



Lebanon

To:		Date :	4/24/2024
From:	Federation Handicap International	Purchase Ref:	RFQ2024-014
For :			

Quotation request for IT equipment, Phones and accessories

Item description	Quantity	Unit	Remarks
Laptop	10	Pc	Attached minimum requirement for laptops Mandatory to provide picture of item and brand in the quotation
Mobile Phones 128 GB/ 6GB Ram - A05S Samsung or equivalent Including Adaptor 15 watts original + Free phone case and Free Glass Protector	16	Pc	Mandatory to provide picture of item and brand in the quotation
Monitor(Screen) 22 inch with HDMI input (Samsung or equivalent) - Including HDMI Cable	10	Pc	Mandatory to provide picture of item and brand in the quotation
Access point (Aruba or equivalent) with mount kit	5	Pc	Mandatory to provide picture of item and brand in the quotation
Wireless mouse (LENOVO or same quality)	15	Pc	Mandatory to provide picture of item and brand in the quotation
Headset with USB adapter	15	Pc	Mandatory to provide picture of item and brand in the quotation
USB extension with minimum 4 ports 3.0	5	Pc	Mandatory to provide picture of item and brand in the quotation
USB 64 GB ((3.0-3.2)	20	Pc	Mandatory to provide picture of item and brand in the quotation
Plug Power adaptor - to convert from EU to USA - 220 V	20	Pc	Mandatory to provide picture of item and brand in the quotation
Power extension with minimum 4 ports (2 meters minimum)	10	Pc	Mandatory to provide picture of item and brand in the quotation

Delivery conditions

- Delivery address : **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:

- Price including delivery
- Quantity to be purchase could be varied according to need and budget availability ,the quotation with a quantity tolerance of ± 4 units

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 :

Monday 2nd July 2024

- Offers shall be sent by email to 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:	IT equipment, Phones and accessories
Validity :	Purchase Reference:	RFQ2024-014

N°	Description	Quantity	Unit	Unit Price	Tax	Total Price with VAT	Currency
1	Laptop	10	Pc				
2	Mobile Phones 128 GB/ 6GB Ram - A05S Samsung or equivalent Including Adaptor 15 watts original + Free phone case and Free Glass Protector	16	Pc				
3	Monitor(Screen) 22 inch with HDMI input (Samsung or equivalent) - Including HDMI Cable	10	Pc				
4	Access point (Aruba or equivalent) with mount kit	5	Pc				
5	Wireless mouse (LENOVO or same quality)	15	Pc				
6	Headset with USB adapter	15	Pc				
7	USB extension with minimum 4 ports 3.0	5	Pc				
8	USB 64 GB (3.0-3.2)	20	Pc				
9	Plug Power adaptor - to convert from EU to USA - 220 V	20	Pc				
10	Power extension with minimum 4 ports (2 meters minimum)	10	Pc				
TOTAL =							USD

<p>1. Offer / Quotation Validity:</p> <p>2. Delivery Cost :</p> <p>3. Delivery Lead Time :</p> <p>4. Terms of payment:</p>	<p style="text-align: center;">SPECIFIC INFORMATION</p> <p><input type="checkbox"/> 12 Months <input type="checkbox"/> If not, please specify:</p> <p><input type="checkbox"/> Included <input type="checkbox"/> If not, please specify:</p> <p><input type="checkbox"/> Specify:</p> <p><input type="checkbox"/> Cheque <input type="checkbox"/> Bank transfer <input type="checkbox"/> If not, please specify:</p>
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<p style="text-align: center;">SUPPLIER INFORMATION</p> <p>Company name (without acronym)</p> <p>Contact person:</p> <p>Phone:</p> <p>Address:</p>	<p>E-mail:</p> <p>Company registration number:</p> <p>Or supplier ID number:</p> <p>Stamp:</p> <p>Signature:</p> <p>Date:</p>
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