|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Specification** | |  | | **Invitation to Bid (ITB)** | |
|  | | | | | |
| **Alawite Islamic Charity Association (AICA) is an Non-Governmental Organization working to create lasting and positive change in the lives in need We kindly request your best quotation for the below items**  **THIS IS NOT A PURCHASE ORDER AND IT WOULD NOT BIND THE ALAWITE ISLAMIC CHARITY ASSOCIATION (AICA) TO ANY AGREEMENT WITH THE SUPPLIER** | | | | | |
| **PR Number** | AICA/HQ/PL/FCPA/PR/ ITB/20241001/AICARFQ00700 | | **Date RFQ sent out** | | 10-Jan-24 |
| **RFQ Number** |  | | **Date quotation due back** | | 15-Jan-24 |
| **Procurement Coodrinator** | | Mustafa Maarouf |
| **Supplier Information** | | | **Return Quotation to Alawite Islamic Charity Association** | | |
| **Company Name** |  | | **Name** | Mustafa Maarouf | |
| **Supplier Name** |  | | **E-mail** | [proc.log.hq@aica-lb.org](mailto:proc.log.hq@aica-lb.org) | |
| **E-mail** |  | | **Phone** | 00961 6 380606 ext: 803 | |
| **Phone** |  | | **Mobile** | 00961 81 634811 | |
| **Mobile** |  | | **Address** | Address: 2nd Floor, Eid Center, Alshamal Street,  Jabal Mohsen, Tripoli, Lebanon | |
| **Address** |  | |  | | |
| **Delivery Date** | | | 16-January-2023 | | |
| **Delivery Address** | | | AICA's Social Hall,Jabal Mohsen,Tripoli,Lebanon | | |
| **Delivery Method (If Applicable)** | | | NA | | |
| **Payment Terms** | | | Bank Payment | | |
|  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **For Supplier to Fill In** | | | | | | |
| Item Number | **Description of Goods / Services** | | **Unit** | **Required Quantity** | **Unit Price USD** | **Total Price USD** |
| 1 | Pastry Mankoush - Regular Size | | unit | 1980 |  |  |
| 2 | Cookies 60 gr 1 pcs | | unit | 1980 |  |  |
| 3 | Botteled Water 500 ml | | unit | 1980 |  |  |
| 4 | Soft Drink 330 ml | | unit | 1980 |  |  |
| 5 | Lunch Sandwiches | | unit | 1980 |  |  |
| **Add more lines to the RFQ if required** | | | | | **Subtotal** |  |
| **Sales Tax** |  |
|  | | | | | **Delivery charge** |  |
| **Other charges** |  |
| **Total** |  |
|  | | | | |  | |
| **Additional information required from supplier** | | Delivery Charges should be included within the items prices | | | | |
| **Quote validity period** | |  | | | | |
| **Copy of ID card for the supplier is required** | |  | | | | |
| **Needed time to finish all required work** | |  | | | | |
|  | | | | | | |
| **Supplier confirmation of offer** | | | | **Supplier Stamp** | | |
| **Name** |  | | |  | | |
| **Title** |  | | |
| **Date** |  | | |
| **Signature** |  | | |