



## Request For Quotation (RFQ)

**Reference:** 01/WFP/2023

The Polish Center for International Aid (PCPM) with the support of the World Food Program (WFP) is implementing a project in Akkar Governorate, funded by the German Cooperation BMZ. The project will contribute to the livelihoods' improvement of the most vulnerable communities. The main expected outcome of the project aims at sustainably improving the resilience and wellbeing of individuals, communities and systems that are currently suffering from the economic crises.

PCPM, hereby, invites you to submit a quotation for **Refreshments (Water, Snacks and Juice)** as specified in Annex I, 'Schedule of Works and Specifications of Goods / Services', and in accordance with the 'Requirement and Conditions'.

Quotation should be submitted before 30 January 2023, 12:00 pm to the following email address: [lebanon.procurement@pcpm.org.pl](mailto:lebanon.procurement@pcpm.org.pl)

We, Polish Center for International Aid, are looking forward to receive your quotation and thank you in advance for your interest in our procurement opportunities.

Prepared by:

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Procurement Officer

Approved by:

Maya Kastoun  
Project Coordinator



## Requirements and Conditions for the Provision of Refreshments

<b>Language of the Quotation</b>	English
<b>Currency of Quotation</b>	United States Dollars (USD)
<b>Deadline for the Submission of Quotation</b>	30 January 2023, 12:00 pm
<b>Estimated time period of the provision of goods</b>	03 February 2023
<b>Mandatory documents to be submitted</b>	<ul style="list-style-type: none"><li>• Quotation: Detailed Schedule of Works and Specifications of the Goods / Services and their price</li><li>• Form 1: Compliance Sheet to Requirement and Conditions</li><li>• Form 2: Reference list</li></ul> <i>Quotation must be addressed to PCPM</i>
<b>Qualification documents to be submitted</b>	<ul style="list-style-type: none"><li>• Business registration document</li><li>• (شهادة تسجيل في الضريبة على القيمة المضافة) Tax registration certificate</li><li>• Commercial curricular (<i>if, available</i>)</li><li>• Official Bank Details (<i>Fresh Fund, USD currency</i>)</li><li>• Official invoice</li><li>• Photos of the proposed items</li></ul> <i>All documents should be signed by the company's authorized representative and stamped</i>
<b>Quote Validity Period</b>	30 days
<b>Evaluation Criteria</b>	<ul style="list-style-type: none"><li>• Compliance to Schedule of Works and Specifications of Goods / Services and to Requirements and Conditions</li><li>• Lowest price</li><li>• Successful reference check</li></ul>



<b>Payment terms</b>	The payment shall be made via bank transfer from PCPM offshore bank account in Poland to the vendor bank account, upon the completion of service. Final price calculated on the basis of the total quantity of days of provision of service.
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### Annex I. Schedule of Works, Specification of Service and Unit Price

LOT	ITEM	DESCRIPTION	UNIT	Quantity
1	Water	<ul style="list-style-type: none"> <li>Mineral bottled water 0.5 Liters</li> </ul>	Bottle	18900
2	Chocolate Wafer	<ul style="list-style-type: none"> <li>A pack of 8 -15 cookies</li> <li>A wafer bar 50g minimum sealed package</li> <li>Sealed package</li> <li>With minimum one year expiry date</li> </ul>	Pcs	5700
3	Cupcakes	<ul style="list-style-type: none"> <li>Cupcake 50g minimum</li> <li>Different flavors</li> <li>Sealed package</li> <li>With minimum one year expiry date</li> </ul>	Pcs	5700
4	Croissant	<ul style="list-style-type: none"> <li>Sealed package</li> <li>Croissant 50g minimum</li> <li>Different flavors</li> <li>With minimum one year expiry date</li> </ul>	Pcs	3800
5	Juice	<ul style="list-style-type: none"> <li>150 ml minimum per bottle</li> <li>Different flavors</li> <li>With minimum one year expiry date</li> </ul>	Pcs	15100
6	Coffee	<ul style="list-style-type: none"> <li>200g pack</li> <li>Sealed package</li> <li>With minimum one year expiry date</li> <li>Good quality</li> </ul>	Packs	300



7	Water	<ul style="list-style-type: none"><li>• Mineral bottled water 2 Liters</li></ul>	Pcs	500
8	Cups	<ul style="list-style-type: none"><li>• Carton cups</li></ul>	Pack	300
		<ul style="list-style-type: none"><li>• Pack of 50 cups</li></ul>		
		<ul style="list-style-type: none"><li>• Size: 120 ml</li></ul>		
		<ul style="list-style-type: none"><li>• Good Quality</li></ul>		
9	Sugar	<ul style="list-style-type: none"><li>• Bags of 1 kg</li></ul>	Pcs	30
10	Tea	<ul style="list-style-type: none"><li>• 100 Sachet per pack</li></ul>	Packs	35
		<ul style="list-style-type: none"><li>• Greentea and Black tea</li></ul>		

Full Name of company's authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date of submission: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_



Form I. Compliance of the supplier to Requirements and Conditions

Requirement and conditions	Supplier Responsiveness		
	We comply	We cannot comply	If you cannot comply, please indicate counter proposal
<b>Readiness to provide the goods 4 days after PO</b>			
<b>Submission of mandatory documents</b>			
<b>Able to submit post-qualification documents</b>			
<b>Offer valid for at least 30 days</b>			
<b>Approval on related requirements and conditions</b>			
<b>Responsiveness to technical specifications of the items</b>			

*Please answer by putting X in the corresponding cell.*

Full Name of company's authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date of submission: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_



Form II. Reference list

Please list at least 3 references for services provided in the last 3 years:

<b>Name of company / organization</b>	<b>Focal person name</b>	<b>Contact details (e-mail, phone number)</b>	<b>Date(s) of the services provided</b>	<b>Brief description of provided services</b>

Full Name of company's authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date of submission: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_