



SUPPLIER QUOTATION

PR or Internal Price Request reference	SHABAKE	2024	TRI	94	
Page : /	Programme Name/Mission (in letters)	Year	Project/Site	Log chrono N°	INDEX

REQUESTED BY:	QUOTATION DATE: .. / .. /
Name: Mada Association	Supplier Name:
Address: Ein Remeneh, Arid street, Atallah building, 2nd floor / Tripoli, Dam w Farz, Al wafaa bldg, 4th floor.	Address:
Fiscal number: 1149411	Fiscal number:
phone number/ email: 03 063 177 / procurement@mada.org.lb	Phone number / email:
Contact person / Title: Bassel Karhani / procurement, Logistics, and Security Coordinator	Supplier contact Name & Title:
DELIVERY DATES AND CONDITIONS (AS PER THE BELOW TABLE)	PAYMENT TERMS AND CONDITIONS:
<input type="checkbox"/> Bank Letter <input type="checkbox"/> Check + Order of the check: <input type="checkbox"/> Cash	Payment at the order Partial payment at the order Deferred payment

Line N°	Product Ref.	Description of Goods or Services <i>Provide maximum details as possible, technical specifications can be attached in appendix of this document</i>	Quantity	Unit	Unit Price	Total Price	Previous experience in events related to agriculture terms with mentioning two reference check as contact name, phone number, email	Familiarity with technical terms of agriculture (Yes/No)	Remarks
1		The interpreter will be in charge of simultaneous translation from Arabic to English in agroecology awareness event to be held in Beirut on the 14th of August. The interpreter should be fluent in Arabic and English noting that the event might include technical terms in agriculture and agroecology. Equipment and devices are requested for around 30 persons including noise cancelation headphones and microphones (clear, sensitive and with noise-canceling features, a console with features like volume control, microphone on/off switch, audio transmitters and receivers, spare equipment available in case of technical issues. Attendees will include farmers, consumers, authorities and actors.	1	Lumpsum					

TOTAL Excluding Taxes		QUOTATION VALIDITY PERIOD:
VAT (11%) if available in USD		
VAT (11%) if available in LBP		
TOTAL including Taxes		
Currency	USD	

Guidelines	
1- This RFQ should be properly filled, signed, and stamped, otherwise will be directly disqualified. 2- The Curriculum Vitae must be attached to this RFQ, otherwise will be directly disqualified (Mandatory) 3- The ID of the representative must be attached to this RFQ, otherwise will be directly disqualified (Mandatory) 4- Previous experience in events related to agriculture terms, and Familiarity with technical terms of agriculture can be mentioned to this RFQ, which will be score 5- Registered companies must provide a registration document with this quotation All material will be shared with an interpreter prior the event. A briefing session can also be organized before the event. Offer must include all needed equipment even if missing from the description. The event will take place over 4 hours, from 11:00 AM to 3:00 PM, on 14 August 2024, in Beirut. Cost should include transportation and installation fees.	* This quotation request is not a definitive order and does not represent a commitment on behalf of Mada Association. * By signing this document, the supplier acknowledges that information provided are correct and commits himself to respect national and international regulations regarding working conditions, environment respect and ethics. * Risks, Insurance and transportation costs of the goods at delivery place are under the responsibility of the supplier * Pursuant to Lebanese law (Lebanese Tax Law Chapter 6, Articles 41, 42 and 43), if CONTRACTOR/ SUPPLIER cannot provide evidence of registration with the Lebanese Ministry of Finance, Mada Association will withhold from each payment made under this quotation, 8.5% of the payment for taxes on services and 3.4% for taxes on goods. By signing this document, the supplier acknowledges that information provided are correct and commits himself to respect national and international regulations regarding working conditions, environment respect and ethics.

Full Name, Date, Signature, Stamp