



Call for Applicants

Australian Embassy

Terms of Reference

Ref: FAY-BUS-002-19

Date: May 3rd 2019

I. Background:

Al-Fayhaa Association (*henceforth referred to as Al-Fayhaa*) is a Lebanese non-profit NGO that aims to develop and rehabilitate the community through educational programs, and socio-cultural activities. Al-Fayhaa was founded in 1999 and was officially established on 8\10\2008 holding the registration number 1254 AD.

Al-Fayhaa has no political nor sectarian orientation; it only adopts the principle of neutrality and non-alignment of any of the partisan spectra maintaining the same distance from everyone. Al-Fayhaa commits through the implementation of its projects the principles of human rights, which includes responsibility and commitment to the rule of law and the empowerment and participation and integration, justice, equality and nondiscrimination and a focus on children with special needs and learning difficulties.



II. The Program

In calibration with the Australian Embassy Al Fayhaa Association seeks to rehabilitate an old bus into an inclusive-friendly MobilisED Classroom, which addresses the need to empower children and youth from various backgrounds indiscriminate of their gender access to education by brining learning to the community. Al Fayhaa Association seeks to increase access to education to those that cannot attend following social norms, unequipped classes for special needs and poverty.

III. Work Scope

1) Services to be provided

To implement this program, Al-Fayhaa is currently seeking for a firm to provide supplies for the classroom as following:

- Wood chair (14 chairs)
- Wood tables (10 tables)
- White boards (3 white boards)
- Laptops (4 Laptops)

2) Contract Type

Contact or Purchase order.

3) Facilities to be provided by Al-Fayhaa Association

Al-Fayhaa will not provide the working space for the coordinators in addition to all the required needs to fulfill their duties.

IV. Documents to be submitted

For firms and organizations:

- 1) Official registration documents
- 2) Company profile
- 3) Scan or Copy of Identification Document of Owner / Founder.
- 4) Financial offer (Ask for our form if you don't have one)
- 5) Technical Offer

VI) Instructions to Submit Applications:

Interested parties are to submit their offers by mail or in person.

6) For offers sent by mail:

- Complete offer and documents must be sent to: procurement@al-fayhaa.org
- E-Mail title must be:
“Tender service for Bus Classroom logistics– Terms of Reference”
- E-mails without the above title will be disregarded.

7) For offers submitted in person:

- Complete offer documents shall be sent to the following address:

**City Complex – 1st Floor – Riad El Solh Road
P.O. Box 1327 – Tripoli, Lebanon
Mr. Alaa Arnaout
Tel: +961 6 44 66 81**

- Complete offer documents must be in a sealed envelope with the following statements in block letters on its back:
“Tender service for Bus Classroom logistics– Terms of Reference”

Last Submission Date: Friday 10th May 2019

Closing Time: End-of-Business – 5:00 PM



For any inquiries, please contact:

Alaa Arnaout
Procurement Officer

Phone: +961 6 44 66 81

E-Mail: procurement@al-fayhaa.org