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| **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 #:**  | C4W047/24 |
| **RFQ Issuing Date:**  | July 19, 2024 |
| **Quotation Submission deadline:**  | July 25, 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 the lowest-cost technically compliant bid / Lot, 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 the right to cancel any item from this RFQ and adjust the quantity based on budget availability.
* Bidder must be able to deliver sample if needed

**N.B: It is essential that all proposed items be of high quality, durable, and known brand.**

**RFQ INSTRUCTIONS**

One sealed envelope should be submitted in person and not by email to our Head office in Koura with the inscription: ***RFQ#: C4W0047/24 provision of*** ***Kitchen Tools and Equipment*** No other inscription should be included on this envelope.

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

1. This RFQ ***completed signed and stamped.***
2. Data sheet for each item proposed ***Signed and Stamped.***
3. Financial offer form ***fully and accurately filled in, signed and stamped.***
4. Copy of company registration.***(mandatory)***
5. Copy of VAT registration ***if any (Ministry of Finance)***
6. ***Bidder must fill all the Item /Milestone Offered Item /Milestone Offered :****Model Name, Model, UOM, picture of the item and (Full Descriptions if different than what is required in the required technical description)*

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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 | Disposable Nitrile gloves for cooking Small Powder Free non-sterile ***50 Pair/ Box 10 box/Carton*** | 2 |  Carton |  |  |  |
| 2 | Disposable Nitrile gloves for cooking Medium Powder Free non-sterile ***50 Pair/ Box 10 box/Carton*** | 2 |  Carton |  |  |  |
| 3 | Disposable Nitrile gloves for cooking Large Powder Free non-sterile ***50 Pair/ Box 10 box/Carton*** | 2 |  Carton  |  |  |  |
| 4 | Disposable Nitrile gloves for cooking XL Powder Free non-sterile***50 Pair/ Box 10 box/Carton*** | 2 | Carton |  |  |  |
| 5 | Disposable nylon mesh hairnet for food cooking ***50 pcs/bag 20 Bag/Carton***  | 2 | Carton |  |  |  |
| 6 | Disposable Nonwoven Sleeve White 40\*20 ***50*** ***Pcs/bag 20 Bags/carton*** | 2 | Carton |  |  |  |
| 7 | Disposable LDPE Apron for cooking 71\*117 ***50 Apron/Bag*** – ***20 Bags/carton*** | 2 | Carton |  |  |  |
| 8 | Disposable Face mask ***50 Mask/box 20 carton/ box***  كمامات  | 2 | Carton |  |  |  |
| 9 |  برميل زبالة بلاستيك مع غطاء 73\*58\*98, 240 L Green Color | 2 |  Pcs  |  |  |  |
| 10 | ورق ساندوش تشيكي طويل | 30 |  KG  |  |  |  |
| 11 | ورق خشخاش | 30 |  KG  |  |  |  |
|  |  |  | **SUBTOTAL Excluding VAT:** |  |
|  |  |  | **VAT 11% (If any):** |  |
|  |  |  | **TOTAL Including VAT:** |  |

*Lot #1: Disposable items & plastic Bins**Lot #2 Kitchen Tools* |
| **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 | Stainless cooking Pot 45 L | 4 |  Pcs  |  |  |  |
| 2 | Stainless cooking Pot 55 L طنجرة للطبخ | 1 |  Pcs  |  |  |  |
| 3 | Frying pot Stainless or Granite مقلاة بطاطا حجم كبير | 2 |  Pcs  |  |  |  |
| 4 | Round aluminum service tray (Approx. 50cm Diamètre) صينية الومنيوم مدورة  | 4 |  Pcs  |  |  |  |
| **5** | Stainless cooking Pot 8 L(30cm Diamètre) طنجرة للطبخ | 2 |  Pcs  |  |  |  |
| **6** | Small coffee rot 12 Oz, stainless steel طقم ركاوي قهوة حجم صغير | 2 |  Pcs  |  |  |  |
| **7** | Large coffee rot 32 Oz, stainless steel ركاوي قهوة حجم كبير | 6 |  Pcs  |  |  |  |
| **8** | Slighter قداحات صناعية نوعية جيدة | 10 |  Pcs  |  |  |  |
| **9** | Spoon Set for cooking (60or 70cm) طقم ملاعق للطبخ حجم وسط من الستانلس صب | 2 |  Pcs  |  |  |  |
| **10** | Small Forks (dessert forks) شوك صغيرة من الستانلس  | 3 |  Set of 12 |  |  |  |
| **11** | Regular Forks (for table) شوك من الستانلس  | 3 |  Set of 12 |  |  |  |
| **12** | Tea Spoon ملاعق صغيرة من الستانلس | 3 |  Set of 12 |  |  |  |
| **13** | Table Spoon ملاعق اكل من الستانلس | 3 |  Set of 12 |  |  |  |
| **14** | Small knife Inoxidable Stainless Steel سكين صغيرة | 3 |  Set of 12 |  |  |  |
| **15** | Cutting Boards (60\*40) ألواح للتقطيع حجم وسط (**متعدد الالوان اذا توفرت**)  | 6 |  Pcs  |  |  |  |
| **16** | Large bowl washing vegetable (60cm diamètre) جاط كبير | 4 |  Pcs  |  |  |  |
| **17** | 5 Pcs Plastic Bowl Setجاط بلاستيك متعدد الاستعمالات عدد 5 Box Size: 36.5 x 36.5 x 15.5 cm approx.. | 2 |  Set |  |  |  |
| **18** | Stainless Bowl with cover (35cm diamètre) جاط استانليس مغ غطاء مدور | 6 |  Pcs  |  |  |  |
| **19** | Plastic Measuring Cups 1000 ml | 2 |  Pcs |  |  |  |
| **20** | Measuring Spoons | 2 |  Pcs  |  |  |  |
| 21 | Rectangle cake pan Granite (Granite) (20\*10) قالب كيك مستطيل  | 12 |  Pcs  |  |  |  |
| 22 | Round Glass bowl transparent (30cm Diamètre) جاط من الزجاج شفاف  | 4 |  Pcs  |  |  |  |
| 23 | Garlic Press كباسة ثوم | 2 |  Pcs  |  |  |  |
| 24 | Stainless Steel cutter pizza knife سكينة بيتزا | 2 |  Pcs  |  |  |  |
| 25 | Wooden Spoon 50 cm ملعقة خشبية نوعية ممتازة | 6 |  Pcs  |  |  |  |
| 26 | Ice cream scoop different sizes set of 6 Heavy duty | 2  |  Set |  |  |  |
| 27 | Rectangle coffee service tray (50\*30) صينية لضيافة القهوة | 5 |  Pcs  |  |  |  |
| 28 | Storage boxes for sault pepper…(0.5 liter approx) علب لحفظ المواد العذائية | 20 |  Pcs  |  |  |  |
| 29 | Optimum Rectangular Roaster 40\*27 approx. | 3 |  Pcs  |  |  |  |
| 30 | Spatule Souple 50cm | 4 |  Pcs  |  |  |  |
| 31 | Silicone Oil Brush 5cm | 3 |  Pcs  |  |  |  |
| 32 | مصفاة الشاي | 4 |  Pcs  |  |  |  |
| 33 | مكيال معدن Grain Scoop | 4 |  Pcs  |  |  |  |
| 34 | مصبع للغاز الصناعي | 10 |  Pcs  |  |  |  |
| 35 | سكرية (لون ابيض) | 4 |  Pcs  |  |  |  |
| 36 | صحن للاكل فايش ميلامين (لون ابيض) | 5 |  Set of 12  |  |  |  |
| 37 | صحن للاكل غميق ميلامين (لون ابيض) | 5 |  Set of 12  |  |  |  |
| 38 | Glass Coffee Cups (white color) فناجين للقهوة شفة لون ابيض | 1 |  Set of 12  |  |  |  |
| 39 | Glass Coffee Cups (white color) فناجين للقهوة مع صحن لون ابيض | 1 |  Set of 12  |  |  |  |
| 40 | Glass Mug for tea (white color) | 36 |  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* |  |