# Introduction

Amel Association International (Amel) is a Lebanese and non-sectarian NGO created in 1979. Amel works through 30 centers, 6 mobile medical units, 2 mobile education units and 1 protection unit, and for more than 40 years has supported the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon. Amel offers accessible services for all in the following fields: food security, health, education, protection, child protection, gender-based violence, livelihood, promotion and protection of human rights, rural development.

# Scope of Work

The purpose of this assignment is to seek a **framework agreement** with Dental Supplies supplier /company, this includes the provision of Dental Supplies listed in “Annex A”.

Amel wishes to receive proposals from firms with the ability to provide high quality Items as per below Terms of Reference (ToR) – Para# 6

# RFQ submission

We would appreciate receiving your complete bids via email on or before Thursday 09-01-2025 strictly to procurement department via email: procurementdpt@amel.org copying procurement@amel.org and  procurementfield@amel.org.

# Request for clarification

Only for clarifications, bidders are required to submit any request for clarification in respect of this RFQ by email: procurementdpt@amel.org The deadline for receipt of question is Monday 05-01-2025.

The questions from all the suppliers would be consolidated by the Pharmacy Department and answered collectively. To ensure that the same level of information is conveyed equally to all participating suppliers, response to a question raised by one supplier can be shared with all the other suppliers.

# Commercial requirements

* Please provide your commercial offer using “Annex A” – Commercial Offer Form (without VAT)
* Currency: Please submit your offer, preferably in USD

# Terms of reference (TOR)

* **Licensing:** All providers should be licensed by the ministry of Finance;
* **Description of items:** The suppliers should include in their quotations a detailed description for each item as mentioned in “Annex A” (brand, country of origin);
* **Availability:** The suppliers should guarantee the availability of all requested items and quantities in the quotation;
* **Delivery:** Suppliers should guarantee a delivery of all requested items and quantities within one week after order confirmation;
* **Quality:** Suppliers should guarantee the quality of the goods received and should be responsible in case of any risk that may happen in the supply chain (change of humidity/temperature, breaking of glass…);
* **Turnaround time for service (TAT):** Supplies provider should provide Amel with the TAT for the exchange of damaged goods and refund in case of any problem;
* **Responsibility:** In case of contradiction between the delivered and the requested items, the supplier should take full responsibility of this.

# Period of validity

Your quotations should be valid and binding for at least for 30 days from the date of submission of the RFQ.

# Documents required

* A quotation for the items that the supplier wants to present, signed and stamped with the attached “Annex A”;
* Certificate of the registration in the ministry of finance (الشهاد المالية). and all related legal papers including owner ID.

# Subcontracting

Under no circumstances is the service provider allowed to sub-contract any of the services quoted above without informing Amel, failure to abide by this results in immediate contract termination.

# Confidentiality

All information shared by Amel including patient name, age, differential diagnosis and patient ID are confidential and shall not be shared with any external parties. Failure to respect patient privacy would result in immediate contract termination.

# Terms of payment

Upon the receipt of an invoice including list of purchased supplies, description and prices, Amel would within 15 days pay the requested amounts after the validation by the pharmacist, finance officer and project coordinator.