

TERMS OF REFERENCE

Lebanon

29 January 2026

Ref# BAD 9-2026

Supply of Bakery and Pastry Items

Submission Deadline: 15:30 on 12 February 2026

**HO Address: Badaro main street, Mouvement Social Bldg,
3rd floor – Tel: 961.1.390335/381879**

1-Introduction to Mouvement Social

Mouvement Social (MS) is a Lebanese NGO founded in 1961, working toward sustainable development and social justice. Through 12 community centers across Lebanon, MS empowers marginalized communities by addressing basic needs and promoting socio-economic development. Its programs focus on education, child protection, youth and women empowerment, and reintegration of vulnerable groups. MS also advocates for policies that uphold human rights and community well-being.

Our Vision – A cohesive and harmonious society, built on solidarity among its components, capable of managing its resources responsibly to preserve its dignity and rights, without compromising the rights and dignity of future generations.

Our Mission – To empower individuals and groups to become active citizens, aiming to achieve together a society that is more humane, more just, and more equitable in all its dimensions: economic, social, environmental, and political. This is pursued by working to address the manifestations of backwardness, injustice, exploitation and contradictions in society.

2- Evaluation Criteria and Scoring Methodology

MS is dedicated to conducting a fair, open, and transparent procurement process, ensuring that all suppliers are evaluated consistently. All submitted bids will be assessed based on three key weighted criteria: Essential criteria, Capacity criteria, and Financial criteria.

2.1 Essential Criteria

The Essential Criteria are of critical importance and consist of mandatory documents that every supplier must submit. Failure to provide all required documentation will result in immediate disqualification from the tender process.

2.2 Capacity Criteria (60%)

Capacity Criteria are used to assess the supplier's ability to meet the operational and logistical requirements of the tender.

2.3 Financial criteria (40%)

Financial Criteria are used to assess the cost-effectiveness and overall financial competitiveness of a bid. This includes evaluating pricing structures, payment terms.

3-Submission

- Offers must be submitted in two separate sealed envelopes as follows: One envelope clearly marked "Technical Proposal", containing the Essential Criteria and, where applicable, the Capacity Criteria.
A second envelope clearly marked "Financial Proposal", containing the full financial offer.
Both envelopes must then be placed inside one outer sealed envelope, which should clearly bear the tender reference number.
- The outer envelope must clearly display the Invitation to Tender reference number (BAD 9-2026 Supply of Bakery and Pastry Items), and must not include any other information, such as the bidder's name or company details.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.
- Working Hours: Monday to Friday, from 8:30 AM to 3:30 PM – Except public holidays.
- Offer Submission Location:

-Suppliers must submit their offers to the Center closest to their location (South, North, or Bekaa).

-Suppliers located in Beirut must submit their offers to the Head Office (HO) at the following address: Badaro main street, Mouvement Social Bldg, 3rd floor – Tel: 961.1.390335 / 381879.

4-Point of Contact

- Any questions or clarifications related to this tender should be addressed via email to: Aya Jibai a.jibai@mouvementsocial.org & Pierre Hattouny p.hattouny@mouvementsocial.org
- The email subject line must clearly state: BAD 9-2026 – Call for Bakery and Pastry items

5-Our Locations

- The supplier is requested to indicate the specific locations he is able to cover from the list of our operational areas across Lebanon. These locations include Nabatiyeh, Saida, Badaro, Burj Hammoud, Sin El Fil, Jnah, Ghobeyri, Tripoli, Akkar, and Ras Baalbeck, Zahle and Majdel Anjar.

6-Contract Duration

- Aim to establish a contract with a minimum duration of one year.
- A two-year agreement is preferable, as it provides more stability and continuity.

7-Payment conditions:

- Bank check in USD cashed fresh money from the Bank – Banking commission (5\$/1000) payable by the supplier.

Criteria

1-Essential Criteria

Questions	Yes/No
<ul style="list-style-type: none"> • Bidder confirms they are not subject to international sanctions or terrorism laws and acknowledges Mouvement Social's right to independently verify this. 	
<ul style="list-style-type: none"> • Bidder affirms they are legally registered, licensed, and authorized to trade with MS in accordance with local laws. Required documents include: <ul style="list-style-type: none"> • Owner's ID هوية صاحب المؤسسة • Company Registration Certificate شهادة تسجيل شركة • Commercial Registration Certificate إذاعة تجارية • Food Safety Certificate or Equivalent شهادة سلامة الغذاء أو ما شابه ذلك 	Bidders to submit copies
<ul style="list-style-type: none"> • Bidder agrees to 100% payment within 30 days of invoice submission. 	
<ul style="list-style-type: none"> • Bidder commits to supplying samples 	
<ul style="list-style-type: none"> • Bidder guarantees the replacement of any items that are received damaged. 	

2-Capacity Criteria

Questions	Yes/No
Bidder's ability to provide transportation to all Mouvement Social Offices in the region he is applying to (Weightage 5%)	
Bidders' goods quality (Weightage 40%)	Regarding the samples
Delivery Timeliness & Capacity (Weightage: 10%) Bidder must demonstrate the ability to deliver fresh items on time, including during peak demand periods.	
Previous experience with NGOs (Weightage: 5%). One recommendation letter must be submitted.	

3-Financial Criteria

Number of items	Description of Goods	specifications	Dimensions	Quantity	Price in USD excluding VAT	Price in USD including VAT
1	كرواسون جبنة طازج غير مغلف	طحين ابيض	15-18 cm	1		
2	كرواسون زعتر طازج غير مغلف	طحين ابيض	15-18 cm	1		
3	كرواسون شوكولا طازج غير مغلف	طحين ابيض	15-18 cm	1		
4	دوناتس سادة	100 غرام	9*9 cm	1		
5	دوناتس شوكولا	100 غرام	9*9 cm	1		
6	معجنات بيتزا	دزينة -12 حبة- طحين ابيض	6*6 cm	1		
7	معجنات جبنة	دزينة -12 حبة- طحين ابيض	6*6 cm	1		
8	معجنات سبانغ	دزينة -12 حبة- طحين ابيض	6*6 cm	1		
9	معجنات زعتر	دزينة -12 حبة- طحين ابيض	6*6 cm	1		
10	معجنات كشك	دزينة -12 حبة- طحين ابيض	6*6 cm	1		
11	صفيحة	دزينة -12 حبة- طحين ابيض	6*6 cm	1		
12	منقوشة جبنة مسكرة بلغاري + قشقوان	طحين ابيض	سنتمر 22	1		
13	منقوشة جبنة مسكرة عكاوي + قشقوان	طحين ابيض	سنتمر 22	1		
14	منقوشة زعتر	طحين ابيض	سنتمر 22	1		
15	منقوشة جبة	طحين ابيض	سنتمر 22	1		
16	منقوشة كشك	طحين ابيض	سنتمر 22	1		
17	منقوشة كوكتيل	طحين ابيض	سنتمر 22	1		

Financial and Technical Offer Guidelines

- The financial offer must be signed and stamped.
- Only respond to the products and geographical areas where you are able to provide service.
- All costs should be input in USD, Delivery charge included.