|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | Wahat-Al-Farah Association for special needs | **To:** |  |
| **Address :** | Bkeftine-El-Koura-Lebanon | **Address :** |  |
| **Contact Person:** | Rim Fares/Procurement Specialist | **Contact Person:** |  |
| **Phone:** | +961 71 98 66 97 | **Phone:** |  |
| **Email:** | procurement.wahafarah@gmail.com | **Email:** |  |

Wahat-Al-Farah Association for Special Needs invites Company to submit quotation(s) for the provision of the items as detailed in this Request for quotation.

|  |  |
| --- | --- |
| **Request for quotation details:** | |
| **RFQ #:** | C4W0024/24 |
| **RFQ Issuing Date:** | May 7, 2024 |
| **Quotation Submission deadline:** | May 10, 2024, 2:00 p.m. |
| **Currency of Bid (3-letter code):** | USD |
| **Bid Validity Period :** | 90 days |
| **Required Delivery Date:** | Within 1 week from receiving PO |
| **Required Delivery Destination of the Goods:** | Bkeftine-El-Koura-Lebanon |
| **Payment terms :** | Bank Note |

**IMPORTANT NOTE**

* WAF will award this contract to a single bidder based on the lowest-cost technically compliant bid, and the bidder must bid on all items listed in the financial offer.
* All bids received in pencil will be disqualified.
* WAF reserves the right to correct any miscalculation on the bid form.
* Bids in any currency other than USD may be disqualified.
* WAF reserves the right to cancel any item from this RFQ and adjust the quantity based on budget availability.

**RFQ INSTRUCTIONS**

One sealed envelope along should be submitted in person and not by email to our Head office in Koura with the inscription: ***RFQ#: C4W0024/24 provision of Kitchen equipment*** No other inscription should be included on this envelope.

The following Documents are required ***(Mandatory)***:

1. This RFQ ***completed signed and stamped.***
2. Financial offer form ***fully and accurately filled in, signed and stamped.***
3. Copy of company registration.***(mandatory)***
4. Copy of VAT registration ***if any (Ministry of Finance)***
5. Data sheet ***mandatory***

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| *Financial Offer Form:* | | | | | | | |
| **WAHAT-AL-FARAH ASSOCIATION FOR SPECIAL NEEDS TO COMPLETE** | | | | **BIDDER TO COMPLETE** | | | |
| **Item No.** | **Item Description** | **Estimated Quantity** | **UOM** | **Item /Milestone Offered**  *Model Name, Model, UOM and (Full Descriptions if different than what is required in the required technical description)* | | **Unit Price (USD)**  *Excluding VAT* | **Total Price (USD)**  *Excluding VAT* |
| 1 | **Refrigerator/Upright Chiller**  **2 stainless steel doors:**  3.5 A, 220V, 50 Hz  Dimensions: 145\*80\*205 cm | 1 | Pcs |  | |  |  |
| 2 | **Hand mixer (industrial)** 350 W, 220V, 50 Hz, 35 cm | 1 | Pcs |  | |  |  |
| 3 | **Freezer**  **1 stainless steel door:**  4.5 A,220V,50Hz, 75\*80\*205 cm | 1 | Pcs |  | |  |  |
|  |  |  | | | **SUBTOTAL Excluding VAT:** | |  |
|  |  |  | | | **VAT 11% (If any):** | |  |
|  |  |  | | | **TOTAL Including VAT:** | |  |
|  |  |  |  |  | |  |  |
| **Delivery Lead Time:***(From receipt of Purchase Order/signing the contract)* | | | |  | | | **(Calendar) days** |
| **Bid Validity Period*:*** *Bid must be valid as stated on the* ***Request for Quotation Details****. Bids not meeting the Bid Validity Period may be disqualified.* | | | |  | | | **(Calendar) days** |
| **Supplier Payment Modality:** *Bid not meeting Wahat al farah payment terms may be disqualified* | | | |  | | | |
| **Supplier name:** *as per the registration paper* | | | |  | | | |
| **Submission Date:** | | | |  | | | |
| ***Signature & Stamp:*** *Company Stamp only is accepted* | | | |  | | | |