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| --- | --- | --- | --- |
| **From:** | Wahat-Al-Farah Association for special needs (WAF) | **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 (WAF) invites registered Company to submit quotation(s) for the provision of AC maintenance service as detailed in this Request for quotation.

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| **Request for quotation details:** |
| **RFQ #:** | C4W044/24 |
| **RFQ Issuing Date:** | July 3 , 2024 |
| **Quotation Submission deadline:** | July 5, 2024, *2:00 p.m.* |
| **Currency of Bid (3-letter code):** | USD |
| **Bid Validity Period** | 90 days |
| **Service Delivery Period** | Within 3 days  |
| **Required Delivery Destination of the Service:** | Wahat al farah HQ Bkeftine-El-Koura-Lebanon |
| **Payment terms:** | Bank Note  |

**IMPORTANT NOTE**

* Wahat al farah will award this contract to the lowest-cost technically compliant bid
* WAF reserves the right to correct any miscalculation on the bid form
* Bids in any currency other than USD may be disqualified

**RFQ SUBMISSION INSTRUCTIONS**

The bidder is requested to submit their offer in a sealed envelope to: Wahat al farah HQ Bkeftine-El-Koura-Lebanon

Ensure the following inscription is mentioned on the envelope: ***RFQ#: C4W044/24 – AC maintenance***

**The following Documents are required to be submitted/** **يجب تقديم الوثائق التالية:**

1. This request for quotation completed signed and stamped
2. Financial offer form fully and accurately filled in, signed and stamped.
3. Copy of company registration/ نسخة من سجل الشركات.
4. Copy of tax registration/ نسخة من تسجيل الضرائب
5. Copy of VAT registration if any / نسخة من تسجيل ضريبة القيمة المضافة إذا كانت متاحة

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| *Financial Offer Form/عرض مالي:* |
| **WAF TO COMPLETE** | **BIDDER TO COMPLETE** |
| **Item No.** | **Service Description**  **وصف الخدمة** | **Estimated Quantity**   | **UOM** | **Unit Price (USD)***Excluding VAT* | **Total Price (USD)***Including VAT* |
| **1** | Condensing unit of the wall type. 30000 BTU (MDV BY MIDEA) | 1 | PC |  |  |
| **2** | Split Unit of the wall type only the indoor split unit, 12000 BTU (Midea DC INVERTER) | 2 | PC |  |  |
| **3** | refill gaz  | 12 | NB |  |  |
| **4** | Exhaust Air fan turbine | 1 | PC |  |  |
| **TOTAL PRICE EXCLUDING VAT** |  |
| **VAT** |  |
| **TOTAL PRICE INCLUDING VAT** |  |
|  |
| **Lead time deliver:***Bid not meeting WAF lead time delivery may be disqualified* |  | **WD** |
| **Bid Validity Period*:*** *Your 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 WAF payment terms may be disqualified* |  |
| **Supplier/ Candidate name:** *as per the registration paper* |  |
| ***Signature, Date & Stamp:*** *Company Stamp only if any* |  |