



| Request for Quotation – RFQ 007              |                            |
|----------------------------------------------|----------------------------|
| <b>RFQ Date:</b> 02 January 2024             | <b>Request no:</b> RFQ 007 |
| <b>Quotation for:</b> Menstrual Hygiene Kits | <b>Submitted by:</b>       |

The Forum for the Rights of Persons with Disabilities - FRPD, requests your price quotation for the items 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:

- Price
- Quality
- Warranty offered
- Delivery time (free and fast)
- Previous similar experience in implementing similar projects

| Delivery information                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Address:</b> The Forum for the Rights of Persons with Disabilities – North Lebanon – Tripoli – El Mina – Behind APEC Station |
| <b>Transportation cost:</b> The transportation cost should be covered by the supplier.                                          |

**Submission Deadline:** The quote should be submitted no later than **Friday 16 January 2024 at 3:30 pm.**

**Submission means:** The quote should be submitted **via email:**

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| <b>Email:</b> <a href="mailto:procurement@theforum-lb.org">procurement@theforum-lb.org</a> |
| <b>Phone:</b> 06-610195                                                                    |



## **Special Conditions:**

- **Validity of Quotes**

Quotes submitted shall remain open for acceptance for **one month** at least 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.

- **Eligibility Criteria**

Interested vendors are invited to submit quotations in response to this Request for Quotation (RFQ). To be eligible, vendors must meet the following criteria:

- **Legal Compliance:** Vendors must be registered in MoF and the VAT department. Proof of legal compliance is required.
- **Experience:** Vendors must have a proven track record of successfully delivering similar products for at least 2 years. Proof of experience is required.
- **Quotation Submission Requirements:** Vendors must ensure that all required documentation, including completed quotation forms and any additional requested information, is submitted by the specified deadline.
- **Products' sample:** Vendors must attach to their quotation a catalogue that includes the real images of the products and the packaging.

Failure to meet these eligibility criteria may result in the rejection of the quotation. The evaluation of quotations will be based on a fair and transparent assessment of the information provided by each vendor. Any inquiries regarding eligibility or the RFQ process should be directed to the procurement department at [procurement@theforum-lb.org](mailto:procurement@theforum-lb.org) by January 5, 2024 COB.

- **Basis of Selection**

Bidders should provide their most competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to FRPD in terms of price, quality, delivery time, warranty offered and previous similar experience in implementing similar projects. FRPD may accept any item or group of items of a bid. FRPD reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

FRPD may reject any quote that is determined to be non-responsive. 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 by the submission time and date indicated on the first page of this RFQ. FRPD may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate FRPD to award a contract. FRPD 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:**

|                 |                             |     |
|-----------------|-----------------------------|-----|
| <b>To:</b>      | FRPD Procurement Department |     |
| <b>From:</b>    |                             |     |
| <b>Subject:</b> | Response to RFQ number:     | 007 |

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



**Items Description:**

- **Items Description:** Menstrual Hygiene Kits
- **Goods Quality Should Be Class:** A/B/C/D

| Menstrual Hygiene Kits                           |                        |             |            |               |                 |                          |           |                          |                     |
|--------------------------------------------------|------------------------|-------------|------------|---------------|-----------------|--------------------------|-----------|--------------------------|---------------------|
| #                                                | Items                  | Description | Unit       | Estimated Qty | Unit Cost (USD) | Total in USD (Excl. VAT) | VAT (USD) | Total in USD (Incl. VAT) | Total Estimated Qty |
| 1                                                | Sanitary Pads (Medium) | Pack of 10  | Per pack   | 4             |                 |                          |           |                          | 2400                |
| 2                                                | Sanitary Pads (Long)   | Pack of 10  | Per pack   | 4             |                 |                          |           |                          | 2400                |
| 3                                                | Panty Liners           | Pack of 24  | Per pack   | 4             |                 |                          |           |                          | 2400                |
| 4                                                | Shower gel             | 500 ml      | Per bottle | 2             |                 |                          |           |                          | 1200                |
| 5                                                | Intimate Wipes         | Pack of 20  | Per pack   | 4             |                 |                          |           |                          | 2400                |
| 6                                                | Intimate Wash          | 200 ml      | Per pack   | 2             |                 |                          |           |                          | 1200                |
| 7                                                | Soaps                  | 75 g        | Per bar    | 4             |                 |                          |           |                          | 2400                |
| 8                                                | Wipes                  | Pack of 64  | Per pack   | 4             |                 |                          |           |                          | 2400                |
| 9                                                | Sanitizers             | 500 ml      | Per bottle | 2             |                 |                          |           |                          | 1200                |
| <b>Total Price in USD Excluding VAT</b>          |                        |             |            |               |                 |                          |           |                          |                     |
| <b>VAT 11% (In Lebanese pound official rate)</b> |                        |             |            |               |                 |                          |           |                          |                     |
| <b>Total Price in USD Including 11% VAT</b>      |                        |             |            |               |                 |                          |           |                          |                     |

**If you are selected and an agreement is signed between your company and FRPD, how long it takes the supplier to deliver the requested items to the location?**

**What is the warranty period by the supplier for the purchased items?**

**Supplier Name:**

**Financial Number:**

**Title:**

**Date:**

**Tax Registration Number:**

**Signature & Stamp:**