



TERMS OF REFERENCE

Title: Disposable Cutleries

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 a supplier to provide disposable cutlery to an entity located in Sin El Fil to reduce its production cost.

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: Microwavable Plate
- Unit: Piece
- Quantity: 300
- Specifications:

Color: Black

Dimensions: 18cm x 10cm

Material: Plastic

- Items: Aluminum Plate
- Unit: Piece
- Quantity: 400
- Specifications:

Dimensions: 23cm x 13cm

Material: Aluminum

- Items: Plastic Salad Box
- Unit: Piece
- Quantity: 1000
- Specifications:

Volume: 450cc

Color: Transparent

Material: Plastic (PET)

- Items: Plastic Transparent Bag (40 cm)
- Unit: Kg
- Quantity: 3
- Specifications:

Material: Nylon

Size: 40 cm

- Items: Plastic Transparent Bag (45 cm)
- Unit: Kg
- Quantity: 3
- Specifications:

Material: Nylon

Size: 45 cm

- Items: Plastic Transparent Bag (60 cm)
- Unit: Kg
- Quantity: 3
- Specifications:

Material: Nylon

Size: 60 cm

- Items: Paper White Bag (12*20 cm)
- Unit: Kg
- Quantity: 3
- Specifications:

Size: 12 cm x 20 cm

- Items: Paper White Bag (20*25 cm)
- Unit: Kg
- Quantity: 3
- Specifications:

Size: 20 cm x 25 cm

- Items: Paper White Bag (30*40 cm)
- Unit: Kg
- Quantity: 3
- Specifications:

Size: 30 cm x 40 cm

- Items: Cling Film Roll
- Unit: meter
- Quantity: 300
- Specifications:

Dimensions: 30 cm

- Items: Aluminum Roll
- Unit: Kg
- Quantity: 1.5
- Specifications:

Dimensions: 30 cm

- Items: Plastic Set Service (spoon, fork, knife, salt, wet wipes, napkins, toothpick)
- Unit: Set
- Quantity: 500 sets
- Specifications:

Items: Spoon, fork, knife, salt, wet wipes, napkins, toothpick

- Items: Carton Plate
- Unit: Kg
- Quantity: 3
- Specifications:

Size: Large

- Items: Kitchen Gloves/box (Medium size)
- Unit: Box
- Quantity: 3
- Specifications:

Size: Medium

Color: Blue

4- Requirements & conditions

The service provider shall deliver all items at the designated workshops/offices located in Sin El Fil area. The provider must also ensure the availability of workers/helpers to assist with loading and unloading as 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