



Terms of reference (ToR) for refreshment kits

1. General Information

Justice without Frontiers (JWF), a dynamic active local non-governmental juristic organization founded in Beirut in 2005, is deeply committed to championing human rights, justice, democracy, peace, and the rule of law. Over the last decade, JWF's impactful work has addressed crucial initiatives, from addressing Sexual and Gender-Based Violence (S/GBV) to empowering women's access to justice, advocating for marginalized individuals, combating human trafficking, and more.

2. Brief Information of the Project:

JWF is implementing a project in partnership with Deutsche Gesellschaft für International Zusammenarbeit (GIZ) and funded by the Federal Ministry for Economic Cooperation and Development (BMZ), within the Framework of Promoting Gender Responsive and Inclusive Politics and Economy in the MENA Region – WoMENA.

The project aims to empower women and girls in Lebanon by fostering their active participation in political and economic spheres within a safe, inclusive, and gender-responsive and transformative community through strengthening vulnerable beneficiaries accessing social cohesion and protection services and supporting companies, NGO's, women's and gender networks to implement innovative approaches to strengthen women's participation.

Request:

JWF is seeking a supplier who can provide refreshment kits which include snacks and beverages. These boxes are intended for distribution during the training that will be held in **Shelters for displaced people in Mount Lebanon.**

Scope of Work:

1. Refreshment kits should be delivered by the selected supplier to Jdeideh – Maten - Mount Lebanon.
2. The supplier needs to quote for the below different refreshment kits as per the JWF needed:

○ **Snacks:**

- Baked Rolls – 1000 PCS
- Pretzels – 1000 PCS
- Wafer – 1000 PCS
- Mini Cake – 1000 PCS
- Biscuit with cream – 1000 PCS
- Chocolate Bar (Kids) – 600 PCS
- Chocolate Egg or similar – 600 PCS
- Lollipop – 600 PCS

○ **Beverages:**

- Water 500 ml - Plastic - 85 Boxes
- Juice 180 ml – 77 Boxes

Deliverables:

- The delivery must be done on the time agreed.
- The kits must be delivered along with a delivery note signed from the supplier and from JWF receiver.



- Official invoice must be addressed to JWF for the total delivery numbers / Purchase order issued and delivery notes so the payment is prepared.

General remarks and special conditions:

1. Quantity is subject to a change based on the fund's availability
2. All offered prices must only be indicated in US Dollars. Quotations stated in other currencies will not be considered during the awarding process. If/When Prices include VAT, it must be shown on the invoice.
3. The invoice must be official and legal.
4. The invoice should include delivery fees.
5. In case of defective or damaged items, the supplier must replace them at no cost.
6. Delivery Location: Mount Lebanon (Jdeideh – El Maten)

Evaluation:

- The company is registered and has a financial number.
- Flexibility in payments.
- Clear quotation stamped and signed by the company name.
- Vendors offering a competitive price and correct specifications for the parcel tender are required to submit a sample before final selection.
- Delivery costs should be included in the quotations.
- Quality and variety of refreshment items.
- Packaging and presentation.
- Shelf Life (production date 2024 and min. expiry date is 1 year)



Required Documents to be sent / How to apply:

The requested documents should include:

- The attached RFQ is filled & stamped.
- Financial offer in USD including the daily rate.
- A sample of the product (photo) if available
- Vendors should have an official registration number and provide official invoices and receipts upon purchase

Please submit your offer by email to procurement@jwf.org.lb and include the consultancy title " Refreshment Kit" in the e-mail subject. Deadline for submission: 02/12/2024

Applications received after the closing date will not be considered.

Note that applicants can apply to one RFQ or All at once.