

## **REQUEST FOR QUOTATION**

Date: 3<sup>rd</sup> of April 2023

### **Project :**

SAD: Sostegno a Distanza (Libano)

AVSI in the context of the implementation of the above-named project, intends to apply a portion of the grant to payments under this contract.

### **Project Services Required**

AVSI invites you to submit a comprehensive cost and technical proposal for the delivery of project services as per attached Term of References.

### **Currency and cost proposal**

Detailed costs breakdown must be indicated in EURO, inclusive of VAT (if applicable).

### **Exclusion causes**

Contract shall not be awarded to bidders who, during the procurement procedure:

- (a) Are subject to a conflict of interest with AVSI;
- (b) Are guilty of misinterpretation in supplying the information required by the humanitarian organization as a condition of participation in the contract procedure or fail to supply this information.

### **Documents for submission**

The following documents must be attached to the offer in hard or soft copies:

1. Eligibility Certificate signed (Annex I attached)
2. Proposal including:
  - Briefing of the activity plan and time frame
  - The service provider's fiscal number
  - The total cost in EUROS including VAT
  - The required payment terms or schedule
3. Relevant portfolio or service provider's personal CV
4. Any other relevant information or certification aimed to determine the relevant personal field experience

### **Validity of quotation**

Minimum 30 days (to be specified in the quotation)

### **Award Criteria**

Selection of eligible service provider will be based on the following criteria:

- Service provider's experience in similar projects and previous projects with other INGOs
- Total price
- Payment terms

### **Submission of Quotations**

Quotations must be submitted by email to [procurement@avsi.org.lb](mailto:procurement@avsi.org.lb) with all supporting documents as specified above. Offers not strictly conforming to tender conditions may not be considered.

Deadline for submission is **Tuesday April 18, 2023. Before 05:00 PM Beirut time.**

Regards,

Ghinwa Mallah

AVSI Logistics and procurement Manager

