

**Date: 19/9/2024**

**REQUEST FOR QUOTATION: RFQ20240023**

**FOR THE SUPPLY OF: Office Printer and Photocopier**

**QUOTATION TO BE RECEIVED BY:08/10/2024 COB**

The LEBANON REFORESTATION INITIATIVE requests your price quotation for the supply of Office Printer and Photocopier. The organization currently has 2 Office photocopiers (information below) and is requesting a trade in of both items when purchasing the new Office Photocopier.

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 for the needed photocopier, the maintenance agreement and the consumables (and specify their lifetime):

Item	Qty	Price
<b>Office Printer/Photocopier/Scanner:</b> Printing up to 25 pages per min Automatic drawing, A6-A3 System hard disk 256ssd, Memory 8gb, 1000 Ethernet Scan to email/smb/url	1.00	
<b>Service agreement for 1 year</b>	1.00	
<b>Trade in for the 2 available printers:</b> Konica MINOLTA C287 Series PCL	1.00	
Konica MINOLTA bizhub 3320	1.00	
<b>Consumables (lifetime needed):</b>		
Toner Black	1.00	
Toner Yellow	1.00	
Toner Magenta	1.00	
Toner Cyan	1.00	
Drum Unit K	1.00	
Developer K	1.00	
Image Unit Y	1.00	
Image Unit M	1.00	
Image Unit C	1.00	
Waste Toner Box	1.00	
Fusing Unit	1.00	
Transfer Unit	1.00	

The photocopier needs to be delivered To Jdeideh Office.

## 2. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

•**Technical visit:** Providers can carry a technical visit to assess the available equipment in LRI Jdeideh office on Tuesday October 1, 2024 before 1:00pm. Interested providers are required to book an appointment for the visit before Monday September 30, 2024 by sending an e-mail to [procurement@lri-lb.org](mailto:procurement@lri-lb.org) .

•**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.

**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:

- \*Quality of the products - 30%
- \*Price offer - 40%
- \*Quality service (payment facility, delivery time, previous experience, etc...) - 30%

## 4. QUOTE SUBMISSION DEADLINE: Date: 08/10/2024 COB

## 5. LRI PAYMENT DETAILS AND 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. MODE OF SUBMISSION OF QUOTE:

Quote(s) shall be submitted by email

Name: Procurement Office
Address: Hekmeh Jdeideh St., Sagesse Theater Building, 2nd & 3rd floors, Jdeideh, Lebanon.
Email: <a href="mailto:procurement@lri-lb.org">procurement@lri-lb.org</a>
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>).