

# REQUEST FOR QUOTATION



Date RFQ sent out:	12-Apr-24
Response deadline (day+ hour + Time zone):	17-Apr

RFQ #	
PR #	14

Vendor's information: for vendor to fill in	
Vendor Name:	
Contact name & Title:	
E-mail:	
Phone / Fax:	
Address:	

Justice Without Frontiers	
Contact Name:	Jean Marc Abou Jaoude
Title:	Procurement Officer
E-mail:	<a href="mailto:Procurement@jwf.org.lb">Procurement@jwf.org.lb</a>
Phone / Fax:	00 961 70 328 991
Address:	Bouchrieh Highway, St- Georges Building, 1-st Floor. P.O. Box.90-343 Jdeideth El Maten

Date goods/services required by:	
Delivery address:	
Delivery method (if applicable)/ Incoterm:	
Payments Terms	Two Days After Invoice

Number of samples required:	
Kitting required (If yes provide details below):	

For vendor's to fill in								
Line Item	Description	Quantity requested	Unit of Measure	Currency	Unit Price	Total Price	Quantity Available (in Unit or %)	# of days needed to complete remaining quantity
1	Drafting Legal Booklet	3	Book	USD	\$ -	\$ -		
2			Book	USD	\$ -	\$ -		
3			Book	USD	\$ -	\$ -		

Validity of the quotation:	0
INCOTERM (if different from the one requested)	NA

Sub total	\$ -	
Delivery charge (if applicable)	\$ -	
Shipping insurance cost (if applicable)	\$ -	
Taxes (if applicable)	\$ -	LBP -
Discount	0.00%	
<b>TOTAL + VAT</b>	<b>\$0.00</b>	

Partial Quotation : Justice Without Frontiers **May Not** consider a partial quotation.

Justice Without Frontiers main selection criteria is based on best value for money including : vendor's eligibility / meeting minimum technical criteria / delivery time lines / price / shelf life / warranty / after sale support / and other, as applicable to the individual transaction

Additional information required: Delivery Location:

<b>Supplier's offer confirmation:</b> by signing this document I acknowledge that I have reviewed and accepted all instructions below and I am authorized to present offer on behalf supplier	
Name	
Title	
Signature	

Supplier stamp

**Quotations must be submitted:**  
Option 1: Via email by replying to all in this email

**SELECTION CRITERIA:**  
based on availability of all items & best price quoted

**Vendor registration:**  
- All vendors **must register** with Justice Without Frontiers **prior to being awarded a contract.**  
- If you are not already an Justice Without Frontiers registered vendor, please register using the attached **Vendor Registration Form.**  
- Note that for certain category of supplies, Justice Without Frontiers may require a physical inspection prior to considering your company as registered.

**Submission of offer:**

**To be eligible:**

Return your offer with this document filled (including signature and stamp) in pdf format. (recommended)

Submit an offer on your company letterhead (includes registration number, VAT or fiscal #, address, capital (as applicable), etc.) dated and signed by the authorized representative. Your offer must include:

- The RFQ reference number;
- The name and title, physical address, email, telephone number of the Bidder;
- A detailed technical description /specification of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- Terms of any offer related warranty;
- "Remit to"/"Submit to" address, if different than mailing address;

- Provide full, accurate and complete information as required by this solicitation and its attachments, including any certifications attached.

[insert additional eligibility criteria, if any].

- Price must include any discount terms, transportation and insurance costs applicable.

- Confirmation of acceptance of Request for Quote Terms and Conditions.

- In case of submission in a sealed envelope, the outside of the envelope must clearly note the RFQ reference number.

- We will not be held responsible if an envelope sent without a legible RFQ reference number is mistakenly opened and thus disqualified.

**As the authority responsible for sampling, Justice Without Frontiers has set the following Acceptable Quality Limit:**

- **Critical Defects are not allowed:** Critical defects might harm a user, or the item cannot be used for the purpose that is manufactured for.

Justice Without Frontiers may choose to cancel whole or part of the order, not pay for items or require immediate replacement.

- **Major Defects is 2.5%: item not suitable for intended purpose, specifications exceed acceptable variance**

(i.e. beyond 25 items out of 1,000 that have major defects, Justice Without Frontiers may reject whole or part of the order, not pay for items or require immediate replacement. Below 25 items out of 1,000 the vendor will have to correct at its own expense within the agreed time.)

- **Minor Defects are 4%: Minor defects represent a departure from specifications, but may be acceptable.**

(i.e. beyond 40 items out of 1,000 that have minor defects, Justice Without Frontiers may reject whole or part of the order, not pay for items or require immediate replacement. Below 40 items out of 1,000 the vendor will have to correct at its own expense within the agreed time.)

**False Statements in the Bid:**

Bidders must provide full, accurate and complete information as required by this solicitation and its attachments. False statements in bids constitutes grounds for immediate termination of the agreement with vendor. Justice Without Frontiers fraud, misstatements, falsification, manipulation, alteration of facts and/or documents very seriously and has a zero tolerance policy and may choose to take legal action in case of misrepresented disclosures by Contractors.

**Conflict of Interest Disclosure:**

Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Justice Without Frontiers having to re-evaluate the selection of a potential Bidder.

**Right to Select/Reject**

Justice Without Frontiers reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Justice Without Frontiers also reserves the right to reject any or all proposals received without explanation.

**Reserved Rights:**

All RFQ responses become the property of Justice Without Frontiers and Justice Without Frontiers reserves the right in its sole discretion to:

- To disqualify any offer based on Bidder's failure to follow solicitation instructions;
- To waive any deviations by Bidder from the requirements of this solicitation that in Justice Without Frontiers opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
- Extend the time for submission of all RFQ responses after notification to all Bidders;
- Terminate or modify the RFQ process at any time and re-issue the RFQ to whomever Justice Without Frontiers deems appropriate;
- Issue an award based on the initial evaluation of offers without discussion;
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

**Code of Conduct**

Justice Without Frontiers is committed to upholding the highest standards in all our business dealings with the international and private funders, protecting taxpayer resources, and providing high-quality services and products. Complying with all laws and regulations and ensuring fair competition are fundamental to this commitment. As such, Justice Without Frontiers vendors shall allow Justice Without Frontiers to audit their compliance programs.

The Vendor Code of Conduct expresses the expectations we hold for all of Justice Without Frontiers vendors and they are required to sign and submit the attached Vendor Code of Conduct.

**Defects; Warranty; Misc.**

- a) Justice Without Frontiers has the right to inspect and test all supplies, equipment and services quantity and quality of delivery called for by the Contract, to the extent practicable, at all places and times, including the period of manufacture, seller's warehouse and in any event before acceptance. JWF shall perform inspections and tests in a manner that will not unduly delay the work. JWF assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor.
- b) Justice Without Frontiers shall inspect the items upon their delivery (if different not agreed) and provide written notice to Contractor as to any defects, non-conformities, or issues in Contractor's performance of its Contract obligations. (See Acceptable Quality Level – AQL – below).
- c) Contractor must be present during Justice Without Frontiers' quantitative and quality control process to be undertaken at the time of delivery. If Contractor does not attend, Contractor accepts the quantitative and qualitative control outcome performed by Justice Without Frontiers. Within a reasonable time before delivery, Contractor must notify Justice Without Frontiers in writing of its authorized representative who will participate in the quantitative and qualitative control process.
- d) Justice Without Frontiers shall not be obliged to buy or pay for, and Justice Without Frontiers may at any time after delivery reject, all or any part of a given delivery of goods and services that Justice Without Frontiers determines does not conform to the Contract, is defective in material or workmanship, or are otherwise not in conformity with the specifications in Contract. To the extent practicable, Justice Without Frontiers will provide the reasons for rejecting said goods in writing.
- e) Contractor shall remove items rejected or required to be corrected at its sole cost, including Contractor solely bearing the costs for re-loading cargo following a negative inspection. However, Justice Without Frontiers may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and, when required, shall disclose the corrective action taken.
- f) If Contractor fails to promptly remove, replace, or correct rejected items that are required to be removed or to be replaced or corrected, Justice Without Frontiers may either (1) by contract or otherwise, remove, replace, or correct the items and charge the cost to the Contractor or (2) terminate the contract for default. Unless the Contractor corrects or replaces the supplies within the delivery schedule, Justice Without Frontiers may require their delivery and make an equitable price reduction, or request reimbursement if funds advanced.
- g) If items are being procured, Contractor shall make delivery to the specified destination by the due date stated or as otherwise agreed in writing by both parties. Any such stated due date is of the essence and the Contractor shall notify Justice Without Frontiers promptly if it anticipates that delivery will not be on time. Contractor shall incur all costs related to unauthorized early delivery or any late delivery.
- h) If any items, product or services are not delivered in accordance with the delivery schedule agreed upon by both Justice Without Frontiers and the Contractor, and if the delay in delivery is not due to unforeseen events (Force Majeure, including: flood, earthquake, storm, hurricane or other natural disasters; hostilities; terrorist activities; war; extensive military mobilization; embargo; insurrection; strike or any other similar cause beyond the Contractor's reasonable control) the Contractor shall pay to Justice Without Frontiers liquidated damages in the amount 1.5% (one and a half percent) of the value of the procurement per month. Liquidated damages shall be paid proportionately for any period of less than one month calculated on the basis of thirty (30) days in the month. Justice Without Frontiers will issue a Debit Memo to collect said payment against the Contract for delinquent payments.

**Invoicing:**

Invoices supplied to Justice Without Frontiers should clearly indicate:

**Purchase Order**

If invoice does not contain this information (as applicable) same information can be submitted on an official vendor document such as Packing List or Delivery note and this must come with reference to shipment/invoice number.

**Payment Terms:**

Justice Without Frontiers intends to award a firm fixed-price purchase order or contract as a result of this RFQ with payment terms being net 5 days from delivery and acceptance of the goods/services ordered at the location specified or deliverables met. If this is not possible, please quote your best payment terms.

- payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting Purchase Order/Contract; payment will not be issued to a third party.

- payment will only be processed in electronic form (bank or mobile payment) to offerors' bank account or Bank Letter. Cash or check/cheque payments will not be negotiated if a valid banking system exists and is operating in the country.