



**TERMS OF REFERENCE (TOR)
FOR THE PURCHASE OF EQUIPMENT**

March 2019

Invitation for a bid:

Project Title: Supporting the development of selected agro-food value chains

Statement of Work: Procurement of Machine for Production of Smoked Cheese— LOT E

Dear Sirs,

UNIDO invites you to submit a tender in competition, for the procurement of a Machine for the Production of Smoked Cheese (see below specifications):

1. The Tender shall be delivered before closing time of the official working hours on the 2nd of April 2019.
2. The Tender shall be irrevocable for a period of sixty (60) days with effect from the latest date fixed for receiving Tenders.
3. Delivery of the machine shall be completed 45 days the latest from the date of receipt of Notice from our side, to Commence.
4. Payment procedures will be initiated upon the delivery and commissioning of equipment and receiving an official bill from your side.
5. It takes up to fourteen (14) days to issue a transfer to a bank account after we receive the official original bill.
6. We will not be bound to accept the lowest tender nor to assign a reason for the rejection of any tender.
7. Specifications of the equipment: please, see attached documents.

To ensure consideration, your complete, detailed bid must be submitted by latest 2 April 2019, in a sealed envelope to the following address:

8th Floor, Ministry of Industry Building, Sami El Solh Street, Beirut, Lebanon. Tel: +961-1-423644. Attention: Fadi Denno, UNIDO

For any additional information, please contact:

Fadi Denno
National Project Coordinator- UNIDO
Tel: +961-1-423644
Email: f.denno@unido.org



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Project Summary and Objectives:

Since 2011, UNIDO has been supporting the agro-industrial sector through the Community empowerment and Livelihoods Enhancement project (CELEP) project by helping local micro and small industries to cope with the crisis and training unemployed affected communities on market oriented professional skills in technical sectors.

Through the three phases of the CELEP, specialized equipment, civil works and capacity building development directly supported 68 MSMEs and 20 agricultural cooperatives and more than 2000 Households benefited indirectly from the project activities.

This project aims at supporting and sustaining the livelihood of the population and diversify the agro-food sector in all Lebanon, thereby generating employment opportunities and alleviating poverty in the country. This will be done through improving selected dairy processing facilities, especially MSMEs and possibly large factories, through the provision of technical assistance, innovative approaches and marketing tools.

This project will assist the selected agro-industrial enterprises from the dairy sector, enabling them to upgrade their production and integrate the global market. It is expected that 15-20 beneficiaries will be upgraded, directly generating 300 jobs.

Apart from the benefits of an increase in direct employment, the development of the targeted beneficiaries will have a multiplier effect in creating more jobs in food production especially for young and woman, as well as improving the quality of life of the rural population, increasing food supply and contributing to poverty reduction.

Technical Specifications for Machine for Production of Smoked Cheese

UNIDO REQUIREMENTS			TO BE COMPLETED BY THE INVITEE			
Item	Name and Required Parameter	QTY	Unit Price	Total Item Price	Compliance*)	Remarks**)
	Equipment Specifications		Currency LBP	Currency LBP	Yes/No	
1.	Smoking machine for production of smoked cheese (size 100 x 100 cm) Specifications: <ul style="list-style-type: none"> ▪ Homogeneous smoked cheese production. ▪ Capacity 50 kg. ▪ Stainless steel tank. ▪ Conical top with stainless steel duct for smoke exhaust. ▪ Variable speed fan at the machine bottom to push the hot air through the machine to the exhaust. ▪ Perforated tray inside the tank to put the cheese on. ▪ Separate stainless steel electrical heater 2000 W designed to heat various carbon types (wood, oak...). ▪ Exhaust smoke to be circulated through a stainless steel duct to the tank where the cheese to be smoked. ▪ Cheese shape should not be affected by smoking process. ▪ Suitable stainless steel base (stand). ▪ Instruction manual. The machine should be supplied completely with all necessary accessories.	1				
2.	Sub-Total, EX-Works					
3.	Cost of transportation to Southern Lebanon					

4.	Cost of Insurance at 110 %					
5.	Installation and commissioning					
6.	Total price (LBP)					

*) compliance must be confirmed in detail by the contractor's offer and technical documentation and will be verified by UNIDO during technical evaluation;

**) if not compliant with UNIDO's required parameters, the invitee must indicate his parameters in this column

Company Name of Bidder: _____

Contact person: _____

Address of Bidder: _____

Signature: _____

Date: _____

Email: _____

Notes for the invitees:

1. Offers to be made in LBP. UNIDO reserves the right to accept all or part of your offer.
2. UNIDO will **accept partial offers** but not partial offers for a given line item i.e. the complete quantity must be offered for each item.
3. Your bid must be accompanied by adequate technical documentation, catalogue(s) and other printed material or pertinent information (in English) for the items quoted.
4. The UNDP banking information form must be completed accompanied by a copy of the company's trade register.
5. **Machine:** The machine to be supplied should be worldwide known "Brand Name" manufacturer, unused and of the most recent or current models or stock lines, incorporating any recent improvements in design and components. The country of origin of the machine must be clearly stated for each piece of equipment.
6. Delivery Period – No later than 45 days to DDP delivery point from the date (Southern Lebanon) of signing the purchase order.

Special conditions for the Machine element:

1. Bidders must include details of warranty conditions and an overview of the recommended service intervals to adhere to warranty conditions.
2. Bidders should include in their offer the list of manufacturers' service outlets within Beirut, Lebanon.
3. Bidders must demonstrate that they are approved importers or sales agents for the manufacturer of the equipment being proposed. Where a bidder is a third party reseller, the bidder should demonstrate the supply chain and provide a letter to prove the manufacturers authorisation to offer their equipment through this channel. Bids without a manufacturer's authorisation letter may be rejected.



BANK TRANSFER REQUEST **(Company)**

This form should be submitted upon signature of the Contract.

For payments where no Contract has been signed (total value of Goods/Services <\$2,500), this form should be submitted at the same time with the Original Invoice.

Company Name:	
Address:	Contact person: Tel. No.: FAX No.: e-mail:

PAYABLE TO THE FOLLOWING:

All below fields are mandatory unless otherwise specified.

Name of Bank	
Address of Bank/Branch Name	
Account Name *	
Account Number	
Currency of Account * *	
Type of Account	CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> OTHER <input type="checkbox"/> _____
IBAN number (Lebanese/European Banks) <i>(28 digits for Lebanese Accounts)</i>	
Swift number (Not Applicable to Banks in the US)	
Sort Code (United Kingdom Banks Only)	
Transit number (Canadian Banks Only)	
Routing number (Canadian Banks Only)	
ABA number (US Based Banks Only)	

**Account Name should match with the Company Name. If Account Name is different from Company Name, it is mandatory to provide a Trade Register (إذاعة تجارية)*

***Currency of Account should match with the currency of Contract/Invoice.*

NB: Bank fees, if applicable, will be charged to beneficiary's account.

INCOMPLETE OR INCORRECT INFO WILL PREVENT FINAL CREDIT OF PAYMENT TO YOUR ACCOUNT

I hereby authorize UNDP to transfer due payment(s) to the above Bank Account.

Authorized Signatory and Company Stamp: _____

Date: _____