



Near East Foundation Lebanon
Bani Kana'n Street, Building # 4741, 10th Floor
Badaro, Beirut - Lebanon

Request for Quotation (RFQ) Lebanon Country Programs

Request for Quotation No: NEF-2024-015

From: Near East Foundation

Address: Badaro, Bani Kana'n street, Badaro 4741 building, 10th floor

Date: 14 November 2024

Summary:

Near East Foundation invites qualified Vendors to make an offer for the supply of RECHARGEABLE PREPAID CARDS specified in this Request for Quotation for the duration of 1 year. NEF is requesting all bidders to submit their quotes per item.

Requirements:

The Near East Foundation office invites your company to submit an offer for the following:

Good/Service:

Item	Description	Unit	Qty	Currency <USD>		Latest Delivery date	Country of Origin
				Unit Price	Total Price		
1	Touch rechargeable prepaid card of 7.58\$ with 35 days validity	Pcs	150				
2	Touch Sim Cards	Pcs	5				
	Total price for all items						
	Delivery: NEF Badaro office, Moudawar street, Habbal building, 1 st floor						
	Value added tax (VAT)						
	Total price incl. VAT and Delivery						
	Validity of quotation <min 30 days>						



- Description: RECHARGEABLE PREPAID CARDS.
- Quantity: Please Refer to table above for estimated quantities of two items of Rechargeable prepaid cards and Touch Sim cards.
Not all the quantity will be purchase at once. Separate and several Purchase orders will be placed throughout the year.
- Content of the orders from NEF may vary in quantity and choice of items.
Restart does not commit itself to purchasing all the quantity.
- Please submit the additional documents below:
 - o Commercial circular اذاعة تجارية
 - o Ministry of Finance registration
 - o ID of the Duly authorized person who signs on behalf of the company

Interested bidders are to read this RFQ carefully, print it, sign, and stamp all the pages and submit a quotation according to all the requirements.

Your quotation should clearly indicate the following:

- Currency of offer
- Total price (including delivery cost and VAT)
- Final price (after deduction of discounts)
- Validity of the offer
- Warranty period
- Detailed specifications

Deadline for submission of quotations is 22 of November, 2024. Companies who do not submit their quotation by this deadline will not be considered.

Conditions of quotation:

Payment will be made within 10 working days after receiving a proper invoice, by XXX.

All suppliers doing business with NEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NEF reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NEF will be screened on anti-corruption due diligence before confirming an order or contract.

NEF may award Long Term Agreement(s) with a duration of one-year subject to the satisfactory vendor's performance and availability of fund. The successful bidders will be requested to maintain their quoted price for the duration of the Agreement.



Currencies:

All prices shall be quoted by the Bidder in USD, unless otherwise stated.

Supplier Information on the quotation should include:

Company Name – Stamp – Address - Contact person - Contact phone number - E-mail

NEF reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers may be required to submit samples of each item. Please be sure to have all samples available at short notice and wait for a response from NEF if you have been shortlisted.

Manner of Submission:

Please submit your quotation in accordance with the requirements detailed below by:

- E-mail to: procurementlebanon@neareast.org

Bidder Representative Name

Position

Signature

Date