



TERMS OF REFERENCE

Venue provider

Location: Lebanon, Damour - Saida

Starting Date: 1 December 2024

End Date: 18 December 2024

Project Title: Green and Fair

PR number: Cost Share

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Objective

Fair Trade Lebanon is looking for a Venue for capacity building trainings to be held in between Damour and Saida. FTL will organize 2 batches of trainings consisting of 12 half days each.

2- Outcomes

Provide a venue that can accommodate up to 30 participants comfortably for 23 days.

The exact dates will be agreed upon later.

3- Requirements

- Tables to fit up to 10 people per table.
- Chairs.
- Projector.
- Screen.
- Flipcharts and pens.
- Material and stationary for participants
- Welcome coffee at the start of the event (water, tea, soft drinks, coffee)
- Sweet and salty mini-bites at the end of the event.
- Good Internet connection.
- Accessible facilities for people with disabilities. (elevators and access ramps)
- Good ventilation system.
- Free parking for project participants.

4- Legal qualifications

- Commercial Circular
- Fiscal Certificate of Incorporation at the Ministry of Finance
- VAT Certificate of Registration (if applicable)

- ID of company's authorized representative(s)

5- Payment Terms

- Payments will be made through bank cheques.
- Payment will be made within 15 to 20 business days after the last delivery and submission of the final invoice.
- The cheque amount will be subject to applicable bank fees.

6- How to apply

- Please submit the offer to include all the abovementioned requirements.
- Please submit documents related to legal qualifications.
- **Please provide pictures of the space.**

to: procurement@fairtradelebanon.org

Only selected venues will be contacted.