

PR No.	RFQ-PL-UW-PC-0006
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Date of RFQ	Friday, April 12, 2024
Date quotation due back	

Supplier Name:	
Contact Name:	
Address:	
E-mail:	
Phone:	
MoF Registration No.	

Return Quotation to: Peace Labs	
Contact Name:	Rayane Abou Samra
Address:	
E-mail:	admin@peace-labs.org
Phone:	76101748
Position:	Finance officer

Item	Description of Goods / Services (add attachment for technical specification if very detailed)	Currency	Price per Unit	Quantity required	Unit type	Condition /Availability date	Brand/Picture	Total Price
1	Business card	USD		1	Pack of 100	Full color printing Recto Verso		\$ -
2	Plastic ID card	USD		1	Pc	Full color printing Recto Verso		\$ -
3	Roll up Banner without machine (size 85x200)	USD		1	Pc			\$ -
4	Roll up Banner with machine (size 85x200)	USD		1	Pc			\$ -
5	Notebook size A5 (logo printing inside and	USD		1	Pack of 100			\$ -
6	Notebook size A5 (logo printing inside and	USD		1	Pack of 500			\$ -
7	Notebook size A5 (logo printing inside and	USD		1	Pack of 1000			\$ -
8	A4 Folder + Pocket (Laminated)	USD		1	Pack of 50			\$ -
9	A4 Folder + Pocket (Laminated)	USD		1	Pack of 100			\$ -
10	Pens with logo	USD		1	Pack of 100			\$ -
11	Pins with logo	USD		1	Pack of 100			\$ -
12	Billboard (1 visual)	USD		1	1 sqm	Flex		\$ -
13	Billboard (2 visual)	USD		1	1 sqm	Flex		\$ -
14	Poster A1 (60cm * 90 cm) + lamination	USD		1	Pc	Colored + double adhesive tape		\$ -
15	Poster A2 (42cm * 60 cm) + lamination	USD		1	Pc	Colored + double adhesive tape		\$ -
16	Bookelts A5 (16 pages) folding + saddle	USD		1	Pack of 100			\$ -
17	Bookelts A5 (16 pages) folding + saddle	USD		1	Pack of 500			\$ -
18	Bookelts A5 (16 pages) folding + saddle	USD		1	Pack of 1000			\$ -
19	Poster A1 (60cm * 90 cm) + lamination on foam	USD		1	Pc	Colored + mounting on foam (10mm		\$ -
20	Poster A2 (42cm * 60 cm) + lamination on foam	USD		1	Pc	Colored + mounting on foam (10mm		\$ -
21	Poster (70cm * 100cm) + lamination on foam	USD		1	Pc	Colored + mounting on foam (10mm		\$ -
22	Printing Documents A4 (black and white)	USD		1	Pc			\$ -
23	Printing Documents A4 (Color)	USD		1	Pc			\$ -
24	Printing Documents A4 (Color) + Lamination	USD		1	Pc			\$ -
25	Printing Documents A3 (black and white)	USD		1	Pc			\$ -

26	Printing Documents A3 (Color)	USD		1	Pc			\$	-
27	Stickers (9 cm * 5cm)	USD		100	Pc	Colored		\$	-
28	Stickers (9 cm * 5cm)	USD		100	Pc	Colored with transparent		\$	-
29	Stickers (30cm * 10cm)	USD		100	Pc	Colored		\$	-
30	Stickers A5	USD		100	Pc	Colored		\$	-
31	Stickers A4	USD		100	Pc	Colored		\$	-
32	Box File A4 28x32x4	USD		1	Pc			\$	-
33	Box File A4 28x32x8	USD		1	Pc			\$	-
34	Stamp Copy Red	USD		1	Pc			\$	-
35	Carton Seperators A4 - 10 parts colored	USD		1	10 A4 Parts			\$	-
36	Carton Seperators A4 - 12 parts colored	USD		1	12 A4 Parts			\$	-
37	Plastic Document Envelopes with button A4	USD		1	Pc			\$	-
38	Binder Carry File Portrait Velcro Closure	USD		1	Pc			\$	-
39	Staples removers for small and medium staples	USD		1	Pc			\$	-
40	Magnetic clip Dispensers	USD		1	Pc			\$	-
41	Scissors 17 cm	USD		1	Pc			\$	-
42	Plastic Ruler 20 cm	USD		1	Pc			\$	-
43	Triple layer Document trays	USD		1	Pc			\$	-
44	Highlighters multi colors	USD		1	12/box			\$	-
45	White Board Markers - Bullet trip colors	USD		1	Pack of 4			\$	-
46	White Board Marker Eraser	USD		1	Pc			\$	-
47	Pencils HB + eraser 12 pcs/set	USD		1	Box			\$	-
48	Medium Erasers	USD		1	Pc			\$	-
49	Plastic Sharpener single hole	USD		1	Pc			\$	-
50	Correction pens 7 ml	USD		1	Pc			\$	-
51	Note books, soft cover, lined A5	USD		1	Pc			\$	-
52	Sticky notes neon colors - 50*50 mm	USD		1	pc			\$	-
53	A4 copy paper 80 gr 500 sheet	USD		1	5/box per pack			\$	-
54	Adhesive Tapes - 24*33 mm	USD		1	pc			\$	-
55	DOUBLE SIDED TISSUE TAPE 50MMX5M	USD		1	pc			\$	-
56	Ring binder 4 rings	USD		1	pc			\$	-
57	Document Envelopes with string ,A4	USD		1	pc			\$	-
58	MFC 7360 TONER BLACK	USD		1	pc			\$	-
								Subtotal	\$ -
								VAT ...%	
								Discount	
								Delivery Charge	
								Other Charge	
								TOTAL:	\$ -

Additional information required from supplier:			
Lead time to delivery		Date items required by	As soon as possible
Validity of the quotation		Mobile Delivery address	3088731
Delivery service	<input type="checkbox"/> YES <input type="checkbox"/> NO	Payment terms	Bank Transfer, or a Bank Letter, or a fresh USD Cheque(1st beneficiary)
Special Remarks from Peace Labs		Supplier's Confirmation Signature and Stamp	
<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 admin@peace-labs.org. 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>			

Supplier Confirmation of offer		Supplier's Signature and Stamp
Name		
Title		
Date		