

Tabitha

REQUEST FOR QUOTATIONS

Serial No: 003/1588/2023

CLOSING DATE FOR QUOTATIONS:

08/08/2023

Description: Tabitha is seeking to buy recreational kits 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	Pencil	Piece	5832		
2	Sharpner	Piece	972		
3	Eraser	Piece	1944		
4	Blue pen	Piece	2916		
5	Corrector	Piece	972		
6	Ruler	Piece	486		
7	Trousse	Piece	486		
8	Note book A4 Squared	Piece	972		
9	Coloring book unisex	Piece	600		
10	Coloring book mandala	Piece	372		
11	Coloring pencil pack	Piece	486		
12	water coloring pencil pack	Piece	486		
13	Stress ball	Piece	486		
14	Pate à modeler	Piece	300		
15	Gourde	Piece	486		
16	Rubik Cube	Piece	486		
17	Plastic bags to put the items inside	Piece	486		
				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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