



TERMS OF REFERENCE

Title: Rehabilitation

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 contractor to provide Renovation 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:

i. Items Description: Paint Renovation

Room Size: 6.5 m*3 m*3 m

Status of the Walls: Minor wounds to be covered with putty

Paint Type: Latex

Color: Off-White

Number of Coats: One base coat and one finishing coat

Priming: Priming is necessary before applying paint to ensure proper adhesion, especially in areas with minor damage.

ii. Items Description: Creation of Separation Wall

The separation wall will consist of the following materials:

Aluminum Frames:

Dimensions in Meters:

1.1m*1.5m

1.1m*0.7m

1.4m*1.5m

1.4m*0.7m

Plywood Boards (12mm thickness):

Dimensions in Meters:

1.1m*1.5m

1.1m*0.7m

Frosted Glass (4mm thickness):

Dimensions in Meters:

1.4m*1.5m

1.4m*0.7m

Wall Support: The plywood and frosted glass will be mounted into the aluminum frame securely using suitable fixings and adhesives for strength and stability.

Aluminum Frame Treatment: The aluminum frame will be powder-coated for corrosion resistance and a sleek finish.

iii. Items Description: Electricity System Restoration

Restoration of the electricity board and adding 24 circuit breakers

Replacement of:

Black electricity sorts - quantity: 3

LED lights - quantity: 4

LED projectors - quantity: 2

Magnetic fixtures - quantity: 8

Testing: After installation, the entire electrical system will be tested for proper functionality and compliance with safety standards.

iv. Items Description: Installation of Aluminum and Glass Shelves

- Unit: Shelf
- Quantity: 16
- Specifications:

Shelf size: 0.45 m*2 m

Material:

The shelves consist of 6mm glass installed on aluminum stands, with a 25cm separation between the two shelves.

v. Items Description: Wall and Ceiling Paint

- Quantity: 1
- Specifications:

Room Size: 14 m*3 m*3 m

Status of the Walls: Minor wounds to be covered with putty

Paint Type: Latex

Color: White

Number of Coats: One base coat and one finishing coat

Priming: Priming is necessary before applying paint to ensure proper adhesion, especially in areas with minor damage.

vi. Items Description: Electricity System Restoration

- Quantity: 1
- Specifications:

Replacement of:

Ceiling spotlights 3W size 8cm diameter - quantity: 15

Supply and install of:

2m black rail for track light- quantity: 2

include 10w black track light- quantity: 6

Testing: After installation, the entire electrical system will be tested for proper functionality and compliance with safety standards.

vii. Items Description: Creation of Separation Wall

- Quantity: 1
- Specifications:

The separation wall will consist of double Gypsum board

Dimensions in meters: 2.7 m*3.3 m with a 1 m*2 m opening to be fixed to the ceiling and walls

viii. Items Description: Aluminum Door fixation

- Quantity: 1
- Specifications:

Fixation of aluminum door dimensions: 1.2 m*2.4 m

ix. Items Description: Replacement of the Vitrine Store Glass

- Quantity: 1
- Specifications:

Replacement of 4mm glass dimensions 1.2 m*2.4 m

x. Items Description: Replacement of Plumbing Item

- Quantity: 1
- Specifications:

Supply and install:

White toilet tank and bowl set with a ceramic construction, a 6L single flush, a basic flapper valve, a gravity-fed flush system, a round bowl with a 36-38 cm width and 40 cm length, and a tank height of 40-45 cm – quantity: 1

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 FTL project

coordinator for approval before manufacturing begins. A timeline for each task should be submitted and will be taken into consideration as part of the technical score. Interested bidders should visit the site to understand the required work before submitting their quotation. Please contact FTL Procurement on [+96179322294](tel:+96179322294) to coordinate the date, time and location of the sight survey.

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