# FACSIMILE COMMUNICATION

**( ) URGENT / ( X ) NORMAL**

|  |  |
| --- | --- |
|  |  |
|  |  |  |  |
| From: | *BRC Beirut Office, Logistics Officer* |  |  |
| cc: |  | Our file ref.: | **[RFQ-BEI 06.19]** |
| Date: | *03/10/2019* | N° of pages including this page: | 2 |
| Re: | **Quotation Request for *Laptops* to *Lebanon*** |

**If you do not receive all pages, please contact us immediately. Thank you.**

**REQUEST FOR QUOTATION**

The British Red Cross Society in *Lebanon* kindly request your best firm offer *to c/o International Federation of Red Cross and Red Crescent Societies MENA Regional Office, Platinum 776 Building, New Martakla, Street 20-2002, Hazmieh, Beirut, Lebanon* for the following:

**Type and Quantity:**

|  |  |
| --- | --- |
| Item Description | Qty |
| Laptop Lenovo Thinkpad, core i7, 8GB RAM, 1TB HDD, 15.6" | 1 Piece |
| Laptop Lenovo Thinkpad, core i5, 8GB RAM, 1TB HDD, 15.6" | 1 Piece |

**Incoterm:**

 Goods to be delivered *to c/o International Federation of Red Cross and Red Crescent Societies MENA Regional Office, Platinum 776 Building, New Martakla, Street 20-2002, Hazmieh, Beirut, Lebanon*

**Quality specifications:**

 All commodities to be to Red Cross/Red Crescent standard specifications, please see above

**Alternatives:**

Alternative specifications *will* be accepted if it is coherent with the specifications mentioned above.

**Packaging:**

All good must be packed suitable for *land* transportation including rough handling to final destination.

**Language:**

All documents, markings and labelling should appear in **English***.*

**Cost breakdown**: Please breakdown your financial offer as per the below details.

 *\* unit prices per item*

 *\* transportation cost*

 *\* taxes shown separately*

 *\* total price including the transportation cost and Taxes*

 *\* price should be net after deduction of any discount*

**Currency:**

 All firm costs to be given in USD only.

**Delivery Date:**

 All goods to be delivered no later than 18/10/2019.

 Please state if goods are available ex-stock or state delivery timeframe

**Liquidation Damage Clause**

Please be advised that delivery after agreed schedule may be subject to a deduction from the invoice of 0.1% up to 5% of the total cost of the contract.

**Payment**

 Within 30 days from date of receipt of goods and all supporting documents in good order by the buyer.

**Validity:**

 Your offer must remain valid until 30 November 2019 before which a Purchase Order, if placed, should be accepted by you.

**All or None Clause:**

 We reserve the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.

**Conditions for submitting offers:**

 Must be received **latest by 11/10/2019 at 14:00 (Beirut Time)** or earlier if possible, in Sealed Envelope, to our office in Beirut:

 *c/o International Federation of Red Cross and Red Crescent Societies MENA Regional Office, Platinum 776 Building, New Martakla, Street 20-2002, Hazmieh, Beirut, Lebanon*

 **Submitted Envelope should be clearly addressed as following:**

 *BRC Beirut Office, Lebanon*

 Attn: Logistics Officer, Maher Mahmoudi

 Ref. Quotation for *Laptops –* ***RFQ-BEI 06.19***

 Offers not addressed and sent as such will not be considered.

 Offers received by email or by non-sealed envelopes will not be considered.

 Our telephone numbers for further information:

 Telephone: +961 81 200837

 E-mail: *mmahmoudi@redcross.org.uk*

**Terms and Conditions:**

 Please state in your offer your acceptance of attached Terms and General Conditions**.**

**N.B**. Kindly submit your best firm offers as negotiation will not be entered into.

Thank you and best regards,