

Tabitha

REQUEST FOR QUOTATIONS

Serial No: 010/1467/2024

CLOSING DATE FOR QUOTATIONS:

05/09/2024

Description: Tabitha is seeking to buy sewing machines to provide support for vulnerable women in Batroun.

Introduction and Background:

The project's overall objective is to strengthen the resilience of the local community in Batroun to cope with the effects of the current economic situation of the country and enable those whose livelihoods were severely disrupted to recover and rebuild their lives, through the provision of vocational trainings, life skills trainings and business support.

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 priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in **USD**. Offerors are requested to provide quotations on official letterhead or format.

Offer validity should be for at least 1 month.

The offer should be presented in a sealed and stamped envelope to Tabitha office in Baabda to Mrs. Mounira Rached.

● **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 – 20%** The availability of the exact products requested
- **Delivery – 20%:** The delivery time of the products requested.
- **Price – 60%:** 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	Sewing Machine Model number 1306		76		
				Total	

- If there are any delivery fees, please mention them below.
- The machine should have the below specifications:

Model number 1306.

- 6 built-in stitches.
- Motorised 70 watts.
- 2 needle positions.
- Automatic bobbin winding.
- 4-step buttonhole.
- Bobbin type: front load.
- Twin needle capability.
- Stitch pattern indicator.
- Accessories included: All-purpose foot, zipper foot, button hole foot, pack of needles, bobbins, spool pin, darning plate, needle plate, seam ripper/lint brush.
- Weight 6kg.
- Size H29, W35, D18cm.
- Manufacturer's 2 year guarantee.

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	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		21/08/2024
Isabelle Feghali Program Coordinator		21/08/2024

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

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