

DATE: 05/04/2023

REQUEST FOR QUOTATION: No. RFQ 0061/T/23

FOR THE ESTABLISHMENT OF FRAME AGREEMENT(s) FOR THE SUPPLY
OF CLEANING SUPPLIES AND TOOLS

QUOTATION TO BE RECEIVED BY: [13/04/2023] COB

Restart Center for Rehabilitation of Victims of Violence and Torture invites qualified Vendors to make an offer for the Establishment of a frame agreement for the Supply of Hygiene product and tools for the duration of 1 year. Restart Center is requesting all bidders to submit their quotes per item.

1- REQUIREMENTS

- Description: **CLEANING SUPPLIES AND TOOLS AND HYGIENE KITS.**
- Quantity, Brand or similar product:
 1. Please Refer to Annex A for estimated quantities of cleaning supplies and tools.
 2. Please refer to Annex B (Hygiene kits): Total of **174 kits**. Each kit should be firmly sealed **in one bag** good quality bag at no cost.
- *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:
 - Orders related to Annex A should be delivered to Deddeh Koura and/or Beirut, Furn el chebbak based upon each order.
 - Orders related to Annex B (Hygiene kits) should be delivered in **two deliveries** to Deddeh el Koura.
- [Samples]: Samples of each product to be provided upon Request. *Samples not matching the requirements will be rejected.*
- 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 of Cleaning supplies and tools.
- ANNEX B Hygiene kits: More information about the Items required inside each Hygiene kit.
- ANNEX C: Vendors registration form.

Note: This document is not constructed 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.*

2- RFQ Submission

We would appreciate receiving your quotation on or before [13/04/2023] –COB by e-mail in PDF format to marieline@restartcenter.com and 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 0061/T/23
- 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 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.

Contracts are non-exclusive.

3- 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 transfer.

Winning suppliers must maintain the quoted prices for the duration of the contract.

Winning suppliers are required to open Fresh USD bank accounts at Byblos Bank facilitated by the center since the Full amount of any invoice is transferred to the supplier's account at Byblos Bank without bank commission deduction.

Thank you for your kind attention.

Procurement Unit

Restart Center