

	WATAD Association	Code: TD002
	Tender Document	Version: 1 st copy
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Terms of Reference - REF#DVTFB1023

Requesting Agency: WATAD Association

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Date: October 16, 2023

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About WATAD: WATAD emerged out of an urgent need for development projects in Lebanon at various levels and sectors. A multi-disciplinary team of experts from the HR, environment, health, agriculture, engineering, education and Digital sectors came together in 2018 and decided to establish an NGO to provide much-needed services to people from all segments of society. Today, WATAD serves a wide spectrum of the population regardless of their socioeconomic, political, or religious backgrounds, through the implementation of our three main programs: Livelihoods, Health, and Emergency Response

Project Title: Digital Vocational Trainings & Work Based Learning in collaboration with Expertise France under the SHABAKE 2 Project

Project Objective: The specific objective of the project is to provide vocational training to 120 male and female youth individuals from Lebanese and Syrian nationalities residing Tripoli, in the following fields: Digital Marketing, Mobile Applications, Social Media & Content Creation, Web Development, and Graphic Design; and enhancing their skills and employability by directly linking them to the job market, through a one month long paid internship.

Training Programs: Graphic Design, Mobile Applications, Basic Web Development, Content Creation & Social Media, and Digital Marketing

Project Length/Timeline: 6 months, from 1 October 2023 to 1 March 2024. divided into two cycles.

Supplier Needed: Catering & Refreshment including delivery on a daily basis.

Quotation Currency: Please ensure that the quotation is provided in USD currency only to avoid any risky changes in the exchange rates

Majida Center, 10th Floor Boulevard Bechara El Khoury Tripoli, North – Lebanon

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E-Mail: info@watad.org

Evaluation Criteria: Supplier selection will prioritize criteria including:

- Pricing & Cost (best value for money)
- Location (with a priority in Tripoli for freshness and reduced travel distance)
- Reliability (ensuring consistent delivery service even in the face of potential roadblocks), and
- Quality of food

Payment: Payment will be made in two installments, with each installment being made after the completion of each Cycle. Each Cycle is expected to take approximately three months. Payments will be made via a bank transfer in US dollars.

How to Apply: Interested candidates should follow these steps:

- Complete and sign the quotation form (Annex 1 attached).
- Prices must include the delivery charge, taking into account that certain items should be delivered on a daily basis.
- Incomplete quotations will be excluded. Bidders are required to submit quotations for all items.
- Place the signed-stamped quotation form in an envelope
- Include in the envelope the official documents of the company:
 - The commercial circular الإذاعة التجارية
 - The registration in the Ministry of Finance.
 - Legal representative ID
 - Interested supplier/vendors should email their signed quotations (Attached Annex 1 - Quotation), Signed Attached TOR and copy of their legal documents (mentioned above), to omar.jamaledine@watad.org before October 30, 2023, COB.
- All vendors will be informed of the tender's results on November 03, 2023, by email.
- The training is expected to begin on 06/11/2023.

Needed Products:

Item	Expected Quantity	Specification	Unit Price (USD)	Total Value (USD)
Nescafe 3 in 1	90	3 in 1 / 30 pcs		
Nescafe 2 in 1	10	2 in 1 / 25 pcs		
Black Tea box	20	100 pcs, Lipton		
Green Tea box	5	25 pcs, Lipton		
Water bottles	480	330 ml-12 bottles/ box		
Cookies	240	Petit four (Kg)		
Croissants	2880	Cheese, Zaatar, Chocolate		
Pastries (Soiree)	2880	Cheese, zaatar, pizza, ...		
Juice	2880	250 ml		
Soft Drinks	2880	Regular & Diet Pepsi 330 ml		

Total (USD)

N.B: The above quantities will cover project's needs for 6 months. Each day the supplier will receive the required quantities for the next day that need to be **delivered on a daily basis**.