



REQUEST FOR QUOTATION

Request for Quotation No: 033

From: Near East Foundation

Address: Badaro 4741 building, 10th floor, Bani Kana'n street, Badaro, Beirut, Lebanon

Date: Friday, May 26, 2023

No. of pages including this page: 4

Subject:

Inverter Air Conditioners for NEF Beirut Office.

Requirements:

The Near East Foundation office invites your company to submit an offer for the following:

Commodities:

Air Conditioners - Inverter.

Specifications & Quantity:

Lot 1:

AC 12000 BTU - Inverter:

Specifications	UoM	Quantity	Remarks
<ul style="list-style-type: none">Inverter type.Less energy consumption refrigerant.High-frequency racer tech for fast cooling and heating feature.Control ampere consumption with gear mode (50% -75% - 100%).Low noise level.Wild range voltage operation.Intelligent defrostingAuto cleanAuto restart	Pc	2	The quotation can include several brands' options.
<ul style="list-style-type: none">Installation Fees			No need for coppers; The Coppers are already installed.



Lot 2:

AC 18000 BTU - Inverter:

Specifications	UoM	Quantity	Remarks
<ul style="list-style-type: none">• Inverter type.• Less energy consumption refrigerant.• High-frequency racer tech for fast cooling and heating feature.• Control ampere consumption with gear mode (50% -75% - 100%).• Low noise level.• Wild range voltage operation.• Intelligent defrosting• Auto clean• Auto restart	Pc	4	The quotation can include several brands' options.
<ul style="list-style-type: none">• Installation Fees			Coppers are needed for the installation of only of 2 ACs (2 Meters for each one); The coppers are already installed for the other 2.

Delivery location: NEF office – Badaro, Beirut.

Delivery Date: Within 1 week after receiving NEF award letter.

Interested bidders are to read this RFQ carefully, print it, sign, and stamp all the pages and submit a quotation according to all the requirements.

Your quotation should clearly indicate the following:

- Currency of offer
- Total price (including delivery cost and VAT)
- Final price (after deduction of discounts)
- Delivery date
- Validity of the offer
- Warranty period
- Detailed specifications



- Place of manufacture and country of origin.

Deadline for submission of quotations is **Tuesday, June 6, 2023**. Companies who do not submit their quotation by this deadline will not be considered.

Conditions of quotation:

Payment will be made within 10 working days after receiving a proper invoice, in cash USD or by an international bank transfer.

All suppliers doing business with NEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NEF reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NEF will be screened on anti-corruption due diligence before confirming an order or contract.

Currencies:

All prices shall be quoted by the Bidder in **USD**, unless otherwise stated.

Supplier Information on the quotation should include:

Company Name – Stamp – Address - Contact person - Contact phone number - E-mail

NEF reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers may be required to submit samples of each item. Please be sure to have all samples available at short notice and wait for a response from NEF if you have been shortlisted.

Manner of Submission:

Please submit your quotation in accordance with the requirements detailed below by:

- **E-mail to:** procurementlebanon@neareast.org with a subject line, '**Air Conditioners - Inverter**'
- **OR**
- by hand in a sealed envelope to the following address: Badaro 4741 building, 10th floor, Bani Kana'n street, Badaro, Beirut, Lebanon, with mentioning on the envelope, '**Air Conditioners - Inverter**'.



Bidder Representative Name

Position

Signature

Date