



# REQUEST FOR QUOTE

(RFQ)

RFQ 06 - 2018

Supply of Tablets

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## Section 1: Summary

Procurement name: Supply of Tablets

Implemented by: International Orthodox Christian Charities (IOCC).

Procurement Type: Tender

Issue Date: 14 June 2018

Closing Date: 20 June 2018

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

Opening of Quotes: Thursday 21 June 2018

Conditions: *Refer to section 2*

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

[End of section 1: Summary]

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## Section 2: Instructions

- I. **Overview-** IOCC, A USA non- governmental organization is soliciting quotations for supplying and delivering tablets to IOCC office.
- 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 proof a legal status (company registration) and VAT enrolment statement.
- IV. **Terms & Conditions**
  - a. Pricing must be in US Dollars and inclusive of VAT.
  - b. Tablets must be delivered to IOCC in good condition within a week of issuing a purchase order.
  - c. Payment will be settled on 100 % basis upon delivery of tablets.
  - d. One year warranty on all tablets supplied
  - 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, C) must be signed and stamped
  - h. All tablets must be new and with battery charger
  - i. 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 technical criteria and offered pricing.

**VI. Submission of quotes-** Bidders must submit their offers in sealed envelopes to the IOCC office in Mkalles. Each Envelope must **ONLY** mark the reference of this bid document (ex: **RFQ 06 - 2018**). 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

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#### **Annexes**

- a. Annex A: Tablets Required Specifications
- b. Annex B: Company registration, Commercial Certificate, VAT registration
- c. Annex C: Quote

[End of section 2: Instructions]

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## **Annex A**

### *Tablets Required Specifications*

- Quantity: 60 tablets *(to be delivered one shot)*
- CPU: Minimum 64 bit Quad core 1.3 GHZ
- RAM: Minimum 1GB DDR4
- Memory: Minimum 8GB
- Screen: Minimum 7" IPS 1024x600
- Sim Card: NO
- WIFI: yes
- Front Camera : yes
- Rear Camera : Minimum 2MP
- Micro SD : Yes
- OS: Android Minimum 7.0

One Year Warranty

*Stamp & Signature*

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## **Annex B**

*Company registration, Commercial Certificate, VAT registration*

*Stamp & Signature*

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## **Annex C**

*Quote*

*Stamp & Signature*

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