|  |  |  |
| --- | --- | --- |
|  | **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 #: | EMS075/24 | Currency of Bid (3-letter code): | USD |
| RFQ Issuing Date: | 20/08/2024 | Bid Validity Period (days): | **160 DAYS** |
| RFQ Closing Date: | 26/08/2024 | 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
* 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.**
* **Sample + datasheet are mandatory**
* **Lead time of Delivery should be before 15/09/2024**

**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
5. **Sample + official datasheet are mandatory**

**Bid Submission Details:**

Please submit your offer **in a sealed envelope** including a sample and the official datasheet to LRC Spears – procurement unit, and include the following inscription on the envelope: RFQ#: **EMS075/24.** The deadline is August 26, 2024 at 2:00PM

## 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** | **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 TO ROUMIEH WAREHOUSE** |
| **1** | **Sterilization paper for sterile gauze:**  • Cellulose fiber with rough surface for flexibility  • Applicable for sterilization by autoclave/steam/radiation.  • Grammage 60 ±4 g/m2  • Porosity: Up to 50 µm maximum  • Water repellence time: minimum 20 seconds  • Good tensile strength and drapeability  • Puncture and humidity resistant  • Colour: white, green or blue  • Size sheet: 90 x 90cm.  water repellence time should be a minimum of 20 sec even if using Autoclave or heat | Piece | 25000 |  |  |  | **SHOULD BE IMMEDIATE** |

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*