



TERMS OF REFERENCE

Refreshments Supplier

Location: Dekweneh, Bourj Hammoud, Jdaidet el Matn, Baouchriye, Sin el fil

Project Title: Fostering Economic Growth and Diversification in the Coastal and Northern Matn Cluster of Municipalities_UNDP

Start Date: December 2, 2024

End date : September 30, 2025

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Objective

The project is implemented by Fair Trade Lebanon, funded by UNDP, that aims to support 50 startups and MSMEs in the Metn region in Dekweneh, Bourj Hammoud, Jdaidet el Matn, Baouchriye, and Sin El Fil through tailored training, coaching, and financial assistance. It targets businesses at three growth stages—Nascent, Advancing, and Mature—across all sectors such as Agriculture, Forestry & Water, Agri-Food (Food Processing), Creative Industries, Industry, Information and Communication Technology (ICT), Services, Retail & Wholesale, promoting sustainable growth and gender inclusivity.

FTL is seeking a refreshment supplier in the coastal Matn area (covering Dekweneh, Bourj Hammoud, Jdaidet el Matn, Baouchriye, and Sin el Fil) to cater for 300 training sessions, each with 6 participants, from December 2, 2024, until the end of September 2025.

2- Outcomes

Provide refreshment for up to 6 participants per session, including Water, Juice, snack (including transportation). The exact dates will be confirmed later.

3- Legal qualifications

- Registered in the Commercial register.
- Registered in the MOF.
- VAT registration. If applicable
- ID of company's authorized representative(s)

4- Evaluation

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

5- Payment Terms

- Payments will be made through bank cheques
- Payment will be made within 15 to 20 business days after last delivery and submission of final invoice.

6- Cancellation Policy

- Either Party shall have the right to terminate this Agreement, without cause and without the need for any judicial or non-judicial proceedings, by serving a termination notice on the other Party 15 days at least before the contemplated termination date

7- Contract Duration

- December 2, 2024 till August 31,2025.
- If FTL deems it necessary for the Supplier to work more than the project duration, the Supplier and FTL shall mutually agree in writing on the additional compensation that will be due to the Supplier

8- How to apply

- Please submit the offer to include all the abovementioned requirements and approval on payment terms.
- Please submit documents related to legal qualifications.

to: procurement@fairtradelebanon.org

Only selected suppliers will be contacted.