

**Request for Quotation**  
**Embrace Provision of Diesel**

**RFQ# PR/24-034**

**Date: March 1, 2024**

**CLOSING DATE and TIME: MARCH 11, 2024 at 4.00pm**

Embrace Invites qualified and eligible vendors who have experience in the field of fuel to submit proposals to provide the Diesel fuel for a period of 12 months with potential extension for a further year. Embrace does have 3 containers for diesel storage within its premises. Embrace average monthly diesel consumption is 1,200 liters.

**I. Mandatory criteria all bids must fulfil:**

Embrace will only accept offers from suppliers that can deliver the diesel order to Embrace offices in Hamra.

**II. All responses must submit the following:**

Photocopies of the following documentation are required to be submitted for the tender to be considered. If any of the below documentation is not submitted, the bid will not be reviewed.

- Company incorporation documentation
- Company registered address.
- Evidence of registration with the Lebanese Ministry of Finance
- Evidence of VAT registration

**III. Offers:**

The following details shall also be provided along with the offer.

- **Delivery Time:** the supplier shall state the delivery lead time from the purchase order issuance date.
- **Delivery terms:** Embrace offices- Beirut Hamra
- **Offer validity:** Supplier is requested to hold the proposal valid for 50 days from the deadline for submission.
- **Payment terms:** Payment shall be made within 1 week of the Purchas order issuance. Embrace pays only through Bank Transfer, USD fresh account.

**IV. Criteria used for selection of supplier**

Bids that are supported by the above will be evaluated on the following criteria:

- Vendor must have at least one year of experience working with NGOs.
- All offers will be evaluated based on Quality- Delivery terms and Prices.
- Proximity of fuel station to Embrace Hamra office.
- Availability and strength of control procedures regarding fuel issuance offered by vendor to prevent fraud.
- Payment terms offered. Embrace will look on bids which allow Embrace to make payments monthly.



**V. Submission details:**

Deadline for submission of complete offer is March 11, 2024

Complete tender documents should be submitted to Embrace Hamra office level 2- Attention Ms. Mona Ghasham.

For any query, please send it to the below mail: [monaghasham@embracelebanon.org](mailto:monaghasham@embracelebanon.org)