



## TERMS OF REFERENCE

### Packing Material

**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 packing materials to provide essential packaging for 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

##### Packing Boxes

- Items Description: Packing Boxes
- Unit: Box
- Quantity: 3,000
- Dimension: H40xW30xL33 cm
- Specifications: Double wall construction

#### Stickers

- Items Description: Stickers
- Unit: Sticker
- Quantity: 3,000
- Dimension: 20x20 cm
- Specifications: Design to be provided by Fair Trade Lebanon

#### Packing Tape

- Items Description: Packing Tape
- Unit: Roll
- Quantity: 30
- Dimension: Length 50m; Width 5cm
- Specifications: Suitable for sealing purposes

#### Tape Dispenser

- Items Description: Tape Dispenser
- Unit: Roll
- Quantity: 5
- Dimension: Suitable for Length 50m; Width 5cm tape
- Specifications: Ergonomic and durable design

#### **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.