



TERMS OF REFERENCE

Title: Shoe Materials

Location: Bourj Hammoud

Project Title: Fostering Economic Growth and Diversification in the Coastal and Northern Matn Cluster of Municipalities_UNDP

Goods to be delivered by: 28 April 2025

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is seeking a supplier to provide Shoe Materials to entities located in 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:

1-Items Description: Shoe Molds

- Unit: Pairs
- Quantity: 6
- Specifications:

Material: Polyethylene Plastic specific for shoe molds

Height: 2cm

Shape: Pointed-toe high heels

2-Items Description: Shoe Molds

- Unit: Pairs
- Quantity: 6
- Specifications:

Material: Polyethylene Plastic specific for shoe molds

Height: 5cm

Shape: Pointed-toe high heels

3-Items Description: Shoe Molds

- Unit: Pairs
- Quantity: 6
- Specifications:

Material: Polyethylene Plastic specific for shoe molds

Height: 7cm

Shape: Pointed-toe high heels

4-Items Description: Shoe Molds

- Unit: Pairs
- Quantity: 6
- Specifications:

Material: Polyethylene Plastic specific for shoe molds

Height: 9cm

Shape: Pointed-toe high heels

5-Items Description: Caoutchouc Boards

- Unit:
- Quantity: 7
- Specifications:

Material: Caoutchouc

Size per board in cm: 110cm*100cm

Thickness in cm: 2.7cm

Color: Black boards

6-Items Description: Caoutchouc Boards

- Unit:
- Quantity: 7
- Specifications:

Material: Caoutchouc

Size per board in cm: 110cm*100cm

Thickness in cm: 2.7cm

Color: Beige boards (standard in the market)

7-Items Description: Caoutchouc Boards

- Unit:
- Quantity: 5
- Specifications:

Material: Caoutchouc

Size per board in cm: 110cm*100cm

Thickness in cm: 2.7cm

Hard boards (Especially for boots)

8-Items Description: Shoe Basic Insoles

- Unit:
- Quantity: 20
- Specifications:

Material: Fiber
Size per board in cm: 160cm*100cm
Color: Beige + white

9-Items Description: Polyurethane Adhesive

- Unit: Gallon
- Quantity: 6
- Specifications:

Weight per Gallon: 3.5Kg

10-Items Description: Neoprene Adhesive

- Unit: Gallon
- Quantity: 7
- Specifications:

Weight per Gallon: 2.2Kg

4- Requirements & Conditions

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