



MEDICAL AID FOR **PALESTINIANS**

Jnah, Adnan el Hakim Street, Al Salam
building, 2nd floor, Beirut – Lebanon
Tel: +961 1850602, +961 1850603
Website: www.map.org.uk

Date:
To:
Tel:
Email:

Dear Sirs,

We are pleased to inform you that our association is interested in purchasing your product in the frame of *Strengthening Community-Based Child Protection, Gender Based Violence intervention, and Psychosocial Support in Palestinian Camps and Gatherings in Lebanon*.

Ref:LEBA/PCA2017055/PD2022907, funded by UNICEF.

You are invited to quote on supplying MAP with the products specified below. The requested items are **Not Less than 20 Laptops**.

Table 1:

Description	QTY	Country of origin	Brand	Expected Delivery	Warranty	Additional Specifications*	Unit Price in (USD)**	VAT***
<u>Laptop:</u> -Display: Not Less than 15” Processor: Intel Core i5 (Please specify the generation) -RAM: 16GB (8GB is okay if it is upgraded to 16GB manually) -Storage: 256GB SSD -OS: Genuine Windows 10 or 11 installed. -Delivery: No Later than end of April 2022.	Not Less than 20 Laptops							
Total								

* Comment related to specifications, weight, graphics, resolution, keyboard, ports, battery, available quantities or others
 **price should be US dollar (\$)
 ***Please add VAT only if the item is subject to VAT.

Table 2:

Specifications Required	Specifications Offered by the Supplier
Display: Display: Not Less than 15"	
Processor: Intel Core i5 (Please specify the generation)	
RAM: 16GB (8GB is okay if it is upgraded to 16GB manually. Specify if it can be upgraded to 16GB manually)	
Storage: 256GB SSD	
OS: Genuine Windows 10 or 11 installed	
Weight	
Ports	
Keyboard	
Battery	

Requested Quantity: Not less than 20 Laptops.

If the requested quantity (i.e. at least 20 Laptops) is not available, please specify the number of laptops you can provide.

1. Offers Submission: all the offers must be sent via e-mail **only** to bilal.ghuneim@map-uk.org. Any offer emails sent to other emails or additional emails will be rejected.

The offer should include:

Annex A. Registration of the company together with the copy of the Registration

Annex B. Financial Proposal signed, and stamped (**You can fill the above tables 1 & 2**)

Annex C datasheet for the offered laptop with full specifications

Note that you can provide multiple offers.

1. Deadline for Submitting Offers: Wednesday April 13, 2022.

2. **Payment method:** by bank transfer from abroad (fresh money) within one week following receiving of the invoice, delivery, and acceptance of delivered items.
3. **VAT** will be paid separately in Lebanese pounds according to the official rate, either by cheque banker in USD or LBP.
4. **Bank charges:** MAP will not be responsible for any bank charges whether local or at intermediate bank. Bidders must take this issue in consideration when submitting offers.
5. MAP is not responsible for any variation in prices due inflation, customs, fluctuation in exchange rates or any other market factors after receiving the quotation.
6. **Warranty:** The items should have at least 1-year official warranty and meet international standards.
7. **Delivery Timeline:** The items should be delivered no later than end of April. Penalty might apply when delivery time is missed. If you are unable to provide the full quantity, please specify the quantity you can provide.
8. **Delivery Location:** MAP Office in Beirut.
9. MAP will not be responsible for any damage or loss to the products before signing the relevant delivery note.
10. **Brand and country of origin:** Please specify the brand name and the country of origin. Offers that doesn't specify brands and country of origin may not be considered. You can include multiple choices for each item.
11. **Datasheets:** All documentations that include full details should be provided.
12. **Availability:** the offered quantities should be available upon request within **1 week** without any shortages, if full quantity is not available, please specify the available quantity (i.e., how many laptops you can provide).
13. **Requested Quantity:** number of items required depends on the final price chosen.
14. **Offer validity:** the offer should be valid for one month.
15. Winner bidders should commit to providing the items with the specified specifications in the offer (later in the contract) across the whole contracting period.
16. **Credentials:** For your offer to be considered, you should provide it with (certificate of registration at the ministry of finance, passports, or IDs of the shareholders).
17. **Decision Criteria & Evaluation**
 - a. Evaluation committee will evaluate firstly the administrative compliance review on Acceptable/Not Acceptable. To determine if the bids meet the mandatory requirements stated above.

- b. The criteria for selection, indicated in the Evaluation Grid will be based on the best value for money plus technical analysis based on several factors. Given that Evaluation Committee is not bound to the lowest price or to any bid made because of this bid that is not technically responsive.

For additional information or if you have queries, please contact Mr. Bilal Ghuneim on the phone numbers 01/850602 or 01/850603 or 70/253604.

Please, note that the quote should fully detail all components and characteristics listed above.

Please address your quote to Medical Aid for Palestinians

If not interested in providing a quote, please notify us by e-mail.

We thank you for your time.