

Date: 30/7/2024

REQUEST FOR QUOTATION: RFQ20240017

FOR THE SUPPLY OF: Stationery preferred suppliers from September 2024 to September 2025

QUOTATION TO BE RECEIVED BY:04/09/2024 COB

The LEBANON REFORESTATION INITIATIVE requests your price quotation for the supply of Stationery preferred suppliers from September 2024 to September 2025. The selected provider needs to be able to maintain the quoted prices for the whole mentioned period. The quantities that will be ordered are based on the project needs. Each vendor will be evaluated on quality of service and competitive prices while responding to the specifications mentioned in this Request for Quotation (RFQ).

1. All quotes provided should meet the specification(s) listed, and include the following information for the criteria listed, which shall be used in evaluating the best bidder:

*Please quote us your best price as per below while mentioning the quoted brand for every item:

Item	Qty	Price
Black Binder Clips (51mm/ 12 pcs)	1.00	
Black Binder Clips (25mm/ 12 pcs)	1.00	
Paper Clips (50mm/ 100 pcs)	1.00	
Paper Clips (33mm/ 100 pcs)	1.00	
Mini - 2 hole punch	1.00	
Medium 2 hole punch	1.00	
Endorsing ink (Stamp)	1.00	
Staples 24/6	1.00	
Staples (bigger than 24/6)	1.00	
Staples No.10	1.00	
Highlighters Deli	1.00	
Bic pens - Blue Faber-Castell	1.00	
Bic pens - Red Faber-Castell	1.00	
Bic pens - Black Faber-Castell	1.00	
Bic pens - Green Faber-Castell	1.00	
Calculator - Small	1.00	
Scissors	1.00	
Correctors Faber-Castell	1.00	
Pencil Stabilo	1.00	
Erasers Deli	1.00	
Stamp Pads (Red) Horse	1.00	
Glue Stick deli	1.00	
Sticky Notes (Square Small 2x2)	1.00	
Sticky Notes (Square Medium 4x4)	1.00	
Rubber Bands Size #16	1.00	
Seperators	1.00	
A4 Folders White	1.00	
A4 Sheet Protectors	1.00	
A3 Folders Brown	1.00	
A4 Folders Brown	1.00	

A4 File Folder	1.00	
A3 File Folder	1.00	
Laminating Pouch Film (216x303mm)	1.00	
Stamps	1.00	
A4 Papers	1.00	
A3 Papers	1.00	
Scotch Tape (Thin)	1.00	
Scotch Tape (Thick)	1.00	
Sharpener Maped	1.00	
BoxFile	1.00	
A6 Notebook ARGOS	1.00	
A5 Notebook ARGOS	1.00	
Permanent Marker (Black) Faber-Castell	1.00	
Permanent Marker (Blue) Faber-Castell	1.00	
Permanent Marker (Red) Faber-Castell	1.00	
Permanent Marker (Green) Faber-Castell	1.00	
Magnet for Board	1.00	
Screen/ Laptop liquid cleaner	1.00	
Sharpie Colors	1.00	
Batteries AA2 Energizer	1.00	
Note Book small (Cahier) ARGOS	1.00	
Stapler Deli	1.00	
Whiteboard Marker-Blue Faber-Castell	1.00	
Whiteboard Marker-Black Faber-Castell	1.00	
Whiteboard Marker-Red Faber-Castell	1.00	
Whiteboard Marker-Green Faber-Castell	1.00	
A5 Sheet protectors	1.00	
Envelopes DL	1.00	
Envelopes C6	1.00	
Envelopes C3	1.00	
Envelopes C4	1.00	
Pen Uniball Blue	1.00	
Pen Uniball Black	1.00	
Pen Uniball Green	1.00	
Pen Uniball Red	1.00	

2-PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A-Technical proposal: the service provider needs to provide the below:

*Company documents (MOF registration, VAT registration (if applicable), Commercial register, bank account details, Company Authorized Representative name)

**Capabilities statement including years of the company's experience in the sector, portfolio of customers with similar contracts, delivery time for orders, flexibility towards return and exchange.

B-Financial proposal: the service provider shall submit a quotation in response to the above needed items. The quotation should specify the payment terms (method, timeline).

3- CRITERIA FOR EVALUATION:

LRI will evaluate proposals based on a best-value determination using the following criteria

- * Products Quality: 30% * Proposed Budget: 40%
- * Service Quality (delivery time for orders, return and exchange...): 30%

4- QUOTE SUBMISSION DEADLINE: Date: 04/09/2024 COB

PAYMENT TERMS:

- All invoices should be stamped with a stamp as per MOF regulations.
- Payments are processed via (a) wire transfer, or (b) telegraphic transfer to the beneficiary
- In case of telegraphic transfers, please provide us with the name of the person who will be collecting the funds, his phone number, photo of ID as well as preferred Bank Audi branch
- For cumulative payments up to USD 3,000, LRI can issue telegraphic transfers to suppliers with cash withdrawal fees that the vendor approves to bare
- For amounts exceeding USD 3,000, payments will be processed via wire transfers to fresh accounts
- Wire transfers to external accounts in Bank Audi are free of charge as for transfers to any other bank, fees will be shared between both parties
- Payments will be issued within 15 to 30 days from date of invoice acceptance

6- CONTRACT MECHANISM:

LRI will award the contract to one or more suppliers by signing a Blanket Purchase Order with the selected provider(s). During the agreement period, LRI will sign a specific Purchase Order with the provider for every confirmed order. The Blanket Purchase Order may be extended for an additional period of 6 months, subject to satisfactory performance and mutual agreement between both parties.

7- MODE OF SUBMISSION OF QUOTE:

Quote(s) shall be submitted by email to:

Name: Procurement Officer
Address: Hekmeh Jdeideh St, Sagesse Theater Building, Habib 2nd & 3rd floors, Jdeideh, Leb.
Email: procurement@lri-lb.org
Phone: 01 - 872 785



SPECIAL CONDITIONS

SOURCE AND NATIONALITY INFORMATION

Lebanon Reforestation Initiative retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in country at the time of purchase.

VALIDITY OF QUOTES

Quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

BASIS OF SELECTION

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to Lebanon Reforestation Initiative in terms of quality of service, delivery schedule and cost. Lebanon Reforestation Initiative may accept any item or group of items of a bid. Lebanon Reforestation Initiative reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

Lebanon Reforestation Initiative may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. Lebanon Reforestation Initiative may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate Lebanon Reforestation Initiative to award a contract. Lebanon Reforestation Initiative reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

ANTI-TERRORISM CERTIFICATION

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on

1. List of Parties Excluded from Federal Procurement and Non-Procurement Programs (<https://www.sam.gov>);
2. Specially Designated Nationals List (<http://sdnsearch.ofac.treas.gov/Default.aspx>); and
3. The list established and maintained by the United Nations 1267 Committee with respect to individuals, groups, undertakings and other entities associated with Al-Qaida (<https://www.un.org/sc/suborg/sites/www.un.org.sc.suborg/files/1267.htm>).