



REQUEST FOR QUOTATION

Reference number:	PURQ7868
Project number:	2269MOLIB
Date:	08-Aug-2023

We kindly request your company to submit the best offer for the supply of:

1. Commodities : **School Books as** specified in the B.O.Qs
2. Delivery Point : 6 schools in Beirut & Moun Lebanon
3. Unit Price : All quotations must have a **fixed unit price in US Dollars (TTC)**
4. Terms of delivery : The delivery is needed 2 weeks after confirmation of quotation.
5. Selection criteria: Selection will be made according to **price, respect of specifications, terms of delivery and terms of payment** offered.
PS: payment will be made as FRESH USD transfer to the company's bank account.
6. Terms of Payment: **30 days after delivery of materials**
7. Superintendence : By AVSI appointed superintendents at supplier's premises and/or at AVSI specified delivery point. AVSI reserves the right to reject commodities which do not conform to quality specifications, as determined by its superintendents.
8. Submission of the **quotation** should be addressed **by email to logistic.libano@avsi.org** with all support documents and samples as specified if any **before 16:00 on 23-08-2023**.
9. If you do not receive a reply from AVSI's side within 2 weeks from the deadline of submission of quotations, please consider your quotation as rejected.
 - AVSI has the right to pick one line or more from the priced list.
 - A sample might be required to be checked by AVSI prior to placing an order.
 - The Supplier can price the material available only.
 - The quantities may vary – Final Quantities will be shared via a purchase order
 - Suppliers must commit to the required specifications for each item, or the supplier will be held responsible for the non-complying
 - The contractor must at all times act according to AVSI Child Safeguarding Policy <https://www.avsi.org/doc/645/17f24d4f7c174571ad4f640b2b9b4f8a/> and AVSI Code of Ethics <https://www.avsi.org/doc/644/2723ec1680794d43970cba007e5e53ad/>. The Contracting Authority reserves the right to suspend or cancel the Service/Supply contract agreement if any practices not allowed by the mentioned policies are discovered at any stage of the contract execution
 - Reply all to the email with the RFQ and requested documents. Make sure to sign, stamp and send the RFQ.

Offered Technical specifications (to be filled in by the supplier)

Name of the company		
Registration nr.		
Contact Details	Phone Number	

	Mobile Number	
	Email	
Address		
Delivery time needed from Purchase Order date		
Payment terms (please check all the approved options)	<input type="checkbox"/> USD	Payment Schedule: <i>(Please specify if any down payment is required and the % if yes, if not, please specify the credit facility period by days)</i> ----- -----
	<input type="checkbox"/> Cheque	
	<input type="checkbox"/> Transfer	
	<input type="checkbox"/> Other (Please Specify)	
	<i>Fresh Bank Account Available</i>	
	<input type="checkbox"/> Yes Please specify the bank -----	
<input type="checkbox"/> No		
Date of the quotation		
Validity of the quotation		