



## TERMS OF REFERENCE

### Provision of Food Items

**Location:** Zahle – Bekaa – Lebanon

**Project Title:** SAWA

**Goods to be delivered by:** 4/12/2024

PR number:

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

### SCOPE OF WORK

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#### 1- Summary

FTL is seeking suppliers of 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	Type	Quantity	Weight	Expiry date
Cooked chickpeas (Hummus)	Can	9000	400 g	Minimum expiry date 1 year after the delivery
Hummus with tahini	Can	9000	400 g	Minimum expiry date 1 year after the delivery

Baba ghanouj	Can	9000	400 g	Minimum expiry date 1 year after the delivery
Fava beans	Can	1200	400 g	Minimum expiry date 1 year after the delivery
Tuna sunflower oil	Can	15000	185 g	Minimum expiry date 1 year after the delivery
Sardines olive oil	Can	9000	125 g	Minimum expiry date 1 year after the delivery
Tomato paste	Can	3000	250 g	Minimum expiry date 1 year after the delivery
Tahini (Sesame Paste)	Can	3000	250 g	Minimum expiry date 1 year after the delivery
Processed cheese	Box	6000	900 g	Minimum expiry date 1 year after the delivery
Sugar	Pack	3000	1000 g	Minimum expiry date 1 year after the delivery
Jam	Jar/Can	3000	400 g	Minimum expiry date 1 year after the delivery
Tea	Box	3000	200 g	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](mailto:procurement@fairtradelebanon.org)

Only selected candidates will be contacted.