



TERMS OF REFERENCE

Title: Apparel

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

Goods to be delivered by: 11 April 2025

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is seeking an apparel supplier to provide hoodies and t-shirts for an entity located in Baouchriye to help them lower their production costs.

2- Objective

The project is implemented by Fair Trade Lebanon in partnership with UNDP and funded by KFW, and 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.

3- Technical Specifications

Goods Specifications

- Items Description: Hoodies
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: Extra Small

Color: RAL 9005 Jet black

- Items Description: Hoodies
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: Small

Color: RAL 9005 Jet black

- Items Description: Hoodies
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: Medium

Color: RAL 9005 Jet black

- Items Description: Hoodies
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: Large

Color: RAL 9005 Jet black

- Items Description: Hoodies
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: X-Large

Color: RAL 9005 Jet black

- Items Description: Hoodies
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: XX-Large

Color: RAL 9005 Jet black

- Items Description: T-shirts
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: Extra Small

Color: RAL 9005 Jet black

- Items Description: T-shirts
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: Small

Color: RAL 9005 Jet black

- Items Description: T-shirts
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: Medium

Color: RAL 9005 Jet black

- Items Description: T-shirts
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: Large

Color: RAL 9005 Jet black

- Items Description: T-shirts
- Unit: Piece
- Quantity: 10
- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: X-Large

Color: RAL 9005 Jet black

- Items Description: T-shirts
- Unit: Piece
- Quantity: 10

- Specifications:

Fleece CVC (Chief Value Cotton) 70% COTTON 30% POLYESTER. 300GSM

Size: XX-Large

Color: RAL 9005 Jet black

4- Requirements & conditions

The service provider is required to deliver all items to Baouchriye 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%

7- Payment Terms

- Payments will be made through bank cheques
- Payment will be made **after 20 business days** from the last delivery and submission of final invoice.
- The cheque amount will be subject to applicable bank fees.

8- How to apply

Applicants are requested to send:

- Detailed offer
- Legal documents
- Acknowledgment letter of payment modality

via email to: procurement@fairtradelebanon.org

Only selected candidates will be contacted