



**SUPPLIER QUOTATION**

PR or Internal Price Request reference	<b>SWAM-AICS</b>	<b>2024</b>	<b>TRI</b>	<b>7</b>
Page : ..... / .....	Programme Name/Mission (in letters)	Year	Project/Site	Log chrono N°

<b>REQUESTED BY:</b>	<b>QUOTATION DATE:</b> .. / .. / ....
<b>Name: Mada Association</b>	<b>Supplier Name:</b>
<b>Address:</b> Beirut, Sodeco Square Street, Freij Building, 9th floor / Tripoli, Dam w Farz, Al Wafaa bldg, 4th floor.	<b>Address:</b>
<b>Fiscal number:</b> 1149411	<b>Fiscal number:</b>
<b>phone number/ email:</b> 03 063 177 / procurement@mada.org.lb	<b>Phone number / email:</b>
<b>Contact person / Title:</b> Bassel Karhani / procurement, Logistics, and Security Coordinator	<b>Supplier contact Name &amp; Tittle:</b>
<b>Delivery Address:</b> Mada Association, Tripoli, Dam w Farz, Zone D, Al Wafaa building, 4th floor	
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

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 including transportation fees	Total Price including transportation fees	Time for delivery (Please specify in working days)	The samples of items #1, and #2 provided are free of charge before signing the draft contract (Yes/No), If no the supplier will be directly disqualified	Remarks
1		<b>Booklet for ages 6-10 (A5, 8 pages):</b> Paper Type: Glossy or matte paper, 150gsm. Size: A5 (148 x 210mm), 4 pages (2 sheets). Printing: Full-color, saddle-stitched.	2,000	Booklet					
2		<b>Booklet for ages 10-17 (A5, 8 pages):</b> Paper Type: Glossy or matte paper, 150gsm. Size: A5 (148 x 210mm), 4 pages (2 sheets). Printing: Full-color, saddle-stitched.	2,500	Booklet					
<b>TOTAL Excluding Taxes</b>							<b>QUOTATION VALIDITY PERIOD:</b>		
<b>VAT (11%) if available in USD</b>									
<b>VAT (11%) if available in LBP</b>									
<b>TOTAL including Taxes</b>									
<b>Currency</b>						<b>USD</b>			

**Guidelines**

- 1- This RFQ should be properly filled, signed, and stamped, otherwise will be directly disqualified.
- 2- The ID of the representative, and registration certificate must be attached to this RFQ, otherwise will be directly disqualified (Mandatory)
- 3- The Time for delivery in working days can be mentioned in this RFQ, will be scored.
- 4- The unit cost must include the transportation fees to Mada's Tripoli Office (Tripoli, Dam w Farz, Zone D, Al Wafaa Building, 4th floor)
- 5- A sample from the items #1 and #2 must be submitted to Mada's office in either Beirut or Tripoli for confirmation before contract awarding and are free of charge. Otherwise will be directly disqualified (Mandatory).
- 6-Mada reserves the right to refuse the offer even if the supplier is selected in case the samples are refused by Mada.
- 7-Mada reserves the right to select more than one supplier based on the competitive offer.
- 8- by signing this RFQ, the supplier confirm the ability to start the work on the first of February 2025
- 9- The samples of items #1, and #2 provided are free of charge before signing the draft contract. Otherwise will be directly disqualified (Mandatory)

- \* 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**