



## TERMS OF REFERENCE

### Title: Vacuum Machine

**Location:** Baushrieh

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

## SCOPE OF WORK

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### 1- Summary

FTL is seeking a supplier to provide a Vacuum Machine to entities located in Baushrieh 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: Vacuum Packaging Machine

- Quantity: 1
- Specifications:

Packaging Type: Vacuum pack sealing machine  
Chamber Volume in mm: 570 mm\*570mm\*118mm  
Packing Speed: 1-3 T/S  
Power Source in Volts: 220V  
Motor Power: 1.5KW  
Sealing Power in Watt: 900W  
Ultimate Vacuum Pressure: 1KPa  
Material: Stainless Steel-Food grade

One year warranty

### 4- Requirements & Conditions

The service provider shall deliver and install all items at the designated workshops/offices located in Baushrieh. 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](mailto:procurement@fairtradelebanon.org)

Only selected candidates will be contacted