

PR No.	RFQ-PL-UW-PC-0004	Date of RFQ	Tuesday, February 13, 2024
		Date quotation due back	

Supplier Name:		Return Quotation to: Peace Labs	
Contact Name:		Contact Name:	Rayane Abou Samra
Address:		Address:	
E-mail:		E-mail:	<a href="mailto:admin@peace-labs.org">admin@peace-labs.org</a>
Phone:		Phone:	76101748
MoF Registration No.		Position:	Finance officer

Item	Description of Goods / Services (add attachment for technical specification if very detailed)	Currency	Price per person	Quantity required	Condition	Total Price
Venue	Conference room with sound equipment	USD				\$ -
Venue	2 coffee breaks	USD				\$ -
Venue	Lunch	USD				
Room	Single room + Breakfast	USD				\$ -
Room	2 single beds room + Breakfast	USD				
Room	Single room + Breakfast & Dinner	USD				\$ -
Room	2 single beds room + Breakfast & Dinner	USD				\$ -
<b>For the rooms please note that the number of attendees will range between 7 and 10 based. As for the venue and food please note that the number of attendees will range between 15 and 20. Please include some details regarding the description of the coffee break and lunch in your Email or Offer</b>						
Subtotal						\$ -
VAT ...%						
Discount						0
Delivery Charge						
Total:						\$ -

Additional information required from supplier:	
Offer valid until	Date items required by
	As soon as possible
	Mobile Delivery address
	3088731
	Payment terms
	Bank Transfer, or a Bank Letter, or a fresh USD Cheque(1st beneficiary)

<b>Special Remarks from Peace Labs</b>	<b>Supplier's Confirmation Signature and Stamp</b>
<p>Suppliers who are interested in applying for this call must fill out the form, convert it to PDF, and sign it. Send back the RFQ via email to <a href="mailto:admin@peace-labs.org">admin@peace-labs.org</a>. Suppliers who provide the best offer will be awarded (Value for Money).</p> <p>Suppliers must have a Ministry of Finance registration number (MOF). Unregistered suppliers will be disqualified. Suppliers must attach a copy of the registration number with the RFQ. Suppliers are expected to issue a formal stamped invoice upon delivery. Also, Suppliers must expect to sign a Goods received note (GRN) upon completion of the process.</p> <p>The scoring process consists of 30% for the technical proposal and 70% for the financial proposal. Suppliers who will score 80% and above will be shortlisted.</p> <p>Suppliers must be informed that Peace Labs will only pay in 15 days lead time after the delivery of the Items, through a bank transfer, or a bank letter, or a Fresh USD cheque.</p>	

<b>Supplier Confirmation of offer</b>		<b>Supplier's Signature and Stamp</b>	
Name			
Title			
Date			
Signature			