: 400g
- Minimum expiry date 1 year after the delivery

Item Description: Chicken broth

Unit: Pack

Quantity: 228

Specifications:

- Number of Pieces: 24 pc
- Minimum expiry date 1 year after the delivery

Item Description: Basmati rice

Unit: Pack

Quantity: 48

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Bay leaf

Unit: Pack

Quantity: 30

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Beans

Unit: Pack

Quantity: 240

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Black pepper ground

Unit: Pack

Quantity: 150

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Broad beans

Unit: Pack

Quantity: 204

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Bulgur

Unit: Pack

Quantity: 264

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Chickpeas (Hummus)

Unit: Pack

Quantity: 48

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Crushed lentils

Unit: Pack

Quantity: 34

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Cumin

Unit: Pack

Quantity: 60

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Curry

Unit: Pack

Quantity: 30

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Dry mint

Unit: Pack

Quantity: 90

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Egyptian rice

Unit: Pack

Quantity: 444

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Garlic powder

Unit: Pack

Quantity: 60

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Indian rice

Unit: Pack

Quantity: 240

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Lentils

Unit: Pack

Quantity: 276

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Long grain rice

Unit: Pack

Quantity: 72

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Onion powder

Unit: Pack

Quantity: 60

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Pine beans

Unit: Pack

Quantity: 60

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Powdered milk

Unit: Pack

Quantity: 600

Specifications:

- Weight: 900g
- Minimum expiry date 1 year after the delivery

Item Description: Processed cheese

Unit: Pack

Quantity: 240

Specifications:

- Weight: 1.5kg
- Minimum expiry date 1 year after the delivery

Item Description: Qysha khanom beans

Unit: Pack

Quantity: 84

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Salt

Unit: Pack

Quantity: 142

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Semolina

Unit: Pack

Quantity: 24

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Seven spices

Unit: Pack

Quantity: 150

Specifications:

- Weight: 200g
- Minimum expiry date 1 year after the delivery

Item Description: Soft cardamom

Unit: Pack

Quantity: 30

Specifications:

- Weight: 200g

- Minimum expiry date 1 year after the delivery

Item Description: Spaghetti

Unit: Pack

Quantity: 600

Specifications:

- Weight: 500g
- Minimum expiry date 1 year after the delivery

Item Description: Sugar

Unit: Pack

Quantity: 156

Specifications:

- Weight: 5kg
- Minimum expiry date 1 year after the delivery

Item Description: Tahini

Unit: Jar

Quantity: 1080

Specifications:

- Weight: 900g
- Minimum expiry date 1 year after the delivery

Item Description: Tomato paste

Unit: Jar

Quantity: 120

Specifications:

- Weight: 1.3kg
- Minimum expiry date 1 year after the delivery

Item Description: Tomato sauce

Unit: Pack

Quantity: 720

Specifications:

- Weight: 1kg
- Minimum expiry date 1 year after the delivery

4- 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.

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 purchases 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.