

Relief International (RI) is a U.S. registered humanitarian non-profit 501(c)(3), non-political and non-sectarian organization that provides emergency relief, rehabilitation, and development services worldwide to peoples affected by natural disasters and civil conflicts.

We kindly request your best quotation for the below items.

THIS IS NOT A PURCHASE ORDER. Should a purchase order be placed subsequent to this quotation, the terms and conditions of purchase on the back of this document will apply. Relief International may, unless the supplier expressly stipulates to the contrary, accept whatever part of the offer that we so wish. At your convenience you can use your own format or you provide your quotation filling out this form.

	Date RFQ sent out:	17 October 2023
	Date quotation due back:	27 October 2023
	Procurement person responsible:	Rida Saleh

SUPPLIER NAME:		RETURN QUOTATION TO: Relief International	
Contact name		Contact name	Rida Saleh
E-mail		E-mail	rida.saleh@ri.org
Phone		Phone	01-490694
Fax		Fax	
Mobile		Mobile	76-009533
Address		Address	Zahle, Moussawi Center, 2nd Floor.

Date items required by:	1 November 2023
Delivery address:	Bekaa
Delivery method (if applicable):	N/A
Payment terms:	Fresh wire transfer in USD

S.No	Description of Goods / Services <small>(add attachment for technical specification if very detailed)</small>	Unit / Form	Quantity required	For supplier to fill in:			
				Currency	Unit Price	Total Price	Availability date
1	IT items to be sold as per attached list.	list	1				

Add more lines to the RFQ if required

Subtotal	
Sales tax (if applicable)	
Sales tax (Equivalent in LBP)	
Other charges (if applicable)	
TOTAL	

Additional information required from supplier:	
[1] Quote validity period	At least 10 days
[2] Delivery Time	

Supplier confirmation of offer	Supplier stamp
Name	
Title	
Signature	