



TERMS OF REFERENCE

Title: Shop Sign

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 a Shop Sign 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:

Items Description: Shop Sign

- Unit: Sign
- Quantity: 1
- Specifications:

Alucobond LED Shop Sign Board

Dimensions in meter: 1m*1m*0.2m

Alucobond signboard with internal LED lighting, double-sided display with a steel fixation frame for installation

Design to be provided for 1x1m

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. Interested bidders should visit the site to understand the required work before submitting their quotation.

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