

DATE: 02/05/2023

REQUEST FOR QUOTATION: No. RFQ 0063/T/23

FOR THE SUPPLY OF RECHARGEABLE PREPAID CARDS

QUOTATION TO BE RECEIVED BY: [08/05/2023]- 2:00 PM Beirut Time.

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Restart Center for Rehabilitation of Victims of Violence and Torture invites qualified Vendors to make an offer for the supply of RECHARGEABLE PREPAID CARDS specified in this Request for Quotation. Restart Center is requesting all bidders to submit their quotes per item.

### 1- REQUIREMENTS

- Description: **RECHARGEABLE PREPAID CARDS.**
- Quantity: Please Refer to Annex A for estimated quantities of two types of Rechargeable prepaid cards.
- Content of the orders from Restart Center may vary in quantity and choice of items.  
**Restart does not commit itself to purchasing all the quantity.**
- Delivery point:
  - Orders should be delivered to Restart Center in Tripoli Dam and Farez street.
- Delivery time (After receipt of order): 2 working days.
- **Please provide a commitment letter to replace any used vouchers with a new one if duly proved.**
- 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

Please find attached in:

- ANNEX A: More information about the Items required of Rechargeable cards
- ANNEX B: Vendor registration form.

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)

## **2- RFQ Submission**

We would appreciate receiving your quotation on or before **[08/05/2023] – 2:00 PM Beirut Time** by e-mail in PDF format to [marieline@restartcenter.com](mailto:marieline@restartcenter.com) and [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 0063/T/23
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for [15] days. Any Purchase Order (PO) issued as a result of this RFQ will be made in US dollars.

**3- Payment terms and conditions:**

Payment will be issued after PO confirmation, invoicing as well as satisfactory delivery of all goods and acceptance thereof by Restart center. Payment will be made in “Fresh USD” 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 30\$ 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.

Procurement Unit

Restart Center