

Tabitha

REQUEST FOR QUOTATIONS

Serial No: 001/1588/2023	CLOSING DATE FOR QUOTATIONS: 08/08/2023
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Description: Tabitha is seeking to buy materials for sessions for its project in Aley.

Introduction and Background:

The project will provide child protection services for the most vulnerable Children, youth and their caregivers from the Lebanese and Syrian nationalities living in Aley area. The main objective of this project is to improve the safety and well-being of children living in Aley district by reducing their vulnerability to abuse and exploitation. In addition to that, it aims to increase awareness among parents, caregivers, and community members about child protection issues, including identifying and reporting child abuse and exploitation. Simultaneously, the project will strengthen the capacity of child protection services to prevent, identify, and respond to cases of child abuse and exploitation.

Questions:

- Questions must be submitted in writing via email to e.ghaoui@tabithalb.org; phone calls will not be accepted.
- Only written answers issued by Tabitha will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Tabitha or any other entity should not be considered as an official response to any questions regarding this RFQ.

Payment Terms:

- Fifty percent (50%) of the whole amount when placing the order
- The remaining fifty percent (50%) when receiving all the order

Pricing:

Quotations in response to this RFQ must be provided in closed envelopes (one for financial/technical offer and one for legal and supporting documents), priced on a fixed- cost in USD and based on unit cost, all-inclusive basis, including delivery and all other costs.

• Selection Criteria and Awards:

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Availability – 30%:* The availability of the materials requested.
- Price – 70%:* The overall cost presented in the offer.

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The following is an invitation to quote the following items to be purchased by Tabitha:

NO	ITEM (Description of Goods)	Unit	Qty	Unit Price	Total price
1	Filp Chart Paper roll 70*100 cm	Piece	10		
2	wood Coloring pencils	Pack of 12	6		
3	wax coloring pencils	Pack of 12	6		
4	water coloring pencils	Pack of 12	6		
5	Mounting board size 50*70cm white	Piece	10		
6	Pencils	Pack of 12	6		
7	A4 paper white	Box of 5 packs	2		
8	A3 paper white	Pack	3		
9	Foulard	Piece	40		
10	scissors	Piece	40		
11	Permanent marker black	Pack of 12	1		
12	Permanent marker red	Pack of 12	1		
13	Permanent marker green	Pack of 12	1		
14	Stand Flip Chart	Piece	1		
15	Plastic box 21*14*10 cm	Piece	8		
16	Glue sticks 36 g	Pack of 12	10		
17	Self-adhesive decorativeStickersmade of paper (butterflies, stars, heart, happy faces, flowers)	Piece	50		
18	MultiColored pompons assorted sizes and colors	Pack	5		
19	Multicolred A4 paper	Pack	5		
20	Wool threads	Piece	5		
21	Glue gun	Piece	6		
22	Glue gun refill	Pack of 12	10		
23	Rubber bands	Pack	2		
24	Hard cardboard size 70*100 cm	Piece	20		
25	Metal pins	Pack	4		
26	Pingpong balls blue	Pack of 12	2		
27	Pingpong balls pink	Pack of 12	2		
28	Ball	Piece	2		
29	Pencil Sharpener	Box of 24	4		
30	Eraser	Box of 24	4		

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31	Chenille stems (red, blue, yellow, green, black, purple, pink, silver, gold, orange)	Pack of 10	10		
32	Spiral memo notebook	Piece	30		
33	Masking tape 50mm*50m	Piece	5		
34	Removable adhesive, tacks and pins	Piece	6		
35	crepe paper Black	Piece	5		
36	crepe paper white	Piece	5		
37	crepe paper red	Piece	5		
38	crepe paper blue	Piece	5		
39	crepe paper green	Piece	5		
40	crepe paper orange	Piece	5		
41	crepe paper yellow	Piece	5		
42	crepe paper Brown	Piece	5		
43	crepe paper purple	Piece	5		
44	crepe paper pink	Piece	5		
45	crepe paper Fushia	Piece	5		
46	Feather multicolor	Pack	5		
47	colored foam stars	Pack	3		
48	colored foam flower	Pack	3		
49	colored heart	Pack	3		
50	wooden sticks colored super jambo	Pack	5		
51	Wooden sticks Natural super jambo	Pack	5		
52	Filp Chart Paper roll 70*100 cm	Piece	3		
53	wood Coloring pencils	Pack of 12	4		
54	wax coloring pencils	Pack of 12	4		
55	water coloring pencils	Pack of 12	4		
56	Mounting board size 50*70cm white	Piece	12		
57	Pencils	Pack of 12	8		
58	A4 paper white	Box of 5 packs	1		
59	Foulard	Piece	40		
60	scissors	Piece	20		
61	Permanent marker black	Pack of 12	1		
62	Permanent marker red	Pack of 12	1		
63	Permanent marker green	Pack of 12	1		
64	Masking tape 50mm*50m	Piece	5		

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65	Stand Flip Chart	Piece	1		
66	Glue sticks 36 g	Pack of 12	8		
67	Stickers (butterflies, stars, heart, happy faces, flowers)	Piece	50		
68	MultiColored pompons assorted sizes and colors	Pack	5		
69	Multicolred A4 paper	Pack	5		
70	Wool threads	Piece	3		
71	Glue gun	Piece	6		
72	Glue gun refill	Pack of 12	5		
73	Rubber bands	Pack	2		
74	Hard cardboard size 70*100 cm	Piece	10		
75	Metal pins	Pack	4		
76	Pingpong balls blue	Pack of 12	2		
77	Pingpong balls pink	Pack of 12	2		
78	Ball	Piece	2		
79	white fabric قماش خام 30*15	Piece	300		
80	cotton dacron	Kg	3		
81	mirror 20*20cm	Piece	2		
82	Wiggles eyes 16 mm	Pack of 10	30		
83	Balloons	Pack of 50	6		
84	Chenille stems (red, blue, yellow, green, black, purple, pink, silver, gold, orange)	Pack of 10	50		
85	Feather multicolor	Pack	5		
86	colored foam stars	Pack	3		
87	colored foam flower	Pack	3		
88	colored heart	Pack	3		
89	wheat	Kg	6		
90	wooden sticks colored super jambo	Pack	5		
91	Wooden sticks Natural super jambo	Pack	5		
92	Pencil	Pack of 12	4		
93	Spiral memo notebook	Piece	45		
94	A4 paper white	Box of 5 packs	1		
95	Soccer ball	Piece	3		
96	Coloring pencils	Pack of 12	5		
97	Blue pen	Pack of 24	3		

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98	Yoga mat-Standard size 183*60cm	Piece	25		
99	stretched linen canvas for drawing 24*30cm	Piece	60		
100	A3 paper white	Pack	5		
101	Flip chart paper roll	Piece	2		
102	Blue pen	Pack of 24	3		
103	A4 paper white	Box of 5 packs	1		
104	scissors	Piece	20		
105	Permanent marker black	Piece	10		
106	permanent marker red	Pack of 12	1		
107	permanent marker green	Pack of 12	1		
108	Masking tape 50mm*50m	Pack of 12	2		
109	Glue sticks 36 g	Piece	2		
110	Ball	Piece	2		
111	Memo notebook	Piece	130		
112	wood Coloring pencils	Pack of 12	3		
113	water coloring pencils	Pack of 12	3		
114	pencils	Pack of 12	3		
115	A4 paper white	Box of 5 packs	3		
				Total	

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- **Eligibility requirements:**

	This document is not a contractual agreement and does not, and should not be constructed as, committing Tabitha to any contractual obligation of any kind. The tender should be submitted in the company's letter head and should be duly franked by the company seal and should be submitted to the address:	
	All tenders/quotations must contain the following information against which a tick should be placed:	
1	The full name, address of the tendering company	<input type="checkbox"/>
2	Period of validity of quotation	<input type="checkbox"/>
3	Best price details including discounts	<input type="checkbox"/>
4	Full relevant products specification	<input type="checkbox"/>
5	Details of any guarantees/warranties regarding insurance	<input type="checkbox"/>
6	A company profile	<input type="checkbox"/>
7	Payment Terms	<input type="checkbox"/>
8	All necessary official documents related to the company	<input type="checkbox"/>

Name	Signature	Date
Dr. Najla Chahda Country director		25/07/2023
Isabelle Feghali Program Coordinator		25/07/2023

Vendor's Receipt		
Name	Signature and Stamp	Date
Name of Receiver		
Name of Company or Vendor		

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