|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | Wahat-Al-Farah Association for special needs | **To:** |  |
| **Address :** | Bkeftine-El-Koura-Lebanon | **Address :** |  |
| **Contact Person:** | Youssef Bssawmai/ Project Manager | **Contact Person:** |  |
| **Phone:** | +961 3 038371 | **Phone:** |  |
| **Email:** | youssef.bssawmai@gmail.com | **Email:** |  |

Wahat-Al-Farah Association for Special Needs invites Company to submit quotation(s) for the provision of the items as detailed in this Request for quotation.

|  |  |
| --- | --- |
| **Request for quotation details:** | |
| **RFQ #:** | BOF20202-012-24 |
| **RFQ Issuing Date:** | November 13, 2024 |
| **Quotation Submission deadline:** | November 19, 2024, 2:00 p.m. |
| **Currency of Bid (3-letter code):** | USD |
| **Bid Validity Period :** | 90 days |
| **Required Delivery Date:** | Within 1 week from receiving PO |
| **Required Delivery Destination of the Goods:** | Bkeftine-El-Koura-Lebanon |
| **Payment terms :** | Bank Note |

**IMPORTANT NOTE**

* WAF will award this contract to the lowest-cost technically compliant bid / Lot, and the bidder must bid on all items listed in the financial offer.
* All bids received in pencil will be disqualified.
* WAF reserves the right to correct any miscalculation on the bid form.
* Bids in any currency other than USD may be disqualified.
* WAF reserves the right to cancel any item from this RFQ and adjust the quantity based on budget availability.
* Bidder must be able to deliver sample if needed

**N.B: It is essential that all proposed items be of high quality, durable, and known brand.**

**RFQ INSTRUCTIONS**

One sealed envelope should be submitted in person and not by email to our Head office in Koura with the inscription: ***RFQ#: BOF20202-012-24 provision of*** ***Kitchen Tools*** No other inscription should be included on this envelope.

The following Documents are required ***(Mandatory)***:

1. This RFQ ***completed signed and stamped.***
2. Data sheet for each item proposed ***Signed and Stamped.***
3. Financial offer form ***fully and accurately filled in, signed and stamped.***
4. Copy of company registration.***(mandatory)***
5. Copy of VAT registration ***if any (Ministry of Finance)***
6. ***Bidder must fill all the Item /Milestone Offered Item /Milestone Offered :****Model Name, Model, UOM, picture of the item and (Full Descriptions if different than what is required in the required technical description)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Financial Offer Form:*  *Lot #1: Disposable items & plastic Bins*   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **WAHAT-AL-FARAH ASSOCIATION FOR SPECIAL NEEDS TO COMPLETE** | | | | **BIDDER TO COMPLETE** | | | | | **Item No.** | **Item Description** | **Estimated Quantity** | **UOM** | **Item /Milestone Offered**  *Model Name, Model, UOM and (Full Descriptions if different than what is required in the required technical description)* | | **Unit Price (USD)**  *Excluding VAT* | **Total Price (USD)**  *Excluding VAT* | | 1 | Disposable Nitrile gloves for cooking Small Powder Free non-sterile ***50 Pair/ Box 10 box/Carton*** | 10 | Carton |  | |  |  | | 2 | Disposable Nitrile gloves for cooking Medium Powder Free non-sterile ***50 Pair/ Box 10 box/Carton*** | 10 | Carton |  | |  |  | | 3 | Disposable Nitrile gloves for cooking Large Powder Free non-sterile ***50 Pair/ Box 10 box/Carton*** | 10 | Carton |  | |  |  | | 4 | Disposable Nitrile gloves for cooking XL Powder Free non-sterile  ***50 Pair/ Box 10 box/Carton*** | 10 | Carton |  | |  |  | | 5 | Disposable nylon mesh hairnet for food cooking ***50 pcs/bag 20 Bag/Carton*** | 10 | Carton |  | |  |  | | 6 | Disposable Nonwoven Sleeve White 40\*20 ***50*** ***Pcs/bag 20 Bags/carton*** | 10 | Carton |  | |  |  | | 7 | Disposable LDPE Apron for cooking 71\*117 ***50 Apron/Bag*** – ***20 Bags/carton*** | 10 | Carton |  | |  |  | | 8 | Disposable Face mask ***50 Mask/box 20 carton/ box***  كمامات | 10 | Carton |  | |  |  | | 9 | برميل زبالة بلاستيك مع غطاء 73\*58\*98, 240 L Green Color | 2 | Pcs |  | |  |  | | 10 | ورق ساندوش تشيكي طويل | 30 | KG |  | |  |  | | 11 | ورق خشخاش | 30 | KG |  | |  |  | | 12 | C:\Users\LENOVO\Desktop\81U9mxM4BrL._AC_UL320_.jpg  Plastic containers for salad | 2000 | Pcs |  | |  |  | |  |  |  | | | **SUBTOTAL Excluding VAT:** | |  | |  |  |  | | | **VAT 11% (If any):** | |  | |  |  |  | | | **TOTAL Including VAT:** | |  |   *Lot #2 Kitchen Tools* | | | | | | | |
| **WAHAT-AL-FARAH ASSOCIATION FOR SPECIAL NEEDS TO COMPLETE** | | | | **BIDDER TO COMPLETE** | | | |
| **Item No.** | **Item Description** | **Estimated Quantity** | **UOM** | **Item /Milestone Offered**  *Model Name, Model, UOM and (Full Descriptions if different than what is required in the required technical description)* | | **Unit Price (USD)**  *Excluding VAT* | **Total Price (USD)**  *Excluding VAT* |
| 1 | Stainless cooking Pot 45 L | 4 | Pcs |  | |  |  |
| 2 | Stainless cooking Pot 55 L طنجرة للطبخ | 1 | Pcs |  | |  |  |
| 3 | Frying pot Stainless or Granite مقلاة بطاطا حجم كبير | 2 | Pcs |  | |  |  |
| 4 | Round aluminum service tray (50cm Diameter) صينية الومنيوم مدورة | 4 | Pcs |  | |  |  |
| 5 | Stainless cooking Pot 8 L(30cm Diameter) طنجرة للطبخ | 2 | Pcs |  | |  |  |
| 6 | Small coffee rot set (9 pcs) طقم ركاوي قهوة حجم صغير | 2 | Pcs |  | |  |  |
| 7 | Large coffee rot set (9 pcs) طقم ركاوي قهوة حجم كبير | 2 | Pcs |  | |  |  |
| 8 | Stainless Steel strainer (Diameter 30 cm) | 4 | Pcs |  | |  |  |
| 9 | Stainless Steel strainer (Diameter 50 cm) | 4 | Pcs |  | |  |  |
| 10 | Stainless Steel Food Tray (26\*19\*1.5 cm) | 50 | Pcs |  | |  |  |
| 11 | C:\Users\LENOVO\Desktop\download.jfif  Stainless Steel divided Food Tray (26\*19\*1.5 cm) | 50 | Pcs |  | |  |  |
| 12 | C:\Users\LENOVO\Desktop\71+pFSQSjcL._AC_SX679_.jpg  Stainless Steel Pan Food Containers, Catering with cover (50\*33\*15 cm) | 10 | Pcs |  | |  |  |
| 13 | Stainless Steel Pan Food Containers, Catering with cover (30\*25\*10 cm) | 10 | Pcs |  | |  |  |
| 14 | Stainless Steel Warming Container (55\*38\*33 cm)  C:\Users\LENOVO\Desktop\61-DT4HBZoL._AC_UF894,1000_QL80_.jpg  Stainless Steel Warming Container (55\*38\*33 cm) | 4 | Pcs |  | |  |  |
| 15 | Spoon Set for cooking (60or 70cm) طقم ملاعق للطبخ حجم وسط من الستانلس صب | 2 | Pcs |  | |  |  |
| 16 | Small Forks (dessert forks) شوك صغيرة من الستانلس | 36 | Pcs |  | |  |  |
| 17 | Regular Forks (for table) شوك من الستانلس | 36 | Pcs |  | |  |  |
| 18 | Tea Spoon ملاعق صغيرة من الستانلس | 36 | Pcs |  | |  |  |
| 19 | Table Spoon ملاعق اكل من الستانلس | 36 | Pcs |  | |  |  |
| 19 | Small knife Inexorable Stainless Steel سكين صغيرة | 36 | Pcs |  | |  |  |
| 20 | Cutting Boards (60\*40) ألواح للتقطيع حجم وسط (**متعدد الالوان اذا توفرت**) | 6 | Pcs |  | |  |  |
| 21 | Large bowl washing vegetable (60cm diameter) جاط كبير | 4 | Pcs |  | |  |  |
| 22 | Small bowl washing vegetable جاط صغيرطقم احجام مختلفة | 2 | Pcs |  | |  |  |
| 23 | Stainless Bowl with cover (35cm diameter) جاط استانليس مغ غطاء مدور | 6 | Pcs |  | |  |  |
| 24 | Measuring Cups | 2 | Pcs |  | |  |  |
| 25 | Measuring Spoons | 2 | Pcs |  | |  |  |
| 26 | Rectangle cake pan Granite (Granite) (20\*10) قالب كيك مستطيل | 12 | Pcs |  | |  |  |
| 27 | Round Glass bowl transparent (30cm Diameter) جاط من الزجاج شفاف | 4 | Pcs |  | |  |  |
| 28 | Garlic Press كباسة ثوم | 2 | Pcs |  | |  |  |
| 29 | Stainless Steel cutter pizza knife سكينة بيتزا | 2 | Pcs |  | |  |  |
| 30 | Wooden Spoon 50 cm ملعقة خشبية نوعية ممتازة | 6 | Pcs |  | |  |  |
| 31 | Storage boxes for sault pepper…(0.5 liter) علب لحفظ المواد العذائية | 20 | Pcs |  | |  |  |
| 32 | Round glass bowl or plastic (white color) diameter 50cm | 3 | Pcs |  | |  |  |
| 33 | Rectangle glass bowl or plastic (white color) 60\*30 | 3 | Pcs |  | |  |  |
| 34 | Spatula Souple 50cm | 4 | Pcs |  | |  |  |
| 35 | Silicone Oil Brush 5cm | 3 | Pcs |  | |  |  |
| 36 | مصفاة الشاي | 4 | Pcs |  | |  |  |
| 37 | مكيال معدن Grain Scoop | 4 | Pcs |  | |  |  |
| 42 | صحن للاكل فايش ميلامين (لون ابيض) | 100 | Pcs |  | |  |  |
| 43 | صحن للاكل غميق ميلامين (لون ابيض) | 100 | Pcs |  | |  |  |
| 44 | Glass Coffee Cups (white color) فناجين للقهوة شفة لون ابيض | 12 | Pcs |  | |  |  |
| 45 | Glass Coffee Cups (white color) فناجين للقهوة مع صحن لون ابيض | 12 | Pcs |  | |  |  |
| 46 | Glass Mug for tea (white color) | 36 | Pcs |  | |  |  |
|  |  |  | | | **SUBTOTAL Excluding VAT:** | |  |
|  |  |  | | | **VAT 11% (If any):** | |  |
|  |  |  | | | **TOTAL Including VAT:** | |  |
|  |  |  |  |  | |  |  |
| **Delivery Lead Time:***(From receipt of Purchase Order/signing the contract)* | | | |  | | | **(Calendar) days** |
| **Bid Validity Period*:*** *Bid must be valid as stated on the* ***Request for Quotation Details****. Bids not meeting the Bid Validity Period may be disqualified.* | | | |  | | | **(Calendar) days** |
| **Supplier Payment Modality:** *Bid not meeting Wahat al farah payment terms may be disqualified* | | | |  | | | |
| **Supplier name:** *as per the registration paper* | | | |  | | | |
| **Submission Date:** | | | |  | | | |
| ***Signature & Stamp:*** *Company Stamp only is accepted* | | | |  | | | |