

## Instructions and conditions for Request for Quotations

### 1. Services to be provided:

The subject of the quotation is to provide managed network operation center services and IT outsourcing for Embrace Mental Health Center

### 2. Eligibility for participation:

2.1 Company shall have legal representation in Lebanon and has a registration Number at the Ministry of Finance.

2.2 Local companies shall have proven experience with certificates of completion for at least 4 similar services.

2.3 Local companies shall have a fresh USD account in the official name of the company.

### 3. Content of proposals

#### 3.1 Administrative and Identification documents

3.1.1 Supplier Registration Form: Please fill the document with the required information, sign, and stamp.

3.1.2 PSEA and Code of Conduct: Please fill the document with the required information, sign, and stamp.

3.1.3 Embrace and supplier Conflict of Interest: Please fill the document with the required information, sign, and stamp.

3.1.4 Personal Identity of the contractor

3.1.5 Company official registration certificate شهادة تسجيل الشركة

3.1.6 Duly authorized signature اذاعة تجارية

3.1.7 Tax certificate (stating that company is officially registered with the relevant taxation authorities)

#### 3.2 Technical Offer:

3.2.1 Company portfolio with a narrative description of the scope of work, duration, and the cost for at least 4 similar services previously implemented.

3.2.2 Schedule of services showing the timeframe and the implementation of managed services.

3.2.3 Organigram showing the team involved in the managed maintenance services.

3.2.4 Equipment list and capacity.

#### 3.3 Financial Offer:

3.3.1 Financial offer showing material costs and labors.