

**REQUEST FOR QUOTATION (RFQ) RFQ/  
IL/20230516/WayNorth/81287413**

**May 16, 2023**

**Subject:** Laptops  
**Opening Date:** May 16th, 2023  
**Closing Date & Time:** May 31st, 2023 at 6:00 pm (Beirut Local Time)  
**Currency:** USD  
**Language:** English

**ABOUT INJAZ LEBANON**

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become the entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness and financial literacy.

Dear Sir / Madam,

INJAZ Lebanon is looking for a supplier to provide 40 Laptops for youths with the laptop bags and the delivery to North area (INJAZ office at Tripoli - Dam w Farz)

**Specifications**

1. Processor: Intel Core i5-1135G7
2. Memory: 8 GB soldered memory
3. Storage: 256GB SSD
4. Graphics: Intel Iris Xe Graphics Integrated
5. Display: 15.6" FHD, (1920x1080)
6. Camera: 720p
7. Connectivity: WLAN + Bluetooth
8. Standard Ports:
  - 2x USB 3 minimum
  - 1x HDMI 2.0
  - 1x Headphone / microphone combo jack (3.5mm)
9. Weight: up to 2 kg
10. Operating System: Microsoft Windows 10 or 11 – Home Version & Genuine Microsoft Office
11. Warranty: 1-year default manufacturer
12. Only business series laptops to be offered

## **Instructions**

- Bids are required to be:
  1. Valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected
  2. Submitted in English language
  3. Sent by May 31st, 2023 at 6:00 pm Beirut Time via email to Mr. Joseph Imad (FAO) & Mrs. Diana El Bchennati (FAM)
  4. Subject of the email must clearly indicate: "RFQ/IL/2023/81287413, Name of your company, Date of Submission"
  
- **Each quotation should state the below:**
  1. Supplier Name
  2. Quotation Number
  3. The unit & total cost in USD
  4. If VAT is applicable, please attach a copy of the VAT certificate or mention the VAT registration number on your quotation (VAT should be mentioned in LBP or in USD while showing its conversion rate to LBP)
  5. Payment Terms
  6. Validity
  
- **Required Documents from the Company that will submit an offer:**
  1. Company Profile
  2. Previous related work assignments for the past three years
  3. Company's Business License and all legal documents (Registration in the Ministry of Finance, and Interior if Applicable)
  4. VAT Registration Certificate
  5. Proxy if applicable
  6. Financial statements
  7. An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it
  8. Fresh USD and Fresh LBP Bank Account
  
- **An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it.**
  
- **Conditions**
  1. Payment for the goods shall be made by wire transfer or through Payment Order/Telegraphic Transfer/ Over the counter payment to the supplier after submission of an appropriate and acceptable original invoice to INJAZ Lebanon
  2. INJAZ operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged on the supplier)
  
- Payment terms are as follows:
  1. 20% upon agreement
  2. 55% upon delivery
  3. 25% 30 days after delivery
  4. Quotations with missing information will be disqualified from participating in this tender.

5. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by INJAZ after it has received the quotation.
  6. Sample approval is required prior to job launch
  7. Quotations should include the cost of transportation to Tripoli - Dam w Farz.
  8. If you were not contacted after 20 working days from closing date, then be notified that your quotation was not awarded.
  9. No phone calls are allowed – Questions are only to be sent by email
- **How to apply**
    1. Quotations may be submitted on or before May 31st, 2023 no later than 6:00 pm via e-mail attention to Mr. Joseph Imad, Finance & Admin Officer, and Mrs. Diana El Bchennati, Finance & Admin Manager ([diana@injaz-lebanon.org](mailto:diana@injaz-lebanon.org))
    2. Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.