



CARE International in Lebanon  
Furn El Chebbak - Sami El-Solh Street,  
Serhal Building 3<sup>rd</sup> floor,  
Beirut, Lebanon

**RFQ/2021/0004**

**PR/2021/0111**

**REQUEST FOR QUOTATION**  
**RFQ#: RFQ/2021/0004**  
**DATE: 28-April-2021**  
**CLOSING DATE AND TIME: 07-May-2021 at 04:00 (PM)**

**Subject: Invitation to quote- Ref: (RFQ/2021/0004).**

Dear Messrs,

We are CARE International in Lebanon, an INGO based in Furn El Chebbak, Beirut. CARE is one of the world's largest humanitarian organizations fighting global poverty, working in more than 70 countries around the world. With more than 65 years of experience and long-term presence in many of the world's poorest and most vulnerable countries. CARE first established a mission in Lebanon in 2006 and in April 2013 further enhanced its presence in Lebanon in order to address needs of the refugee population and host communities due to the current situation.

**Important Notes:**

- ✓ Technical specifications and requirements are fully explained in Annex A
- ✓ Company must be registered with the Lebanese government (registration copy to be provided).
- ✓ Company must have at least one year of experience working in supplies of NGO or / and UN entity (PO or Invoice to be provided)
- ✓ Filing, signing, and stamping the RFQ/2021/0004 to indicate the acceptance of the company on the required technical specification and delivery terms.
- ✓ All bids will be evaluated based on Quality, Delivery terms, and Price.
- ✓ Financial offer form "Annex B" to be filled by hand signed, and stamped

**A. BIDDING INFORMATION**

- Bidder are required to submit sealed quotation in hard (includes soft copy on a USB or CD inside the sealed file) to the following address (Badaro, Sami El Soleh Ave, Serhal Building, 3<sup>rd</sup> Floor, Beirut – Lebanon) or if the submission in hard is not possible please send your quotations to email [procurement@careliban.org](mailto:procurement@careliban.org) **only.**
- Language: Bids shall be prepared in English
- Currency: your quote shall be in US\$
- Prices: Unit cost must be provided excluding VAT and it must be "all-inclusive" the price

**B. YOUR OFFER:**

The following details shall also be provided along with the offer:

1. Delivery time: the bidder shall state the delivery lead time from the purchase order issuance date. Shorter delivery time will be given higher consideration.



2. Delivery terms: **North Lebanon Area– Date and Time to be specified on Purchase Order.**

3. Warranty for the supplied items: The supplier must check/inspect the items before dispatching them to CARE. And in case of rejected items, they must be replaced by the supplier at no cost to CARE. please state the warranty period Longer period of warranty will be considered as an added value.

4. Bid validity: you are requested to hold your proposal valid for 60 days from deadline for submission.

5. Delivery Location: **North Lebanon Area**

6. Payment terms: Payment will be made within 30 days of receipt of invoice at CARE Office in Beirut following satisfactory delivery of services. CARE pay only through Cheque, bank transfer through fresh account.

### C. SUBMISSION OF BIDS:

- Bidder are required to submit sealed quotation in hard (includes soft copy on a USB or CD inside the sealed file) to the following address (Badaro, Sami El Soleh Ave, Serhal Building, 3<sup>rd</sup> Floor, Beirut – Lebanon) or if the submission in hard is not possible please send your quotations to email [procurement@careliban.org](mailto:procurement@careliban.org) **only**. as follow:

Please submit your quotation in a sealed envelope **and mention clearly the RFQ number in the subject of the email or on the Sealed file.**

**(Market research Service Provider);**

Att. Procurement Department  
Care International in Lebanon  
Furn El Chebbak – Sami El-Solh Street  
Serhal building – 3<sup>rd</sup> Floor, Beirut  
Phone +961 1 381 775 /757

- **The deadline** for submitting the offer is **(07 May 2021)**, the latest submission at **4:00 PM**
- The offer is accepted to be **written in English.**

Thank you for your cooperation. If you require further details, please contact us at:  
+961 1 381775.

Yours faithfully,



## Annex A: Technical Specifications and Requirements

Item #	Item Name	Description/Specifications of Goods	Quantity
1	Market research Service Provider	As per TOR	As per TOR

## ANNEX B-Financial Offer Form

Item #	Description/Specification of Goods	Unit	Quantity	Total Cost (excluding VAT 11%)	Discount if applicable	Delivery Leadtime (calendar days)
<b>Total Price</b>						

Note (1): prices must be provided excluding VAT.

Note (2): VAT 11% if any will be paid in the official Lebanese pound rate only.



Note (3): Financial offer must cover all the services (packing, transportation.....)

**Bid Form - to be completed and signed by companies submitting offers**

**Name of the Company:** \_\_\_\_\_

**Validity of Offer:** \_\_\_\_\_

**Name and signature of Responsible Person:** \_\_\_\_\_

**Company Seal:**