



## Lebanon

<b>To:</b>		<b>Date :</b>	20/04/2023
<b>From:</b>	Federation Handicap International	<b>Purchase Ref:</b>	RFQ2023-006
<b>For :</b>			

### Quotation request for Printing

Item description	Quantity	Unit	Remarks
Business card	1	Pack of 100	Full color printing Recto Verso
Plastic ID card	1	Pc	Full color printing Recto Verso
Roll up Banner without machine (size 85x200)	1	Pc	
Roll up Banner with machine (size 85x200)	1	Pc	
Leaflets folding (6 page) + Design (Recto	1	Pack of 100	
Leaflets folding (6 page) + Design (Recto	1	Pack of 500	
Leaflets folding (6 page) + Design (Recto	1	Pack of 1000	
Notebook size A5 (logo printing inside and	1	Pack of 100	
Notebook size A5 (logo printing inside and	1	Pack of 500	
Notebook size A5 (logo printing inside and	1	Pack of 1000	
A4 Folder + Pocket (Laminated)	1	Pack of 50	
A4 Folder + Pocket (Laminated)	1	Pack of 100	
Pens with logo	1	Pack of 100	
Pins with logo	1	Pack of 100	
Billboard (1 visual)	1	1 sqm	Flex
Billboard (2 visual)	1	1 sqm	Flex
Poster A1 ( 60cm * 90 cm) + lamination	1	Pc	Colored + double adhesive tape
Poster A2 ( 42cm * 60 cm) + lamination	1	Pc	Colored + double adhesive tape
Bookelts A5 (16 pages) folding + saddle	1	Pack of 100	
Bookelts A5 (16 pages) folding + saddle	1	Pack of 500	
Bookelts A5 (16 pages) folding + saddle	1	Pack of 1000	
Poster A1 ( 60cm * 90 cm) + lamination on foam	1	Pc	Colored + mounting on foam (10mm thickness + double tape
Poster A2 ( 42cm * 60 cm) + lamination on foam	1	Pc	Colored + mounting on foam (10mm thickness + double tape
Poster ( 70cm * 100cm) + lamination on foam	1	Pc	Colored + mounting on foam (10mm thickness + double tape
Printing Documents A4 (black and white)	1	Pc	
Printing Documents A4 (Color)	1	Pc	
Printing Documents A4 (Color) + Lamination	1	Pc	
Printing Documents A3 (black and white)	1	Pc	
Printing Documents A3 (Color)	1	Pc	
Donation Bookelts A4 (25 page ; 4 color)	1	Pc	Colored + carbon paper sheets + numbering sheets
Stickers (9 cm * 5cm)	100	Pc	Colored
Stickers (9 cm * 5cm)	100	Pc	Colored with transparent backround
Stickers (30cm * 10cm)	100	Pc	Colored
Stickers A5	100	Pc	Colored
Stickers A4	100	Pc	Colored
Banner (3 meter *1 meter)	1	Pc	Flex
Design	1	Serv	

#### Delivery conditions

- Delivery adress : **Beirut –Ras Al nabaa Abdul El Moula Chaar Street Chaar building 9th Floor**
- Risks and insurance related to the transportation of the items to the above mentioned address will be the responsibility of the supplier
- Door to Door delivery

#### Payment conditions :

- Payment after delivery inspection and written acceptance
- All payments will be carried out in Fresh USD via bank transfer or Check to the Supplier's bank account.
- Bank fees will be handled by the Supplier.

#### General conditions:

- If the supplier does not attach his Sales Terms and Conditions of Sell with its quotation ,
- HI Terms and Conditions will apply by default (available upon request to HI)

**Additional specifications:**

- Request for Quotation for Printing with the aim of signing a framework contract for 1 year

**Minimum information to provide on the quotation**

- 1 - Name, address, phone and contact person**
- 2 - Characteristics of the items offered (to attach documentation if relevant)**
- 3 - Quantity available**
- 4 - Delivery time or Ex stock + location (If relevant)**
- 5 - Unit price**
- 6 - Total price**
- 7 - Currency of the offer**
- 8 - Validity of the quotation**
- 9 - Date, stamp and signature.**

Unless otherwise specified on the quotation form, conditions below prevail:

- All packing, loading, unloading and transport costs will be the responsibility of the supplier, and are included in the price.

**To submit an offer**

**Response required before :**

**Friday 5<sup>th</sup> May 2023**

- Offers shall be sent to the email: [tenders@lebanon.hi.org](mailto:tenders@lebanon.hi.org) (PDF signed , stamped) and an excel version.

**Note: This quotation request is not an order and does not commit HI on any obligation.**

## QUOTATION FORM

Date :

Validity :

<b>Category:</b>	<b>Printings</b>
<b>Purchase Reference:</b>	<b>RFQ2023-006</b>

N°	Description	Quantity	Unit	Unit Price	Tax	Total Price with VAT	Currency
1	Business card	1	Pack of 100				USD
2	Plastic ID card	1	Pc				USD
3	Roll up Banner without machine (size 85x200)	1	Pc				USD
4	Roll up Banner with machine (size 85x200)	1	Pc				USD
5	Leaflets folding (6 page) + Design (Recto Verso)	1	Pack of 100				USD
6	Leaflets folding (6 page) + Design (Recto Verso)	1	Pack of 500				USD
7	Leaflets folding (6 page) + Design (Recto Verso)	1	Pack of 1000				USD
8	Notebook size A5 (logo printing inside and cover) spiral binding top	1	Pack of 100				USD
9	Notebook size A5 (logo printing inside and cover) spiral binding top	1	Pack of 500				USD
10	Notebook size A5 (logo printing inside and cover) spiral binding top	1	Pack of 1000				USD
11	A4 Folder + Pocket (Laminated)	1	Pack of 50				USD
12	A4 Folder + Pocket (Laminated)	1	Pack of 100				USD
13	Pens with logo	1	Pack of 100				USD
14	Pins with logo	1	Pack of 100				USD
15	Billboard (1 visual)	1	1 sqm				USD
16	Billboard (2 visual)	1	1 sqm				USD
17	Poster A1 ( 60cm * 90 cm) + lamination	1	Pc				USD
18	Poster A2 ( 42cm * 60 cm) + lamination	1	Pc				USD
19	Bookelts A5 (16 pages) folding + saddle stitching	1	Pack of 100				USD
20	Bookelts A5 (16 pages) folding + saddle stitching	1	Pack of 500				USD
21	Bookelts A5 (16 pages) folding + saddle stitching	1	Pack of 1000				USD
22	Poster A1 ( 60cm * 90 cm) + lamination on foam board	1	Pc				USD
23	Poster A2 ( 42cm * 60 cm) + lamination on foam board	1	Pc				USD
24	Poster ( 70cm * 100cm) + lamination on foam board	1	Pc				USD
25	Printing Documents A4 (black and white)	1	Pc				USD
26	Printing Documents A4 (Color)	1	Pc				USD
27	Printing Documents A4 (Color) + Lamination	1	Pc				USD
28	Printing Documents A3 (black and white)	1	Pc				USD
29	Printing Documents A3 (Color)	1	Pc				USD
30	Donation Bookelts A4 (25 page ; 4 color)	1	Pc				USD
31	Stickers (9 cm * 5cm)	100	Pc				USD
32	Stickers (9 cm * 5cm)	100	Pc				USD
33	Stickers (30cm * 10cm)	100	Pc				USD

34	Stickers A5	100	Pc				USD	
35	Stickers A4	100	Pc				USD	
36	Banner (3 meter *1 meter)	1	Pc				USD	
37	Design	1	Serv				USD	
<b>TOTAL =</b>								USD

**SPECIFIC INFORMATION**

- |                                       |                                    |   |
|---------------------------------------|------------------------------------|---|
| <b>1. Offer / Quotation Validity:</b> | <input type="checkbox"/> 12 Months | <input type="checkbox"/> If not, please specify:  |
| <b>2. Delivery Cost :</b>             | <input type="checkbox"/> Included  | <input type="checkbox"/> If not, please specify:  |
| <b>3. Delivery Lead Time :</b>        | <input type="checkbox"/> Specify:  |   |
| <b>4. Terms of payment:</b>           | <input type="checkbox"/> Cheque    | <input type="checkbox"/> Bank transfer <input type="checkbox"/> If not, please specify: |

**SUPPLIER INFORMATION**

<b>Company name (without acronym)</b>	<b>E-mail:</b>
<b>Contact person:</b>	<b>Company registration number:</b>
	<b>Or supplier ID number:</b>
<b>Phone:</b>	<b>Stamp:</b>
<b>Address:</b>	<b>Signature:</b>
	<b>Date:</b>