



## TERMS OF REFERENCE

### Title: Wooden Furniture

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

## SCOPE OF WORK

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### 1- Summary

FTL is seeking a carpenter to provide wooden furniture to entities located in Baushrieh, Rawda and Bourj Hamoud to upgrade their facilities

### 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: Table
- Unit: Piece
- Quantity: 5
- Specifications:

Material: Steel structure with waterproof wooden top

Dimension:

- Length: 120cm
- Width: 80cm
- Height: 70 cm

- Items Description: Table
- Unit: Piece
- Quantity: 1
- Specifications:

Material: Steel structure with Lamaica top and an under-level space of 0.5m between the top and under-level.

Dimension:

- Length: 250cm
- Width: 80cm
- Height: 90 cm

- Items Description: Wooden Cabinet
- Unit: Piece
- Quantity: 1
- Specifications:

Material: Lamaica

Dimension:

- Length: 45cm
- Width: 200cm
- Height: 140 cm

Structure:

The stand will consist of 4 shelves, with the following distances:

0.5m distance from the floor to the first shelf

0.3m distance between each shelf

The stand will be supported by 6 wooden supports, with 1m distance between each support.

- Item Description: Wooden Cabinet
- Unit: Piece
- Quantity: 1
- Specifications:

Material: Lamaica

Dimensions:

- Width: 105 cm
- Height: 205 cm

Structure:

Top Closet: 70 cm in height

Right Side Closet: 40 cm in width, containing 6 drawers (each 20 cm in height)

Table Section: Adjustable (opens and closes within the closet) with 2 shelves above it

- Items Description: Lamaica Shelves
- Unit: Piece
- Quantity: 3
- Specifications:

Material: Lamaica, light wooden color with a protective layer

Dimensions:

- Length: 170cm
- Width: 30cm

- Items Description: Lamaica Shelves
- Unit:
- Quantity: 3
- Specifications:

Material: Lamaica, light wooden color with a protective layer

Dimensions:

- Length: 100cm
- Width: 30cm

- Items Description: Lamaica Shelves
- Unit: Piece
- Quantity: 1
- Specifications:

Material: Lamaica, light wooden color with a protective layer

Dimensions:

- Length: 290cm
- Width: 30cm

- Items Description: Wooden Closet
- Unit: Piece
- Quantity: 1
- Specifications:

Material: Lamaica wood

Dimensions:

- Height: 180cm
- Width: 300cm
- Depth: 100cm

Structure:

- 3 large compartments (1 middle, 2 side closets)
- 2 side closets with mirrored doors
- 8 shelves in each side closet
- 6 shelves in the middle closet

Lighting:

- 1 central light in the middle closet
- Power: 20W

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

The service provider shall deliver and install all items at the designated workshops/offices located in Rawda, Baushrieh and Bourj Hamoud. The provider must also ensure the availability of workers/helpers to assist with loading and unloading as needed. Additionally, a design for each item must be submitted to the FTL project coordinator for approval before manufacturing begins upon agreement.

#### **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](mailto:procurement@fairtradelebanon.org)

Only selected candidates will be contacted