

## Tabitha

### REQUEST FOR QUOTATIONS

Serial No: 002/1588/2023

CLOSING DATE FOR QUOTATIONS:

08/08/2023

**Description:** Tabitha is seeking to buy refreshments 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](mailto: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	Juice 180 ml	Pack of 30	120		
2	Water 330 ml	Pack of 24	150		
3	Wafer Chocolate	Pack of 24	45		
4	Cup cake	Pack of 24	45		
5	Healthy nuts	Pack of 24	75		
6	salty crackers	Pack of 24	45		
7	Biscuit	Pack of 24	45		
8	Corn flakes bar	Pack of 24	45		
9	Corn flakes small bag	Pack of 24	45		
10	peanuts 50g	Pack of 24	45		
11	Juice 180 ml	Pack of 30	120		
12	Water 330 ml	Pack of 24	100		
13	Wafer Chocolate	Pack of 24	35		
14	Cup cake	Pack of 24	35		
15	Healthy nuts	Pack of 24	80		
16	salty crackers	Pack of 24	35		
17	Biscuit	Pack of 24	35		
18	Corn flakes bar	Pack of 24	35		
19	Corn flakes small bag	Pack of 24	35		
20	peanuts 50g	Pack of 24	35		
21	Water 500 ml	Pack of 24	120		
22	Juice 180 ml	Pack of 30	100		
23	Coffee	Kg	12		
24	Nescafe 2 in 1	Pack of 24	12		
25	Tea	Pack of 100	20		
26	Sugar	Kg	15		
27	English cake big size	Piece	10		
28	Wafer Chocolate	Pack of 24	40		
29	Healthy nuts	Pack of 24	30		
30	Biscuit	Pack of 24	30		
31	Cup cake	Pack of 24	30		
32	Date cookis (أقراص تمر)	Pack of 24	30		
33	Water 500 ml	Pack of 24	20		
34	Juice 180 ml	Pack of 30	20		
35	Nescafe 2 in 1	Pack of 24	10		
36	Tea	Pack of 100	5		

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37	Sugar	Kg	5		
38	English cake big size	Piece	15		
39	Wafer Chocolate	Pack of 24	8		
40	Healthy nuts	Pack of 24	8		
41	Biscuit	Pack of 24	8		
42	Cup cake	Pack of 24	8		
43	Date cookis (أقراص تمر)	Pack of 24	8		
44	Water 500 ml	Pack of 24	10		
45	Juice 180 ml	Pack of 30	8		
46	Nescafe 2 in 1	Pack of 24	2		
47	Tea	Pack of 100	2		
48	Sugar	Kg	10		
49	English cake big size	Piece	5		
50	Wafer Chocolate	Pack of 24	5		
51	Healthy nuts	Pack of 24	5		
52	Biscuit	Pack of 24	5		
53	Cup cake	Pack of 24	5		
54	Dates (أقراص تمر)	Pack of 24	5		
				<b>Total</b>	

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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:	
<b>All tenders/quotations must contain the following information against which a tick should be placed:</b>	
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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