



**OXFAM**

**REQUEST FOR QUOTATION**

Please include the following RFQ number on all attachments.

**RFQ NUMBER: RFQ-LBQZQ-24-0024**

**QUOTATION DUE DATE: 14/5/24 00:00**

**SEND BIDS TO:**

Nicolas Khoury Bldg,  
2nd Floor,  
Zahle,  
Zahle, Lebanon  
TELEPHONE: 01/611823  
FAX:  
E-MAIL:  
CONTACT:

**SHIP TO:**

Nicolas Khoury Bldg,  
2nd Floor,  
Zahle,  
Zahle, Lebanon  
TELEPHONE: 01/611823  
FAX:  
E-MAIL:  
CONTACT:

**REFERENCE :**

THIS IS NOT A PURCHASE ORDER. Please provide a quotation for the items listed below. Please specify the validity of the quotation, sign or stamp it, and return to the requester.  
Oxfam is committed to and expects its suppliers to comply with ethical standards outlined in Oxfam's Supplier Code of Conduct. We request suppliers to read, agree and sign before accepting any contract - Suppliers may request a copy at any time

PAYMENT TERMS	DELIVERY TERMS	DELIVERY DATE	QUOTATION EXPIRY DATE
Bank Trf - payment within 30 Days of invoice		31/12/2024	

LN	ITEM CODE	ITEM DESCRIPTION	RFQ QTY	ITEM/W BID QTY	UNIT	UNIT PRICE	TOTAL PRICE
		ITEM REMARKS	REMARKS				
1.00	0681A	Prepaid top up card, Mobile phone			EA		
		Alfa Recharge Card/amount of 7.58 USD each valid for 1 month					
2.00	0681A	Prepaid top up card, Mobile phone			EA		
		MTC-touch recharge card/amount of 7.58 USD each valid for 1 month					

<b>CURRENCY</b>		<b>SUB TOTAL:</b>	
<b>DELIVERY REMARKS</b>		<b>DISCOUNT:</b>	
		<b>VAT:</b>	
		<b>TAX(OTHERS):</b>	
		<b>TOTAL:</b>	

**SHIPPING REMARKS**

**GENERAL REMARKS**

**SPECIAL INSTRUCTION:** Please note any and all exclusions, exceptions and deviations from our specifications.  
- Please outline and describe any additional economies not specified in this RFQ that would result in an improvement in the resulting bid.  
- Our standard terms and conditions will apply to any orders placed in conjunction with this RFQ - Vendor may request a copy.  
- All conditions affecting PRICE, delivery or terms of payment must be quoted in this bid.  
- If you do not intend to quote, please return this bid marked as 'WILL NOT BID'.

This RFQ is not an offer to purchase but rather represents an invitation to recipients to submit a response to our questions. Issuance of this RFQ, your preparation and submission of a response, and the subsequent receipt and evaluation of your response does not commit us to purchase products from any of the respondents. Responses must be received by the date and time indicated above. Late responses will not be accepted.

\_\_\_\_\_  
**CREATED BY (SIGN ABOVE)**

\_\_\_\_\_  
**SUPPLIER (SIGN ABOVE)**

\_\_\_\_\_  
**Print Name Above**

\_\_\_\_\_  
**Print Name Above**

Oxfam is committed to maintain the highest ethical standards in its supply chain. If Suppliers notice any actions by Oxfam staff members, volunteers or representatives that fail to meet these standards, please contact the independent and confidential hotline detailed in the Supplier Code of Conduct.

Oxfam works with others to find lasting solutions to poverty and suffering.

**A company limited by guarantee and registered in England No. 612172. Registered office Oxfam House, John Smith Drive, Cowley, Oxford OX4 2JY. Registered charity No. 202918 (England) Registered charity No. SC039042 (Scotland)**

**PLEASE SELECT ONE:**    LOGISTICS  FINANCE  SUPPLIER