



Request for Quotes (RFQ) 5-09/24: Supply of Stationery

Programme: World Food Programme (WFP) - School Meals Project 2024-2025

Funded by: WFP

Implementing Partner: Development Culture and Leadership (DCL)

Type of bid: Public

Mailing Address:	procurement@dclngo.org
Tender Publish Date:	Friday, September 13 th , 2024
Tender Deadline	Date: Friday, September 27th, 2024 Time: 2:00 PM PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE
Deadline for questions	Date: Friday, September 20 th , 2024 Time: 2:00 PM Please address questions to: +961 81 425 138

PROGRAMME DETAILS

Under the WFP School Snacks 2024-2025 Programme, DCL Office is seeking quotations for the supply of stationery and office items for the period from **October 2024 to July 2025**. The supplies should meet the specifications outlined in the Item Specifications section.

SUPPLIER ROLE

The supplier should:

1. Source the Items as requested below.
2. Provide detailed pricing and availability.
3. Deliver upon order, the needed items to DCL Office, North Lebanon, Tripoli, Dam w Farez, Malak 2 Building, 7th Floor.

**ITEM SPECIFICATIONS**

Item	Description	Approximate Total Qty Needed
Toner	Brother 2540, Pn 660, Black ink	15
File Box EXTRA	Size A4, Width 8 cm, Marbled	50
Sticky notes (Pack)	Assorted colors, 76*76mm, pack of 100 pcs	24
Envelopes (Piece)	Letter-Sized	600
Separator (Pack)	Colored, 22.5*29.7 cm A4 Pack of 10 pcs	20
Flip chart (Pack)	Size 70*100 cm, Pack of 20 PCs	10
Pens (Box)	Blue ink, Pack of 50 pens	5
A4 Paper (Box)	White, 2500 sheets per box, 80 g/m ² Chamex or Projecta Standard	10
Printed A4 Paper	1 sided, Black and white	40000
Printed A4 Paper	2 sided, Black and white	5000
A3 Paper	Printed, Laminated, Colored	50
Staplers	Good quality (24/6)	2
Staples (Pack)	24/6 Staples, 1000 pcs per pack	10
A4 Beige Envelopes (Piece)	A4 size, Beige	500
A5 Beige Envelopes (Piece)	A5 size, Beige	500
Transparent sheets for files	High quality, Faber-Castell or Equivalent	1000



Paper clips (Box)	33mm, 100 pc per box	3
Colored A4 cardboard printed glossy (Piece)	A4 Size, Colored, Glossy	100

ADDITIONAL NOTES:

- If items are not of the indicated specifications as per the above specifications, please indicate the available specifications in the Description column.
- Prices must include transportation to DCL office.
- Price should be the best and final offer.
- All prices should be stated in USD (fresh dollars).
- Delivery of the items to the DCL Office must be completed within 2 business days from the date of request.
- The orders of the items will be carried out in phased intervals, with quantity and frequency as specified, rather than all the items and their respective quantities being ordered at once.
- Payment will be made monthly via bank transfer or online money service.

IMPORTANT NOTES:

- DCL may choose to cancel the bid/agreement if deemed necessary.
- DCL may terminate the contract or impose other penalties if the supplier fails to deliver items within the agreed period.

ELIGIBILITY CRITERIA

Suppliers and vendors seeking to apply to this RFQ should:

- Be companies registered in the Ministry of Finance and Ministry of Justice
- Prefer to have at least 5 years of business operation.

Bidders not fulfilling the above criteria are considered non-eligible and their proposals will not be further evaluated.



HOW TO APPLY

All bidders should submit the following:

- i. The RFQ form, fully and accurately filled in, signed, and stamped (Annex 1).
- ii. Annex 2 (the prices of the items, signed and stamped).

FINAL CLAUSES

Right to Negotiate and award or withhold award: The issuance of this RFQ does not guarantee that a related Purchase Order will be issued by DCL. DCL may, at its discretion, award a Purchase Order under this RFQ, or refrain from awarding without statement of cause.

DCL reserves the right to negotiate or amend any aspect of this RFQ, which may require the revisions of documents or submission of additional documents not mentioned in this RFQ. This RFQ in no way obligates DCL to pay any cost incurred in the preparation and submission of a quotation.

Size of Purchase Order: The quantities/items requested may be less or more than those specified in this RFQ.

PAYMENT TERMS

The vendor shall be reimbursed within 30 days of delivery, Following confirmation of the delivered quantities and quality. The supplier will be sending an invoice to DCL for every batch delivered, and DCL will be settling those invoices within 30 days of receipt of official invoices.



ANNEX 1: RFQ Form

Fill in the below RFQ and attach the company's registration form, tax registration form, VAT registration form, a portfolio list along, and reference contacts along with proof of the respective collaboration.

1. NAME OF COMPANY:	
Mailing Address	
	Country:
Contact Person (s)	
Telephone No	Fax:
Email	
Website	
Owner(s) Name(s):	
Nationality:	
VAT Number:	
Date of Registration of VAT:	
2. ORGANISATION REGISTRATION:	Year Established: Under the laws of:
3. SIZE OF BUSINESS	No. of Employees: No. of Branches:
	No. of International Offices:
	Location of Factories:
	No. of Plants:
	No. of Warehouses
4. References	Name Email

Date:

Signature and Stamp:



ANNEX 2
Financial Proposal

Item	Description	Brand	Price per unit (USD)	Country of Origin	Note
Toner					
File Box					
Sticky notes					
Envelopes					
Separator					
Flip chart					
Pens					
A4 Paper reams					
Printed A4 Paper					
Printed A4 Paper					
A3 Paper					
Staplers					



Staples					
A4 Beige Envelopes					
A5 Beige Envelopes					
chemise for files					
Paper clips					
Colored A4 cardboard printed glossy					

Date:

Signature and Stamp: