



Request For Quotation (RFQ)

Reference: 04/WFP/2024

The Polish Center for International Aid (PCPM) with the support from the World Food Program (WFP) is implementing a project in the Akkar governorate. The Project will contribute to the Livelihoods improvement of the most vulnerable communities. The main expected output of the project aims at sustainably improving the resilience and wellbeing of individuals, communities and systems that are currently suffering from the economic crises.

PCPM, hereby, invites you to submit a quotation for **Refreshments** as specified in Annex I, ‘Schedule of Works and Specifications of Goods / Services’, and in accordance with the ‘Requirement and Conditions’.

Quotation should be submitted before 1 March 2024, 04:00 pm to the following email address: lebanon.procurement@pcpm.org.pl

We, Polish Center for International Aid, are looking forward to receive your quotation and thank you in advance for your interest in our procurement opportunities.

Prepared by:

Hady Abouraad
Senior Procurement Officer

Approved by:

Eliette Abboud
Project Coordinator



Requirements and Conditions for the Provision of Goods

Language of the Quotation	English
Currency of Quotation	United States Dollars (USD)
Deadline for the Submission of Quotation	01 March 2024
Estimated time period of the provision of goods	As soon as possible but not later than 31st of March 2024
Mandatory documents to be submitted	<ul style="list-style-type: none">• Quotation Submission Form:<ul style="list-style-type: none">- Form 1: Compliance Sheet to Requirement and Conditions- Form 2: Financial Offer- Form 3: Reference list <p><i>Quotation must be addressed to PCPM</i></p>
Qualification documents to be submitted	<ul style="list-style-type: none">• Business registration document• (شهادة تسجيل في الضريبة على القيمة المضافة) Tax registration certificate• Commercial curricular (<i>if, available</i>)• Official Bank Details (<i>Fresh Fund, USD currency</i>)• Financial Offer• Photos of the proposed items <p><i>All documents should be signed by the company's authorized representative and stamped</i></p>
Quote Validity Period	30 days
Evaluation Criteria	<ul style="list-style-type: none">- Compliance to Schedule of Works and Specifications of Goods / Services and to Requirements and Conditions- Lowest price- Successful reference check
Payment terms	The payment shall be made via bank transfer from PCPM offshore bank account in Poland to the vendor bank account, upon the completion of service.



Annex I. Schedule of Works, Specification of Service and Unit Price

LOT	ITEM	DESCRIPTION	UNIT	Quantity
1	Water	<ul style="list-style-type: none">Mineral bottled water 0.5 Liters	Bottle	17,000
2	Wafer	<ul style="list-style-type: none">A wafer bar 50g minimum	Pcs	16,000
		<ul style="list-style-type: none">Different flavors		
		<ul style="list-style-type: none">Sealed package		
		<ul style="list-style-type: none">With minimum one year expiry date		
		<ul style="list-style-type: none">Recommended not to be covered with chocolate		
3	Juice	<ul style="list-style-type: none">150 ml minimum per bottle	Pcs	16,000
		<ul style="list-style-type: none">Different flavors		
		<ul style="list-style-type: none">With minimum one year expiry date		
		<ul style="list-style-type: none">Sealed package		
		<ul style="list-style-type: none">Good quality		

Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____



Form I. Compliance of the supplier to Requirements and Conditions

Requirement and conditions	Supplier Responsiveness		
	We comply	We cannot comply	If you cannot comply, please indicate counter proposal
Readiness to provide the goods as per PCPM's request			
Submission of mandatory documents			
Able to submit post-qualification documents			
Offer valid for at least 30 days			
Approval on related requirements and conditions			
Responsiveness to technical specifications of the items			

Please answer by putting X in the corresponding cell.

Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____



Form II – Financial offer

Suppliers are requested to complete the below. The technical specifications are compulsory as minimum standards and will be the only basis for the Contracting Authority to assess the technical compliance of the equipment offered. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Quotations for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

(Price and currency to be inserted by supplier)

LOT	ITEM	UNIT	Quantity	Unit Price	Total Price	Comply (Y/N) If deviations, supplier please describe
1	Water 0.5 L	Bottles	17,000			
2	Wafer	Pcs	16,000			
3	Juice	Pcs	16,000			
4	Total Price					
5	Freight cost					
6	Value added tax (VAT)					
7	Total price incl. VAT					

On behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Quotation Form
- Certify that I/we do not support terrorists or terrorism activities, and do not condone the use of terrorism.
- Certify and attest that we meet the eligibility criteria, General Terms and Conditions for Supply Contracts.
- Certify and attest compliance with the PCPM Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Date, signature and stamp of the supplier:

Signed by:

The Contractor

Name of the company:

Address:

Telephone no.:

E-mail:

Name of contact person:

Date:



Form III. Reference list

Please list at least 3 references for services provided in the last 3 years:

Name of company / organization	Focal person name	Contact details (e-mail, phone number)	Date(s) of the services provided	Brief description of provided services

Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____