

**Terms of reference (TOR) for purchasing Office Equipment
“Al_Marj_Health_Center”.**

Project: Al Marj Healthcare Center

1. Introduction

INMAA was established in 2003 (as Enmaa Wal Tajaddod) by a group of people advocating for the rights of the Bedouins, stateless and all marginalized populations, stateless and all marginalized with a strong commitment to universal values and the belief that helping vulnerable communities wasn't enough. Through our various programs and initiatives, we want to assist vulnerable individuals and communities in overcoming their challenges and achieving long-term self-sufficiency. No matter if we're working on community development efforts, economic empowerment programs, or education and training initiatives, our strategy is based on a thorough understanding of the needs and assets of the communities we serve. Our dedication to cooperation and collaboration is at the core of all we do. We believe that by working together with community members, local organizations, and other stakeholders, we can create sustainable and practical solutions that have a lasting impact.

2. Equipment Office Specification

1. Processor	The following furniture are needed for the step room 20 tables 40 comfort chairs 1 meeting table 3 office chairs 1 white board
The supplier is committed to preparing the Office.	

3. Duration

- a. Delivery duration (2 weeks from the agreement)
- b. Warranty (non-limited)

4. Proposal Submission

Interested individuals or agencies are invited to submit their proposals by 15th of January 2024. Proposals should be sent to Inmaaalajadd@gmail.com and must include:

- a. Annex 1- Copy of the VAT certificate.
- b. Annex 2- Relevant experience and references, specifically related to similar visibility projects.
- c. Annex3-Suppliers wishing to submit a quotation must stamp and sign all attached papers (Request for a quotation - Terms of Reference) and send them via email: Inmaaalajadd@gmail.com
- d. Annex4-The supplier can suggest other specifications if the specifications required by us are not available.



5. Evaluation Criteria

Proposals will be evaluated based on:

- a. Relevant experience and expertise in visibility projects.
- b. Budget competitiveness and cost-effectiveness.
- c. Timeliness of deliverables.

6. Contact Information

For inquiries or further information, please contact Ms. Hanine Bshara, email: Inmaaltajadd@gmail.com.

7. Disclaimer

INMAA reserves the right to accept or reject any proposal, to annul the selection process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected service providers.