



Lebanese Red Cross

MEMO 2025-034

To: All Interested Bidders  
From: Lebanese Red Cross – Procurement Sector  
Subject: Grade/Step Table for Salary Scale Revision  
Date: July 18, 2025  
Reference: ITB Ref. 2025-034 – Revision of the Salary Scale

Dear Bidders,

As part of the Invitation to Bid (Ref: 2025-034 – Revision of the Salary Scale), please find below the classification of grades and steps within the Lebanese Red Cross:

Grade / Step	Category
12	Top Management
11	Top Management
10	Management
9	Management
8	Management
7	Professionals
6	Professionals
5	Professionals
4	Professionals
3	Clerical/Ancillary
2	Clerical/Ancillary
1	Clerical/Ancillary

This classification is provided for your reference to assist in preparing your technical and financial proposal.

**Important Note:**

All bidders must confirm receipt of this memo by signing, stamping, and submitting it along with their bid.

**Acknowledgment of Receipt**

We, the undersigned, confirm that we have received and acknowledged the above memo related to ITB Ref. 2025-034 – Revision of the Salary Scale.

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_