

## **Terms of reference (ToR) for refreshment kits**

### **Brief Information of the Project**

Empowering women and strengthening the resilience of vulnerable rural and urban communities in South Lebanon and Beirut is a three-year program implemented by a consortium of 3 NGOs, Justice without Frontiers, SHEILD, and JAFRA, led by Welthungerhilfe (WHH) and funded by the German Feder Ministry for Economic Cooperation and Development (BMZ). This program aims to strengthen women's livelihoods and increase the resilience of vulnerable communities engaged in smallholder and subsistence agriculture. Justice without Frontiers' role in this program is to ensure that gender equality is mainstreamed into all project activities, provide tailored training for women in leadership skills and business development, provide legal support, and conduct gender analysis.

### **Request:**

JWF is seeking a supplier who can provide refreshment kits which will include breakfast and beverages. These boxes are intended for distribution during the training that will be held in **South Lebanon and Beirut (Palestinian camps)**.

### **Scope of Work:**

1. Refreshment kits should be delivered by the selected supplier to designated locations in South Lebanon, Nabatiyeh, and 4 different Palestinian camps. The delivery will be done in batches, with an average of 20 refreshment kits per delivery batch.
2. JWF plans to distribute under this project estimated No. of Kit: 20 refreshments kits "breakfast and beverage" per batch, totaling an estimated 7500 kits for 3 years "project duration", 2500 kits per year. They expect to make around 125 deliveries throughout 2024."

3. the supplier needs to quote for the three below different refreshment boxes as per the JWF needed:

○ **Option one:**

- Fresh Croissant (Zaatar, Chocolate, Cheese)
- Variety of sweet snacks: Muffins 50g wrapped (flavor: Chocolate, vanilla) or Fruits: Fresh washed and clean (1 Apple ...), or Biscuit 40g 4pcs (cacao or vanilla)
- Water 330 ml - Plastic
- Juice 250 ml - glass bottle- (flavors: Mango, Orange, Strawberry and Banana, apple, cocktail)

○ **Option two:**

- Cold Sandwiches: White Baguette wrapped (Turkey and cheese, Grilled halloumi, Kashkawen) all with fresh Vegetables  
**(production date: 1 day from the order confirmation - shelf life max: 2 days)**
- Variety of sweet snacks: Muffins 50g wrapped (flavor: Chocolate, vanilla) or Fruits: Fresh washed and clean( 1 Apple ...),or Biscuit 40g 4pcs (cacao or vanilla )
- Water 330 ml - Plastic
- Juice 250 ml - glass bottle- (flavors: Mango, Orange, Strawberry and Banana, apple, cocktail)

○ **Option three:**

- Mankoushe – (Cheese or Zaatar )
- Variety of sweet snacks: Muffins 50g wrapped (flavor: Chocolate, vanilla) or Fruits: Fresh washed and clean( 1 Apple ...), or Biscuit 40g 4pcs (cacao or vanilla )
- Water 330 ml - Plastic
- Juice 250 ml - glass bottle- (flavors: Mango, Orange, Strawberry and Banana, apple, cocktail V.

- **All the above should have a production date in 2024 and a shelf life of up to 1-year max.**

4. Suppliers should ensure that the refreshment kits are appropriately packaged for easy distribution.

**Deliverables:**

- JWF will sign a Framework agreement with the successful bidder.
- JWF will confirm on a weekly basis the dates of the events that need the refreshments kits.
- 1 day before the event, JWF will confirm the number of the kits needed to be delivered along with the address against signed Purchase order by JWF and supplier.
- Delivery of approximately 20 refreshment kits per batch as per the selected option.
- Each refreshment kit should contain the specified items according to the chosen option.
- 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 on monthly basis 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 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 to any place in the South or Beirut at any time requested.
5. In case of defective or damaged items, the supplier must replace them at no cost.
6. Delivery Location: South Lebanon, Palestinian Camps Beirut (Shatila, Burj al Barajneh)

**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.
- Has a bank account for the company.
- 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)
- Meeting the evaluation criteria mentioned in article 12.2.2. **Evaluation of technical proposal.**