



Near East Foundation Lebanon
Bani Kana'n Street, Building # 4741, 10th Floor
Badaro, Beirut - Lebanon

Request for Quotation (RFQ)

Lebanon Country Programs

Request for Quotation Ref: NEF-2024-003

From: Near East Foundation

Address: Badaro, Bani Kana'n street, Badaro 4741 building, 10th floor

Date: 19-02-2024

Subject:

Near East Foundation, Lebanon is looking for a supply of laptops and money counter machine.

Requirements:

The Near East Foundation, Lebanon office invites you to submit a quotation for the following:

Service Specification:

• **LOT#1: Laptop:**

(Quantity: 5)

Intel Core i5 or AMD Ryzen 5 - 8GB DDR4 - 256GB SSD - NVIDIA GeForce MX series - 14-inch or 15.6-inch Full HD - Battery life goes around 6-8 hours of typical usage - Windows 10 + Wireless mouse and laptop bag.

• **LOT#2: Money Counter Machine:**

(Quantity: 1)

Capable of counting USD and LBP - High counting speed (1,000 bills per minute) - UV and MG counterfeit detection features - Serial number printing capability for USD bills legible printing of serial numbers on receipts - Hopper capacity to handle stack of bills for continuous counting - Alarm whenever double bills and automatic stop when a suspected error occurs.

Delivery: NEF Badaro office, Bani Kana'n street, Badaro 4741 building, 10th floor.



Interested bidders are to read this RFQ carefully, print it, sign, and stamp all the pages, and submit a quotation according to all the requirements.

Your quotation should clearly indicate the following:

- Name of manufacturer and country of origin.
- Full contact details of the local after sales service
- Delivery time to final destination
- Currency of offer
- Total price (including delivery cost and VAT)
- Final price offer
- Delivery date
- Validity of the offer
- Period of warranty
- Deviation, if any specifications

The deadline for submission of quotations is 26th of February 2024, 16:00; not later than the stated date and time. Any quotations received after that will not be considered.

Conditions of quotation:

Payment will be made upon receipt of the following documents and within 10 working days after receipt of goods:

- (a) Invoice
- (b) Proof of delivery (Goods Received Note)
- (c) Warranty Certificate (one original)

Payment will be made within 10 working days after receiving a proper invoice, by USD.

All suppliers doing business with NEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NEF reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NEF will be screened on anti-corruption due diligence before confirming an order or contract.



NEF reserves the right to accept all or part of the quotation, whichever is in its best financial interest.

Currencies:

All prices shall be quoted by the Bidder in USD, unless otherwise stated.

Supplier Information on the quotation should include:

Company Name – Stamp – Address - Contact person - Contact phone number - E-mail

NEF reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers may be required to submit samples of each item. Please be sure to have all samples available at short notice and wait for a response from NEF if you have been shortlisted.

Manner of Submission:

The supplier is invited to submit a quotation for one, several, or all lots as specified in the RFQ document.

Please submit your quotation in accordance with the requirements detailed below by:

- E-mail to: procurementlebanon@neareast.org

OR

- By hand in a sealed envelope to the following Address:
Badaro, Bani Kana'n street, Badaro 4741 building, 10th floor

Bidder Representative Name

Position

Signature

Date