**DATE: [22/05/2019]**

**REQUEST FOR QUOTATION: No. RFQ - [002]**

**FOR THE SUPPLY OF [Call Rental of Two Offices]**

**QUOTATION TO BE RECEIVED BY: [01/06/2019] COB**

The **[SHEILD Association]** requests your price quotation for the following the [Rent of Two Offices] specified in this Request for Quotation (RFQ).

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

* Technical Section
* Apartment Specifications must be available; since the technical evaluation will be assessed regarding the above section.
* Financial Section
* The quotation must include the following details since the financial evaluation will be assessed regarding the above section.
* Rental Price per Month
* Service Details
* Payment Method
* Validity Offer

Click here to enter text.

## Quote Submission Deadline:

**Date:** 01 June, 2019 **Time:** [15:30 p.m.

## Mode of Submission of Quote:

**Quote(s) shall be submitted by email to:**

|  |
| --- |
|  |
| **Name:** Sara Safieddine – Procurement Officer |
| **Address:** South Lebanon – Tyre- Abou Deeb Str. Dbouk Bldg – 2nd Floor |
| **Email:** s\_safieddine@sheild-lb.org |
| **Phone:** 70-220399 |

## Special Conditions

### Validity of Quotes

Quotes submitted shall remain open for acceptance for a minimum of 2 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### Basis of Selection

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A [Service Contract] will be issued to the responsible Bidder that is judged to be most advantageous to [SHEILD Ngo] in terms of quality of service, delivery schedule and cost. [SHEILD Ngo] may accept any item or group of items of a bid. [SHEILD Ngo] reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

[SHEILD Ngo] may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. [SHEILD Ngo] may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate [SHEILD Ngo] to award a contract. [SHEILD Ngo] reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## Response to Request for Quotes

|  |  |
| --- | --- |
| Date: | Date: dd/mm/yy |
| To: | [Social Humanitarian Economical Intervention for Local Development - SHEILD]  | To: |
| From: | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx - Bidder Name |
| Subject: | Response to RFQ number: 002 | Subject: Call for Office Rent  |

The following quote is submitted in response to the RFQ from [SHEILD] for the following items. This quote takes into consideration any additional specifications listed on page one (1) of the RFQ.

## ITEM DESCRIPTION

SHEILD Ngo is requesting the rent of two offices located

1. Beirut preferably (Down Town);
2. Zahle (Town Center);

Both for a minimum of one year with the ability for extension of lease; with an area of less than 100 sqm

* Availability of electricity and elevator services is a plus
* Parking space / lot is a plus
* Availability of security officer for building is a plus