

**CALL FOR INTEREST (CFI)
Supply of Office Supply (Goods)**

Dear interested suppliers,

Name of company :	
Name of representative:	
Position of representative:	
phone:	
Email:	
Address:	

SOLIDARITES INTERNATIONAL's mission in Lebanon has two operational bases (Tripoli and Zahle) and a coordination office in Beirut. The expatriate team consists of 18 staff members, while the national team represents about 115 staff members. At the time of writing, SI LEB budget volume amounts to roughly 15/16 M USD, Tripoli base counted for 60% of this amount and Zahle base for 40%.

Key areas of intervention for the mission are the following:

- Emergency WASH service provision in informal settlements.
- Emergency response and Integrated Protection for basic services (shelter and WASH rehabilitation) in Substandard Buildings (ECHO).
- Disaster Risk Management focused on floods.
- Wash infrastructures development.
- WASH construction.

Financial & Payment considerations:

- SI is financed by different donors, each having specific rules and expectations.
- For each financed project (with donors), SI submits VAT exemption request from the Ministry of Finance. Some projects will be fully VAT exempted, some partially exempted (SI should pay a percentage of the VAT amount of invoices) and other will not be VAT exempted (SI pays full VAT).
- VAT is always paid in LBP at the official exchange rate at the date of the payment.
- SI follows internal cash policy, where cash payment is allowed for only small amounts.
- Some donors restrict cash payments even for small amounts.
- SI pays through Fresh USD cheques or via transfers from BLOM Bank. Transfer fees will be charged to the supplier.

Interested suppliers shall express their interest by sending an email with the subject **CFI-LBN-SUPPLY OF STATIONERY** to the following email address callfortender@solidarites-liban.org.

The following should be attached to the email:

- a- This CFI signed and stamped.
- b- Commercial register + power of attorney of representative
- c- ID of the owner & representative
- d- Registration at the Ministry of Finance (MoF certificate)
- e- VAT number (certificate – if applicable)
- f- Bank details.

This is a call for interest and will be open till **Wednesday 24/May/2023 BEFORE 5:00 PM**. After this deadline SI will contact the interested and shortlisted suppliers by asking them to submit Priced BoQs and additional information regarding Orders, Delivery and payment terms.

Orders from SI process:

SI plan is to sign a long-term agreement (for one year) with the winning supplier/s. Once the agreement will be signed SI will start sending the required items list to the supplier every three months by email, and then the supplier must confirm a receipt of this email and state when supplies will be delivered to SI offices in Beirut or Zahle or Tripoli.