



TERMS OF REFERENCE

Mini Pastries

Location: Zahle – Bekaa – Lebanon

Project Title: Tawazon Table (Equilibre Naturel): Building climate resilience for farmers and food producers in Lebanon.

Goods to be delivered by: 27/2/2025

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is seeking suppliers of mini pastries that will be distributed as refreshments during training sessions taking place from March until the end of May 2025.

2- Objective

Tawazon Table project is designed to strengthen the resilience of farmers and producers in Lebanon's Bekaa region in tackling climate change. This will be achieved through activities centered around raising awareness, providing education, and providing economic support. The project aims to assist 180 farmers and 120 producers through training programs and provision of equipment and inputs for better access to means of production and practices adapted to climate change.

3- Technical Specifications

Goods Specifications

- Items Description: **Croissant or Cake or Biscuit or Chocolate**
- Unit: 1 item of the proposed snack
- Quantity: **1500**
- Specifications:
 - Minimum expiry date 4 months after the delivery

4- Requirements & conditions

The service provider must deliver all items to Fair Trade Lebanon office in Zahle and provide workers or helpers as needed to assist with loading and unloading.

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 purchased 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

Only selected candidates will be contacted.