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| **REQUEST FOR QUOTATION (RFQ)** | DATE: January 30th , 2024 |
| REFERENCE: RFQ-03-24 |
| Start date: January 30th , 2024  End date: February 12th, 2024 |

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**“Basic Excel and Accounting Training”.** As detailed in **Annex 1: TOR** . When preparing your quotation, please be guided by the form attached bellow as **Table 1.**

Quotations may be submitted on or before **February 12th, 2024, 2:00 PM** via *e-mail to:* [procurement@tankamelsawa.org](mailto:procurement@tankamelsawa.org) or ***by hand in a sealed envelope*** *to the office address (Tripoli - Al Mina Street, Nakhlet El Shate' bldg. 2nd Floor, Facing Dado Land | Lebanon).*

It shall remain your responsibility to ensure that your quotation will reach the email address above or by hand before the deadline. Quotations that are received after the deadline, for whatever reason, shall not be considered for evaluation. Please ensure that your quotations (RFQ, Annex 1) are signed and stamped and free from any virus or corrupted files.

Interested individuals and companies should be filling the below documents and provide proof of training:

* Fill and sign the RFQ 03-24
* Fill and sign the TOR RFQ 03-24 (Annex-01)
* Provide appropriate documentation to prove your capability/capacity to provide such training
* A letter of recommendation from the last three client/ NGOS (preferred)

In case of any inquiries, please don’t hesitate to contact our Procurement department via email: [procurement@tankamelsawa.org](mailto:procurement@tankamelsawa.org)

Please take note of the following requirements and conditions pertaining to the supply of the mentioned service/s:

**Table 1: Requirements and Conditions**

|  |  |
| --- | --- |
| Preferred  Currency of Quotation | USD |
| Value Added Tax on Price Quotation. | Must be inclusive of VAT and other applicable indirect taxes |
| Deadline for the Submission of Quotation | January 25th, 2024, 2:00 PM |
| All required documentations, shall be in: | English |
| Documents to be submitted together with the quotation | RFQ, Annex 1 |
| Payment method | Via bank Transfer or payment order (fresh) |
| Period of Validity of Quotes starting from the Submission Date | 30 days  In exceptional circumstances, TKS may request the contractor/Supplier to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation |
| Payment Terms | - 30% upon signing the contract.  - 70% Final payment upon delivery of all required items to Tankamel Sawa. |
| Evaluation Criteria | Full compliance to requirements/ price evaluation |
| Tankamel Sawa will award to: | One supplier |
| Annex to this RFQ | ☒ Annex 1: TOR RFQ-03-24 |
| Contact Email for Inquiries | [procurement@tankamelsawa.org](mailto:procurement@tankamelsawa.org)  Any delay in Tankamel Sawa response shall be not used as a reason for extending the deadline for submission, unless Tankamel Sawa determine that such an extension is necessary and communicate a new deadline to the Proposers |
| Comments | **NA.** |

**Annex (Attached):**

Annex 1: BoQ

Name, Date and Signature of the contractor

**All below field in the table are mandatory:**

|  |  |
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| **Company name: إسم الشركة**  **Company Address: عنوان الشركة** |  |
| **Phone Number رقم الهاتف** |  |
| **Mail Address: البريد الإلكتروني** |  |
| **To: إلى** | **Tankamel Sawa** |

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| **RFQ number:03-24** |

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| **Total Price (without VAT) in USD:** |  | **السعر الإجمالي( لا يشمل القيمة المضافة) بالدولار أمريكي$:** |
| **VAT Amount (USD)** |  | **القيمة المضافة بالدولار الامريكي $** |
| **VAT Amount (LBP)** |  | **القيمة المضافة باليرة اللبنانية** |
| **Validity of the Quotation:** |  | **صلاحية العرض:** |
| **Time needed to deliver the Service** |  | **الوقت اللازم للتسليم** |

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| **Date: التاريخ:** | **Name: الاسم:** | **Stamp: الختم:** |