

DATE:13/03/2023

REQUEST FOR QUOTATION: No. RFQ 0057/T

FOR THE ESTABLISHMENT OF FRAME AGREEMENT(s) FOR THE SUPPLY  
OF CLOTHING KITS

QUOTATION TO BE RECEIVED BY: [20/03/2023] COB

Restart Center for Rehabilitation of Victims of Violence and Torture invites qualified Vendors to make an offer for the Supply of Clothing kits for the duration of 1 year. Restart Center is requesting all bidders to submit their quotes per Item.

## I. REQUIREMENTS

- Description: **CLOTHING KITS.**
- **Material composition:**
  1. Minimum of 50% cotton for Sportswear, T-Shirts and Pants
  2. Minimum 70% cotton for underwear and socks
- **Shoes should be produced within 2 years maximum prior to Delivery.**
- Quantity, Brand or similar product: Please Refer to Annex A.  
Figures and estimated quantities have been stated to provide an idea for supplier but Restart does not bid itself to the purchase of all or of most quantities. Orders will depend on requests and availability of funds.
- Content of the requests from Restart center may vary in quantity and choice of items.
- Delivery points:
  - Deddeh Koura or Tripoli.
- [Packing and Transport details]: Items should be packed and sealed.
- [Samples]: Samples of each product to be provided upon Request.
- Delivery time (After receipt of order): Three working days
- Please submit the below additional documents:
  - **Commercial circular** اذاعة تجارية
  - **Commercial registration** شهادة تسجيل
  - **Ministry of Finance registration**
  - Copy of VAT Registration Document
  - **ID of the Duly authorized person** who signs on behalf of the company
  - Proof of At least 3 years of experience in similar deliveries. Experience with National and / or international non-profit organizations is a plus.

Please find attached in:

- ANNEX A more information about the Items required
- ANNEX B Vendors registration form

Note: This document is not construed in any way as an offer to contract with your company.

Please include the following price information in your quotation (excluding VAT):

- Cost of all items/goods: USD Currency
- Restart center Cover VAT in LBP only at the Official Rate.
- Additional charge, if any (please specify):
- **Delivery cost**: Since deliveries will take place periodically, please make sure to take into account the cost of delivery within the Items price and not independently.

## II. RFQ Submission

We would appreciate receiving your quotation on or before **[20/03/2023]** – **COB** by e-mail in PDF format to [reem@restartcenter.com](mailto:reem@restartcenter.com)

Please be aware of the fact that the e-mail policy employed by Restart Center limits the size of attachments to a maximum of **[8] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ 0057/T
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Restart Center may award Frame Agreement(s) with a duration of one year, potentially extendable for one year, subject to the satisfactory vendor's performance and availability of funds. The successful bidders will be requested to maintain their quoted price for the duration of the Agreement.

## III. Payment terms and conditions :

Any agreement or contract revealed as a result of this RFQ will be made in the currency of the winning offer. **The contract/agreement will be in US Dollar as offers and Invoicing should be in USD.** Restart's standard payment terms are within 7 days after delivery of each PO via Bank letter or Bank transfer.

- Bank commission amounting to 10% shall be deducted from the total Invoice in case of payment through a cash payment letter.
- Full amount of the invoice is transferred to your account without bank commission deduction in case your company possesses a fresh account at Byblos Bank.
- Bank other than Byblos: Bank commission varying from 15\$ to 40\$ shall be deducted from the total invoice in case of payment through an outgoing bank transfer. (This total excludes the bank commissions deducted on the transfer from your bank).

Thank you for your kind attention.

Mrs. Reem Yamak  
Procurement Unit  
Restart center