|  |  |  |
| --- | --- | --- |
|  | **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 #: | EMS065/24 | Currency of Bid (3-letter code): | USD |
| RFQ Issuing Date: | 21/08/2024 | Bid Validity Period (days): | **160 DAYS** |
| RFQ Closing Date: | 27/08/2024 | Required Delivery Date: | **IMMEDIATE** |
| RFQ Closing Time: | 02:00 PM | Required Delivery Destination: | Spears – Procuremen Unit |
| Questions to the RFQ |  | Required Delivery Terms: | DDP (INCOTERMS 2021) |

**Important Note:**

* All bids received in pencil will be disqualified
* LRC reserve the right to correct any miscalculation on the bid form
* LRC reserve the right to award per lot or per item
* Bids in any currency may be disqualified
* All RFQ pages should be signed and stamped
* **The Awarding will be based on the Lowest Cost Technical Compliant bid.**
* **Company profile is mandatory**

**Documents to be Submitted Via email:**

1. Copy of company registration – (Ministry of Justice)
2. Copy of tax registration (Ministry of Finance)
3. Copy of VAT registration (Ministry of Finance) if any
4. Official USD Bank details Signed by the Bank

**Bid Submission Details:**

Please submit your offer + the respective datasheets **via email** to the following address: [rayan.sabra@redcross.org.lb](mailto:rayan.sabra@redcross.org.lb), and include the following inscription in the subject line: RFQ#: **EMS065/24.** The deadline is August 27, 2024 at 2:00 p.m

## 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 LOT 1:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LRCS to Complete** | | |  | **Bidder to Complete** | | | |
| **Item Number** | **Item /Milestone Required** | **Required Unit** | **Required Quantity** | **Unit Price in USD, Exclusive VAT rated at 11%, but inclusive Labor Fees, Execution, installation, Delivery and all other fees** | **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 TOROUMIEH WAREHOUSE** |
| **1** | **Carabiner**  • Color: Any  • Material: Plastic | Piece | 15 |  |  |  |  |
| **2** | **Traffic Post**  • Flexible, self-righting parking post with warning markings (Red-white reflective)  • Can be pushed flat to the ground from any direction  • Automatically returns to an upright position.  • Height: 750 mm or 1000 mm  • Diameter: 100 mm.  • Base has four holes to enable it to be fastened to the floor.  • Mounting type drill holes | Piece | 6 |  |  |  |  |
| **3** | Trafic Chain  • Material: Plastic  • Length: 25m  • Color: red and white | Meter | 25 |  |  |  |  |
| **4** | **Car Floor Matts**  • Size: Universal fit  • Material: Rubber  • Color: Black  • 5 Pieces each (2 front and 3 rear) | Piece | 8 |  |  |  |  |
| **5** | **Windshield Sun Shade**  • Size: Universal fit  • Material: Aluminum foil or fabrick  • Foldable | Piece | 8 |  |  |  |  |

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 based on SAYRAFA rate of the previous day– Please submit your IBAN Official Document**

***OTHER PAYMENT TERMS ARE NOT ACCEPTED***

***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*