

## REQUEST FOR QUOTATION

Date: 20<sup>th</sup> of September 2023

**Project : “Enhancing Multisectoral Support for Vulnerable Lebanese and Displaced Syrians in Zahle (Barr Elias, Saadnayel, Taalbaya and Majdel Aanjar)”**

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.

### **1- 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.

### **2- Currency and cost proposal**

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

### **3- 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.

### **4- Documents for submission**

The following documents must be attached to the offer in 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 (note that 7.5% tax deduction applies in case no fiscal number is available)
  - The total cost in US Dollars
  - The required payment terms
3. Relevant portfolio or service provider’s personal CV
4. Any other relevant information or certification aimed to determine the relevant personal field experience

### **5- Validity of quotation**

Minimum 30 days (to be specified in the quotation)

### **6- Award Criteria**

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

- Service provider’s experience and previous projects
- Total price
- Payment terms

### **7- 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 **Friday 29<sup>th</sup> of September 2023, before 4:00 pm.**

If you do not receive a reply after 2 weeks of the deadline date, consider that your offer has not be chosen.

Regards,

Ghinwa Mallah  
Logistics Manager

