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**TERMS OF REFERENCE**

**Refreshments Supplier**

**Location:** Akkar

**Project Title:** AFDAL 4 phase V

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

**SCOPE OF WORK**

1. **Objective**

The main objective of this project is to enhance resilience to climate change/shocks, increase productivity, access to market, and overall improve employability and income generation opportunities within the food system in Akkar.

1. **Outcomes**

FTL is seeking a supplier to provide Food boxes with the following items:

* Package
* Tissues
* Cutlery
* Water 500ml
* Juice
* Fruit
* Desert
* Main food item (cold sandwich or similar)

**Quantity:**

1540 food boxes.

**Delivery Details:**

Food boxes to be delivered to Akkar coastal area (kebbet chemra – Tel Abbas – Hissa etc) up on FTL request based on a schedule submitted by FTL.

FTL will be providing a weekly schedule of delivery highlighting the below:

* Exact quantities required per training.
* Exact location.
* Exact delivery date and time**.**

This activity will cover all February until March 10, 2025 based on 3 days per week.

1. **Legal qualifications**

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

1. **Evaluation**

* The quotation’s evaluation process will consider following with assigned weights:
* Financial ......................................... 50%
* Technical ........................................ 50%

1. **Payment Terms**

* Payments will be made via bank cheques, subject to applicable bank fees.
* Payment will be made on a monthly basis, within 15 to 20 business days following the last delivery and submission of the respective invoice.

1. **How to apply**

* Please submit the offer, ensuring it includes all the above-mentioned requirements and confirmation of approval on the payment terms.
* Please submit documents related to legal qualifications.

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

Only selected suppliers will be contacted.