

TERMS OF REFERENCE

Lebanon

2 February 2026

Ref# BAD 11-2026

MHM Kits.

Submission Deadline: 15:30 on 17 February 2026

HO Address: Badaro main street, Mouvement Social Bldg, 3rd floor (Café Badaro bldg.) – 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 united 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 a society that is more humane, more just, and more equitable in all its dimensions economic, social, environmental, and political. This is pursued by addressing manifestations of marginalization, injustice, exploitation, and societal inequalities.

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 11-2026- MHM Kits), 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
- HO Address: Badaro main street, Mouvement Social Bldg, 3rd floor (Café Badaro bldg.)
– Tel: 961.1.390335/381879.

4-Point of Contact

- For any clarification, send E-mail to Mr. Pierre Hattouny, Procurement officer: p.hattouny@mouvementsocial.org
- The email subject line must clearly state: BAD 11-2026 – Menstrual Hygiene Management Kits.

5-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 اداعية تجارية 	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
Company Profile (5%)	
Bidders' goods quality (Weightage 40%) Samples/Datasheets Should be provided.	Regarding the samples
Delivery Timeliness & Capacity (Weightage: 10%) Bidder must demonstrate the ability to deliver the goods on time to Ras Baalbeck Center.	
Previous experience with NGOs (Weightage: 5%). At least two recommendation letters must be submitted.	

3-Financial Criteria

Item	Description	Qty	Price in USD Excluding VAT	Price in USD Including VAT
Menstrual Hygiene Pads	Pack of sanitary napkins with wings (10 pieces per pack)	4500		
Soap Bar	Soap Bar: Non-perfumed, hypoallergenic, 250g.	3000		
Cotton Towel (Large)	Cotton Towel (Large): 100% cotton, approx. 130cm x 75cm.	1500		
Cotton Towel (Small)	Cotton Towel (Small): 100% cotton, approx. 30cm x 30cm.	1500		
Detergent/Washing Powder	Detergent/Washing Powder: Hypoallergenic laundry detergent, 2kg.	1500		
Shampoo	Shampoo: 1 liter, hypoallergenic.	1500		
Toothbrush	Toothbrush Adult.	1500		
Toothpaste	Toothpaste Adult (100–150ml)	1500		
Nail Clipper	Nail Clipper Adult.	1500		
Hairbrush	Hairbrush Adult	1500		
Toilet Detergent	Toilette Detergent (1 liter).JIF or similar.	3000		
Floor Detergent	Floor detergent (1 liter).	3000		
Carton Box	To fit each Kit.	1500		

Each Kit Must Contain: 3 Packs of menstrual Hygiene Pads (10 pcs/Pack), 2 Soap Bars, 1 Large Cotton Towel, 1 Small Cotton Towel, 1 Washing Powder, 1 Shampoo, 1 Toothbrush, 1 Toothpaste, 1 Nail Clipper, 1 Hairbrush, 2 Toilet Detergent, and 2 Floor Detergent.

Financial and Technical Offer Guidelines

- The financial offer must be signed and stamped.
- Only respond to the products you are able to provide.
- All costs should be input in USD, Delivery charge included (To Ras Baalbeck).