



## TERMS OF REFERENCE

### Title: Floor Stands

**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 supplier to provide Floor Stand to entities located in Rawda 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:

#### 1- Items Description: Floor Stand

- Unit: Pieces
- Quantity: 20
- Specifications:

Dimensions in cm:

40cm width, 60cm Length, 90cm height maximum

Divided into 3 shelves

Material: depending on the designer who will make it custom shaped and colored according to their logo

#### 4- Requirements & Conditions

The service provider shall deliver and install all items at the designated workshops/offices located in Rawda. 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