



## TERMS OF REFERENCE

Customized Notebook, Banners printing, Lanyard and Nametags

**Location:** Hazmieh, Lebanon

**Project Title:** BOOSTLEB

**Goods to be delivered by:** *Monday 24 February*

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

### SCOPE OF WORK

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#### 1- Summary

FTL is looking for a supplier to provide the following:

- Customized printed A5 notebooks
- Printing of 20 rollup banners sized 85x200 cms.
- 100 Lanyards with name tags

#### 2- Objective

FTL will be conducting BOOSTLEB's final pitching event on the 25<sup>th</sup> of February where all entities will be pitching their businesses. In preparation to the event, FTL aims to equip the entities with rollup banners to better reflect their businesses as well as printed notebooks and lanyards with their name tags to facilitate the networking process

#### 3- Technical Specifications

**Goods Specifications (Try to evade tables)**

**Notebooks:**

- Customized printed A5 notebooks
- Unit: 1 notebook
- Quantity: 80
- A5 format, lined paper, logo direct print on front

**Roll up banners:**

- Customized printed roll up banners
- Unit: 1 roll up banner
- Quantity: 20
- 85x200 cms, PP quality, design to be provided by FTL.

### **Lanyards + Nametags:**

- Basic lanyard + nametags
- Unit: 1 lanyard and nametag
- Quantity: 100
- 12.6x7.9cms, B2 format, transparent nametag, red color lanyard.

#### **4- Requirements & conditions**

The service provider is required to deliver all items to FTL Hazmieh along with workers/helpers available to assist with loading and unloading products, as and whenever needed.

#### **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%

#### **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. 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