



Request For Quotation (RFQ)

Reference: 21/LHF/2024

The Polish Center for International Aid (PCPM) with funding from the Lebanese Humanitarian Fund (LHF) is aiming to respond to the growing food security needs in selected villages of Jurd Al Qayteh, Wadi Khaled, and Sahel Akkar through in-kind aid. The project will assist 400 vulnerable families with provision of food parcels for a period of six months, supplemented with fresh produce and WaSH kits.

Funded by the Polish Aid, PCPM is also implementing a 3-year project in Lebanon in cooperation with local municipalities and institutions with the funding from the Polish Aid under project DWR/PP 2024/067/3. The aim of the project is to strengthen local communities exposed to the effects of the economic crisis in Lebanon by supporting local governments and other local institutions in providing sustainable public services including disaster management. The activities are implemented in cooperation with municipalities and the Lebanese civil defense.

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

Quotation must be submitted before 23 October 2024, 12:00 pm to the following email address: lebanon.procurement@pcpm.org.pl.

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

Prepared by:

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Procurement Officer

Approved by:

Ghina Mansour

Project Coordinator



Requirements and Conditions for the Provision of Visibility Material

Language of the Quotation	English
Currency of Quotation	United States Dollars (USD)
Deadline for the Submission of Quotation	23 October 2024, 12:00 pm
Estimated Time Period of the Provision of Goods	Two days after PCPM's request, items should be delivered to PCPM offices in Kobayat - Akkar
Mandatory Documents to be Submitted	Quotation Submission Form: <ul style="list-style-type: none">● Form 1: Compliance to Requirement & Conditions● Form 2: Financial Offer● Form 3: Reference list <i>Quotation must be addressed to PCPM</i>
Qualification Documents to be Submitted	<ul style="list-style-type: none">● Business registration document● Tax certificate registration (شهادة تسجيل في الضريبة على القيمة المضافة)● Commercial curricular (if available)● Official Bank Details (Fresh Fund, USD currency) <i>All documents should be signed by the company's authorized representative and stamped</i>
Quote Validity Period	30 days
Evaluation Criteria	<ul style="list-style-type: none">● Compliance to Schedule of Works and Specifications of Goods / Services● Compliance to Requirements and Conditions● Lowest price
Payment Terms	The payment shall be made via bank transfer from PCPM's offshore bank account in Poland to the vendor's bank account, upon the completion of service. Final price is calculated on the basis of the total quantity of items requested.



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

LOT	ITEM	DESCRIPTION	UNIT	Quantity*
1	Roll-up Banners	Standard Size (80 cm x 2 m) + Printing	Pcs	2
		Design**	Dsgn	1
2	Leaflet Printing	Glossy paper (weight 170 g; Size 20 cm height/width)	Pcs	2700
		Design**	Dsgn	6
3	Vouchers	Booklet of 100 vouchers: <ul style="list-style-type: none"> ● Each batch of booklets has a different color ● Each voucher has a serial number ● Size: 7.5 cm x 20 cm 	Booklet	205
		Design**	Dsgn	7
4	Visibility Standalone Plaques (Annex I)	<ul style="list-style-type: none"> ● Silver anodized aluminum 1mm thick ● Engraved and color filled ● Size: width 148 x height 160, with 100 cm of metal base 	Pcs	3
		Design**	Dsgn	3
5	Visibility Wall Plaque (Annex I)	<ul style="list-style-type: none"> ● Silver anodized aluminum 1mm thick ● Engraved and color filled ● Size: width 148 x height 160, with 100 cm of metabase 	Pcs	1
		Design**	Dsgn	1

*Quantities can vary by up to 10%.

**Design & details will be discussed upon contract signature. PCPM reserves the right to select or waive, all, part, or none of the design options. When waived, the design will be sent to the supplier, ready to print.

Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____



Form I. Compliance of the supplier to Requirements and Conditions

Requirements and conditions	Supplier Responsiveness		
	<i>We comply</i>	<i>We cannot comply</i>	<i>If you cannot comply, please indicate counter proposal</i>
Readiness to provide the goods 2 days after PO			
Readiness to deliver the items to PCPM offices in Kobayat Akkar			
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 marking 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, catalog 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.

Quantities can vary by up to 10%.

Design & details will be discussed upon contract signature. PCPM reserves the right to select or waive, all, part, or none of the design options. When waived, the design will be sent to the supplier, ready to print.

(Price and currency to be inserted by supplier)

LOT	ITEM	UNIT	Quantity	Unit Price	Total Price	Comply (Y/N) <i>If no, pls describe</i>
1	Roll-up Banners	Pes	2			
2	Leaflet Printing	Pes	2700			
3	Booklet of 100 Vouchers	Pes	205			
4	Visibility Plaques - Standalone	Pes	3			
5	Visibility Plaque - Wall-mounted	Pes	1			
6	Design of Roll-up Banners	Pes	1			
7	Design of Leaflets	Pes	6			
8	Design of vouchers	Pes	7			
9	Design of standalone plaque	Pes	3			
10	Design of engraved wall plaque	Pes	1			
	Freight cost					
	Value added tax (VAT)					
	TOTAL					



On behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Quotation Form including General Terms and Conditions for Supply Contracts
- 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 stated in article 15, General Terms and Conditions for Supply Contracts.
- 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's 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: _____

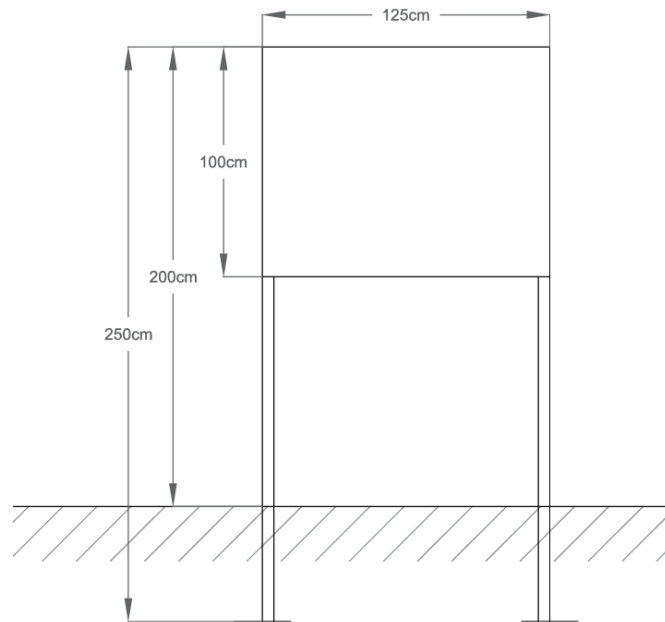
Date of submission: _____

Signature and stamp: _____

Annex I

3 items of:

- Galvanized steel plaques 1 mm thick size as per the below sketch
- Color print vinyl 125 cm x 100 cm



1 item of:

Galvanized steel plaque **engraved**, color filled, without poles (to be installed on the wall) 1 mm thick size: 75 cm x 50 cm as per the below sketch

