|  |  |  |
| --- | --- | --- |
|  | **From** |  |
|  | **Contact Person:** |  |
|  | **Address 1:** |  |
|  | **Phone #:** |  |
|  | **E-mail:** |  |

|  |  |  |
| --- | --- | --- |
|  | **TO:** | **Lebanese Red Cross** |
|  | **Contact Person:** | **Rayane Sabra** |
|  | **Address 1:** | **Spears – Kontari – Facing Barbar** |
|  | **Phone #:** | **00961 1 372802** |
|  | **E-mail:** | **Rayan.sabra@redcross.org.lb** |

The Lebanese Red Cross Society (LRCS) hereby invites bids from manufacturers/reputed firms registered / suppliers for the supply of the following supplies/ services:

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for Quotation Details** | | | |
| RFQ #: | DM0668/23 | Currency of Bid (3-letter code): | USD |
| RFQ Issuing Date: | 16/11/2023 | Bid Validity Period (days): | **30 DAYS** |
| RFQ Closing Date: | 23/11/2023 | Required Delivery Date: | **BEFORE DECEMBER 15 2023** |
| RFQ Closing Time: | 04:00 PM | Required Delivery Destination: | Spears – Procuremen Unit |
| Questions to the RFQ |  | Required Delivery Terms: | DDP (INCOTERMS 2021) |

## Annex 1 Supplier Registration Form

Please fill in this questionnaire in order to register.

|  |  |
| --- | --- |
| 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 |  |
| 1. ORGANISATION REGISTRATION: | Year Established: Under the laws of: |
| 1. SIZE OF BUSINESS | No. of Employees: No. of Branches: |
| No. of International Offices: |
| Location of Factories: |
| No. of Plants: |
| No. of Warehouses |
| 1. AFFILIATED/HOLDING/ SUBSIDIARY COMPANIES: | Name Address Nature of Affiliation |
|  |
|  |

**Financial Proposal**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LRCS to Complete** | | |  | **Bidder to Complete** | | | |
| **Item Number** | **Item /Milestone Required** | **Estimated Unit** | **Required Quantity** | **Unit Price in USD, Exclusive VAT rated at 11%, but inclusive Labor Fees, Execution, installation, Delivery and all other fees Mount Lebanon** | **Unit Price in USD, inclusive VAT, Labor Fees, Execution, installation, Delivery and all other fees** | **TOTAL Price in USD Inclusive VAT, Taxes, Labor Fees, Execution, installation, Delivery and all other fees** | **Lead Time of Delivery TRIPOLI MENA** |
| **1** | Tarpauline maintenance | M2 | 30 |  |  |  |  |
| **2** | New tarpauline material:  Flex / 7mm / color white | M2 | 120 |  |  |  |  |
| **3** | Tarpauline sewing with Installation | M | 80 |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |

* **SITE VISIT IS MANDATORY**
* **Site visit will be held on Monday, November 20th at 11:00AM at TRIPOLI MENA**
* **Offers from suppliers that did not attend the site visit won’t be taken into consideration in the technical evaluation**
* **For more coordination concerning the site visit, please confirm your presence by email or contact me on 71/165845**

The bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below. The information should be sufficient for evaluators to draw scores according to the below evaluation criteria.

The techical, and financial Evaluation will be done on the basis of the following, of best value for Money.

***Payment terms: Fresh to Fresh Transfer up to 45 days of receipt of invoice and items- VAT amount will be paid with Cheque LBP official rate – Please submit your IBAN Official Document***

***The following is important information regarding this RFQ:***

**Delivery Lead Time (from receipt of LRC Purchase Order):**

**Bid Validity Period:**  **\_\_\_\_\_\_\_\_\_\_\_\_ (Calendar) days**

I certify that I have read and understood the LRC General Conditions of Contract for the Procurement of Goods and the LRC Code of Ethics. I further certify that the above mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*