



REQUEST FOR QUOTATION

Date: 4th of March 2021

AVSI in the context of the implementation of its project in Lebanon, intends to apply a portion of the grants 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 Terms of Reference (TOR).

Currency and cost proposal

Detailed costs breakdown must be indicated in US Dollars, inclusive of taxes.

Payment modality: Fresh external USD transfer to the consultant/organization's bank account

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 soft copies:

1. Eligibility Certificate signed (Annex I attached)
2. Proposal including:
 - Technical proposal including a workplan
 - The service provider's fiscal number
 - The total cost in US Dollars
 - The required payment terms
 - The bank details
3. Relevant company portfolio and similar previous projects implemented

Validity of quotation

Minimum 30 days (to be specified in the quotation)



Award Criteria

The expert selection will be selected based on:

- Professional expertise in relation to the Terms of Reference (20%);
- Experience working with NGOs and collaborating with governmental institutions (5%);
- Quality and efficiency of the technical proposal (25%);
- Financial proposal & payment terms (50%).

Submission of Quotations

Quotations must be submitted by email to logistic.libano@avsi.org with all supporting documents as specified above.

Offers not strictly conforming to tender conditions may not be considered.

Deadline for submission is **Tuesday April 6th 2021, before 5:00 pm Beirut Time.**

Ghinwa Mallah
AVSI Logistics Manager