



Lebanon

To:		Date :	07/09/2023
From:	Federation Handicap International	Purchase Ref:	RFQ2023-009
For :			

Quotation request for Printing

<i>Item description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Remarks</i>
1 Year maintenance and repair contract	1	Year	as per the Terms of reference
Extra visit onsite	1	Vist	

Delivery conditions

- Site visit address: **Beirut and Aley**

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:

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 : **Tuesday the 22nd of September 2023 at 15h00**

- Offers shall be sent to the email: 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 :

Category:

Information and Communication Technology

Validity :

Purchase Reference:

RFQ2023-009

N°	Description	Quantity	Unit	Unit Price	Tax	Total Price with VAT	Currency
1	1 Year maintenance and repair contract (as per terms of reference)	1	Year				USD
2	Extra visit onsite	1	Vist				USD
3							USD
4							USD
5							USD
TOTAL =							USD

SPECIFIC INFORMATION

1. Offer / Quotation Validity: 6 Months 12 Months If not, please specify:
2. Delivery Cost : Included If not, please specify:
3. Delivery Lead Time : Request onsite visit before 1 Day 2 Day Specify:
4. Terms of payment: Cheque Bank transfer If not, please specify:
5. Capability of providing Equipment, Spare parts Yes No

SUPPLIER INFORMATION

Company name (without acronym)

Contact person:

Phone:

Address:

E-mail:

Company registration number:

Or supplier ID number:

Stamp:

Signature:

Date: