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| **REQUEST FOR QUOTATION (RFQ)** | DATE: November 20th, 2024 |
| REFERENCE: RFQ-18-24 |
| Start date: November 20th, 2024  End date: November 27th, 2024 |

Dear Sir / Madam:

We kindly request you to submit your quotation for:

**“Office Space in Tripoli 150 – 200 SQM in Dam and Farez or Mina”**. When preparing your quotation, please be guided by the form attached bellow as **Table 1.**

Quotations may be submitted on or before November 27th, 2024**, 3:00 PM** via *e-mail to:* [procurement@tankamelsawa.org](mailto:procurement@tankamelsawa.org)

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) signed and stamped and free from any virus or corrupted files.

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 | October 27th 2024, 3:00 PM |
| All required documentations, shall be in: | English |
| Documents to be submitted together with the quotation | RFQ, |
| Payment method | Via Bank letter |
| 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 | - 100% payment in cash or via bank letter upon each six month |
| Evaluation Criteria | Full compliance to requirements/ price evaluation |
| Tankamel Sawa will award to: | One supplier |
| Annex to this RFQ | ☒ Annex 1: BoQ |
| 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: list of items

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:18** |

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| **Prices**  **الأسعار** | | |
| **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 items** |  | **الوقت اللازم للتسليم** |

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