



Lebanon

To:		Date :	17/11/2023
From:	Federation Handicap International	Purchase Ref:	RFQ2023-013
For :			

Quotation request for Hygiene kit

Item description	Quantity	Unit	Remarks
Mosquito insecticide spray	1	Pc	120 ml
Liquid soap	1	Bottle	440 ml (dettol)
Rolls of toilet paper	1	Pack	pack of 6 rolls
Wet wipes	1	Pack	pack of 72
Washing powder	2	Pack	2Kg
Shampoo	1	Bottle	400 - 500 ml
Toothbrush	5	Pc	
Toothpaste	2	Pc	125 ml /25 g
Sanitary pad	3	Pack	pack of 10 - Normal size and Large size
Hair comb	1	Pc	
sponge bath	2	Pc	
clip toenails	1	Pc	
Shower Towel	1	Pc	Shower Size (Adult) 140x70
Hand Towel	1	Pc	20x40 cm
Garbage Bags Plastic bag size Medium	1	Roll	Garbage bags
Razor for men	1	Dozen	
Shaving soap	2	Tube	100 grams / 100 ml
Hygiene basket 20 L with Cover	1	Piece	Plastic type - colored ( one color- not transparent)

**Delivery conditions**

- Delivery address : **Aley –Ain Hala Al zouhour street -Ground 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:**

- Price of kit including delivery
- Delivery should be before of 10th December
- Estimation of the quantity need it : 100 Kit
- Each kit should either in a Box or fabric bag with 2 logo print

**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 28<sup>th</sup> November 2023**

- 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

<b>Date :</b>	<b>Category:</b>	<b>Hygiene kit</b>
<b>Validity :</b>	<b>Purchase Reference:</b>	<b>RFQ2023-013</b>

N°	Description	Quantity	Unit	Unit Price	Tax	Total Price with VAT	Currency
1	Mosquito insecticide spray	1	Pc				USD
2	Liquid soap	1	Bottle				USD
3	Rolls of toilet paper	1	Pack				USD
4	Wet wipes	1	Pack				USD
5	Washing powder	2	Pack				USD
6	Shampoo	1	Bottle				USD
7	Toothbrush	5	Pc				USD
8	Toothpaste	2	Pc				USD
9	Sanitary pad	3	Pack				USD
10	Hair comb	1	Pc				USD
11	sponge bath	2	Pc				USD
12	clip toenails	1	Pc				USD
13	Shower Towel	1	Pc				USD
14	Hand Towel	1	Pc				USD
15	Garbage Bags Plastic bag size Medium	1	Roll				USD
16	Razor for men	1	Dozen				USD
17	Shaving soap	2	Tube				USD
18	Hygiene basket 20 L with Cover	1	Piece				USD
<b>TOTAL =</b>							<b>USD</b>

### SPECIFIC INFORMATION

1. Offer / Quotation Validity:       12 Months                       If not, please specify:
2. Delivery Cost :                               Included                               If not, please specify:
3. Delivery Lead Time :                       Specify:
4. Terms of payment:                               Cheque                               Bank transfer       If not, please specify:

### SUPPLIER INFORMATION

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