

**REQUEST FOR QUOTATION (RFQ)
RFQ/IL/181902**

Friday September 07, 2018

Subject: Printing Services

Opening Date: Friday September 07, 2018

Closing Date & Time: Friday September 21, 2018 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 printing services for INJAZ Lebanon programs as per below requirements and quantities

#	Item	Description	Qty 1	Qty 2
1	Volunteer Guide Cover - Item 1	A4 paper, 200 gms - Colored	30	40
1	Volunteer Guide inside pages - Item 1	A4 paper, 80 gms - Colored - Binded 180 pages in total (i.e 90 papers)	30	40
1	Student Guide Cover - Item 1	A4 paper, 200 gms - Colored	450	600
1	Student Guide inside pages - Item 1	A4 paper, 80 gms - Colored - Binded 167 pages in total (i.e 84 papers)	450	600
2	Volunteer Guide Cover - Item 1	A3 paper, 200 gms - Colored - Folded into A4 pages	30	40
2	Volunteer Guide inside pages - Item 1	A3 paper, 80 gms - Colored - Folded into A4 pages, Saddle stitch - 180 pages	30	40

2	Student Guide Cover - Item 1	A3 paper, 200 gms - Colored - Folded into A4 pages	450	600
2	Student Guide inside pages - Item 1	A3 paper, 80 gms - Colored - Folded into A4 pages , Saddle stitch - 167 pages	450	600

Interested Suppliers who meet the minimum requirement list below:

- Valid registered business/NGO
- Proven experience and logistical capabilities

Are invited to respond to this call for quotations in **full (option # 1 and 2) or partially (option # 1 or 2)**

Quotations may be submitted on or before Friday September 21, 2018 no later than 6:00 pm via e-mail attention Mr. Elie Abdel Salib, Logistics & Admin Officer (elie@injaz-lebanon.org) and Ms. Miryam Abi Hatem, Finance & Administration Manager. Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Instructions

- ❖ Bids are required to be:
 - a. valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected
 - b. submitted in English language
 - c. sent by Friday September 21, 2018 at 6:00 pm Beirut Time via email to Mr. Elie Abel Salib and Ms. Miryam Abi Hatem
 - d. Subject of the email must clearly indicate: "RFQ/IL/181902, Name of your company, Date of Submission"
- ❖ Each quotation should state the below:
 - a. Supplier Name
 - b. Quotation Number
 - c. If VAT is applicable, please attach a copy of the VAT certificate or mention the VAT registration number on your quotation
 - d. Payment Terms
 - e. Validity
- ❖ Required Documents from the Company who will submit an offer:
 - a. Company Profile
 - b. Previous related work assignments for the past three years
 - c. Company's Business License (Registration in the Ministry of Finance, and Interior if Applicable)
 - d. VAT Registration Certificate
 - e. Financial statements
- ❖ An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it.

Conditions

- ❖ Payment for the goods shall be made by cheque or wire transfer to the supplier after submission of an appropriate and acceptable original invoice to INJAZ Lebanon
- ❖ Payment terms are as follows:

- 10% upon agreement
- 60% upon delivery
- 30% 30 days after delivery
- ❖ Quotations with missing information will be disqualified from participating in this tender.
- ❖ 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.
- ❖ Sample is required prior to the approval. Date of Sample delivery to be communicated at a later stage
- ❖ Quotations should include The cost of delivery to INJAZ Lebanon Dekwaneh Office
- ❖ If you were not contacted after 30 working days from closing date, then be notified that your quotation was not awarded.
- ❖ No phone calls are allowed

Thank you and we look forward to receiving your quotation.

Sincerely,

Miryam Abi Hatem

Finance & Administration Manager

