



REQUEST FOR QUOTE

(RFQ)

RFQ 02 - 2019

Supply of Stationary

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Section 1: Summary

Procurement name: Supply of Stationary

Implemented by: International Orthodox Christian Charities (IOCC).

Procurement Unit: Tender

Issue Date: 17 January 2019

Closing Date: 23 January 2019

Delivery: by hand delivery to IOCC office in Mkalles (01/687354) in sealed envelope before 3:00 pm.

Opening of Quotes: 24 of January 2018.

Conditions: Signed & stamped RFQ (all sections) with Annexes in addition to the sample

Eligible Vendors: All Companies registered in Lebanon and VAT eligible.

[End of section 1: Summary]

Section 2: Instructions

- I. **Overview-** IOCC, A USA non-governmental organization is soliciting quotations for supplying and delivering Stationary to the address shared.
- II. **Type of Procurement-** This procurement is to be procured by IOCC. This is a public tender published online and by call.
- III. **Inspection and Acceptance-** All Bidders must provide a copy of each document stated in Annex B. The Bidder must prepare a sample of each item and all items must be checked for quality and conform to The International & National Standards. The Bidder should put the 2 envelopes (Technical and financial in addition to the sample) in 1 common envelope and not put any sign or a signal on it nor on the sample provided in order not to be rejected by IOCC.
- IV. **Terms & Conditions**
 - a. Pricing must be in US Dollars and inclusive of VAT.
 - b. Specifications and quantity stated in Annex A
 - c. Sample must be provided containing all items stated in Annex A.
 - d. Payment will be settled on 100 % upon delivery
 - e. Offers will be rejected from the tender if not submitted in sealed envelopes.
 - f. No offers will be accepted after the submission date and time stated in section 1
 - g. The RFQ and the annexes (A, B) must be signed and stamped
 - h. Failure to abide by the terms and conditions will result in rejecting the offer
- V. **Selection Criteria-** Selection will be based on the most advantageous quotation received, considering the sample, technical criteria above and offered pricing.
- VI. **Submission of quotes-** Bidders must submit their offers in sealed envelope to the IOCC office in Mkalles. Each Envelope must only mark the reference of this bid document (ex: RFQ 02– 2019). Sealed envelopes must contain the RFQ document signed and stamped in addition to all Annexes.
- VII. **Right to Negotiate and award or withhold Award-** the issuance of this RFQ does not guarantee that a Purchase Order will be issued by IOCC for this RFQ. IOCC may, at its discretion, award a Purchase Order under this RFQ, or not award, without statement of cause. IOCC reserves the right to negotiate or amend any aspect of this RFQ, which may require the revisions of documents or submission of additional documents not mentioned in this RFQ. This RFQ in no way obligates IOCC to pay any cost incurred in the preparation and submission of a quotation.
- VIII. **Multiple awards-** Not applicable

[End of section 2: Instructions]



Annex A

Required Specifications

Bidders must download and fill Annex A list (as per attached sheet) . Annex A should be priced on the excel sheet, printed, signed and attached to the RFQ as Annex A.

Name & Signature

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Annex B

- Company Registration
- Commercial Certificate
- Vat Registration

Name & Signature

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