

**REQUEST FOR QUOTATION (RFQ)**  
**RFQ/IL/181902****Wednesday January 27, 2021**

---

**Subject:** Procurement Services

**Opening Date:** Wednesday January 27, 2021

**Closing Date & Time:** Monday February 05, 2021 at 6:00 pm (Beirut Local Time)

**Currency:** LBP

**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 procurement services for INJAZ Lebanon programs as per below requirements and quantities

#	Item	Description	Qty 1	Qty 2
1	Red Bags	Plastic Bags	1 Tonne	
2	Green Bags	Plastic Bags	0.5 Tonne	
3	Grey Bags	Plastic Bags	0.5 Tonne	

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 Day February 7, 2021 no later than 6:00 pm via e-mail attention Ms. Diana Bchennati, 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 Monday February 15, 2021 at 6:00 pm Beirut Time via email to Ms. Diana Bchennati 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

**Operations Manager**

