

REQUEST FOR QUOTATION (RFQ)
RFQ/IL/2017/02

Wednesday February 22, 2017

Subject: Supply of School Furniture
Opening Date: February 22, 2017
Closing Date & Time: March 15, 2017 at 6:00 pm (Beirut Local Time)
Currency: USD
Language: English

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become the entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness and financial literacy.

Dear Sir / Madam,

INJAZ Lebanon is looking for a supplier to provide school furniture, specifically students' desks and chairs (for a computer lab), that will be placed in schools in North and Mount Lebanon areas.

We kindly request you to submit your quotation for the goods detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the timeframe indicated in the Annex.

Quotations may be submitted on or before March 15, 2017 no later than 6:00 pm via e-mail attention Ms. Miryam Abi Hatem, Finance & Administration Manager (myriam@injaz-lebanon.org)
Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Instructions

- ❖ Bids are required to be:
 - a. valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected
 - b. submitted in English language
 - c. sent by March 15, 2017 at 6:00 pm Beirut Time via email to Ms. Miryam Abi Hatem
 - d. Subject of the email must clearly indicate: "RFQ/IL/2017/02, Name of your company, Date of Submission"

- ❖ Each quotation should state the below:
 - a. Supplier Name
 - b. Quotation Number
 - c. If VAT is applicable, please attach a copy of the VAT certificate or mention the VAT registration number on your quotation
 - d. Payment Terms
 - e. Validity

- ❖ Required Documents from the Company who will submit an offer:
 - a. Company Profile
 - b. Previous related work assignments for the past three years
 - c. Company's Business License (Registration in the Ministry of Finance, and Interior if Applicable)
 - d. VAT Registration Certificate
 - e. Financial statements

- ❖ An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it.

Conditions

- ❖ Payment for the goods shall be made by cheque or wire transfer to the supplier after submission of an appropriate and acceptable original invoice to INJAZ Lebanon
- ❖ Payment terms are as follows:
 - 20% upon agreement
 - 55% upon delivery
 - 25% 30 days after delivery
- ❖ Quotations with missing information will be disqualified from participating in this tender.
- ❖ At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by INJAZ after it has received the quotation.
- ❖ Sample approval is required prior to job launch
- ❖ Quotations should include the cost of transportation to Akkar and to Sin El Fil.
- ❖ If you were not contacted after 20 working days from closing date, then be notified that your quotation was not awarded.
- ❖ No phone calls are allowed

Thank you and we look forward to receiving your quotation.
Sincerely,

Miryam Abi Hatem
Finance & Administration Manager



Annex 1 – Technical Specifications

Desks and Chairs described below are to be placed in the Smart Learning/Computer center of the school.

Item	Quantity	Description of Goods	Location	Latest Delivery Date
1	21	Single place desk (For Laptops) Dimension: 70x50x75 cm (width x depth x height)	Akkar	30 days after issuance of Purchase order
2	21	Single Place Chair (45 cm Height)	Akkar	30 days after issuance of Purchase order
3	10	Two Place Desk (For Laptops) Dimension: 130*50 cm	Akkar	30 days after issuance of Purchase order
4	21	Single place desk (For Desktops) Dimension: 70x50x75 cm (width x depth x height)	Sin El Fil	30 days after issuance of Purchase order
5	21	Single Place Chair (45 cm Height)	Sin El fil	30 days after issuance of Purchase order
6	10	Two Place Desk (For Desktops) Dimension: 130*50 cm	Sin El Fil	30 days after issuance of Purchase order
The total cost shall be given per item and it should include the cost of transportation of the goods to the schools.				

Additional notes

- ❖ Please note that all samples of all furniture items shall be approved by INJAZ personnel before award of the Purchase Order and again before the delivery of the goods to the final destination.
- ❖ If contractor is quoting for items with different specifications, please state so and provide with all necessary specifications.

Miryam Abi Hatem
Finance & Administration Manager

