

DATE: 09/11/2023

REQUEST FOR QUOTATION: No. RFQ 0071/T/23

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT(s) FOR THE SUPPLY OF
RECHARGEABLE PREPAID CARDS**

QUOTATION TO BE RECEIVED BY: [15/11/2023] COB

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 for the duration of 1 year. 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.
Not all the quantity will be purchase at once. Separate and several Purchase orders will be placed throughout the year.
- 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): Two working days.
- **Please provide a commitment letter to replace any used or not functional vouchers with new ones if duly proved free of charge.**
- Please submit the below additional documents:
 - Commercial circular اذاعة تجارية
 - Ministry of Finance registration
 - 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: Vendors registration form.

Please include the following price information in your quotation:

- Cost of all items/goods: USD Currency.
- Additional charge, if any (please specify)

2- **RFQ Submission**

We would appreciate receiving your quotation on or before [15/11/2023] –COB by e-mail in PDF format to ream@restartcenter.com copying 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 0071/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 fund. The successful bidders will be requested to maintain their quoted price for the duration of the Agreement.

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 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

