
DATE:31/03/2023

REQUEST FOR QUOTATION: RFQ No. 0060/T/23

**FOR CIVIL AND ELECTRICAL WORKS AT RESTART CENTER NEW
APARTMENT IN BEIRUT.**

QUOTATION TO BE RECEIVED BY: [06/04/2023] COB

Restart Center for Rehabilitation of Victims of Violence and Torture invites qualified Vendors to make an offer for Civil and Electrical Works at Restart Center New apartment in Beirut.

I. REQUIREMENTS

- Description: **Restart center is establishing a new Community center in Beirut premises. The project consists of creating partitions to establish new rooms.**

General conditions:

The provision and maintenance of first aid equipment are necessary.

The clearance of rubbish, reinstatement and clearing up and leaving the site in good condition is required.

- Existing building common areas and facilities

All the material transportation and garbage disposal should be done using the stairs as per the building owner's recommendations. The contractor shall avoid any damages to the existing walls, stairs, floors and parapets in the common areas.

When there's possibility to use the elevator: The transported items should be well packaged and sealed, the elevator should be well protected, cleaned and delivered in its original state prior to works.

Note that any defect to the building's common and working areas should be on the contractor's sole responsibility.

- Protection of all materials and existing finished items that won't be replaced for future use, *for example but not limited to: tiles, wood doors, sanitary fixtures, glass openings, furniture.*
- Location of works:
Centre Bou Chedid, 3rd Floor, Damascus Road, Furn El Chebbak, Beirut, Lebanon
- **Please indicate the Number of days** to initiate work after receiving the Letter of acceptance

- **Please Submit a Detailed schedule**– works should not exceed 9 days with a crew of 3 workers for each craft.
- **Health and safety**
Please provide a template of the Insurance covering all risks as well as third party liability.
- 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
 - **CV of the supervising Civil engineer**

Please find attached in:

- ANNEX A: BOQ
- ANNEX B: Vendors registration form
- ANNEX C: Partition Proposal
- ANNEX D: Lighting Proposal

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)
- No Variation orders are acceptable during project implementation.

II. **RFQ Submission**

We would appreciate receiving your quotation on or before **[06/04/2023]** – **COB by e-mail** in PDF format to marieline@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 No. 0060/T/23
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

III. Payment terms and conditions :

Any Agreement revealed as a result of this RFQ will be made in the currency of the winning offer. **Invoicing should be in USD.** Restart's standard payment terms are 30% advance payment and 70% upon project completion and acceptance of Restart center 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.

Marie-Line Taleb
Procurement Unit
Restart center