



REQUEST FOR QUOTATION (RFQ)

please choose which area you want to apply for - Beirut - baalback

Issue Date:	
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Supplier Name - اسم المورد	
Address - العنوان	
Contact Person اسم جهة الاتصال	
Telephone - الهاتف	Email

Line Item no. رقم المادة	Description of Goods Services وصف المواد والخدمات المطلوبة (add attachment for technical specification if very detailed) (يضاف ملحقات في حال وجود تفاصيل تقنية)	Unit Form الوحدة	Brand / Packaging الماركة / التوضيب	Quantity required * الكمية المطلوبة	Notes ملاحظات	Unit Price \$ سعر الوحدة	Total Price \$ السعر الكلي
1	Flipchart papers	Peaces		100			
2	الأقلام تلوين شمع crayons	Pack		40			
3	Youho glue	Peaces		10			
4	A4 papers	Boxes		30			
5	A3 papers	Boxes		4			
6	Scissors	Peaces		100			
7	Idseed (see the attached picture)	Pack		150			
8	Stones decorative stones are solid materials used to beautify and adorn spaces (see the attached picture)	Pack		150			
9	leaves of trees used in designing papers and drawings (see the attached picture)	Pack		100			
10	Marker blue	Boxes		40			
11	Marker green	Boxes		40			
12	Marker black	Boxes		40			
13	Marker red	Boxes		40			
14	pencils	Pack		50			
15	pens (blue)	Pack		50			
16	Colored sticky notes (Different shape)	Pack		200			
17	Patafix	Pack		30			
18	copy book (80 papers)	Peaces		20			
19	(paste) soft material used in play and creative activities, his type known by various names such as clay dough.	Peaces		100			
20	White board(see the attached picture)	Boards		6			
21	Transparent files (chemise 200 pack) sheet protector transparent for file	Packages		200			
22	(plastic bowls) Plastic containers are vessels made from plastic materials used for storage flowers	Bowls		4			
23	(Gift wrapping paper)is a type of paper specifically designed for wrapping gifts.It comes in various colors.	Peaces		50			
24	Medium balls	BALLS		10			
25	(tape) Scotch tape is a thin, transparent adhesive tape.	Peaces		100			
26	white board pencils blue	Boxes		40			
27	white board pencils red	Boxes		40			
28	white board pencils green	Boxes		40			
29	white board pencils black	Boxes		40			
30	wood colored pencils أقلام تلوين خشب	Pack		100			
31	Clored glitter (small size)	Peaces		50			
32	wall Board size 60/90	Boards		4			
33	Chemise	Peaces		10			
34	plastic storage box transparent boxes plastic big (clear storage box)	Pack		200			
35	colored separators	Boxes		8			
36	black box file	Files		150			
37	Trieur cheque rainbow accordeon	Peaces		4			
38	pochette transparents	Peaces		2			
39	highlighter	Pack		10			
40	Rubber band	Boxes		1			
41	Pencils case	Pack		4			
42	Pencil sharpener	Boxes		2			
43	Ruler big	Boxes		2			
44	Eraser	Boxes		2			
45	Presses	Pack		15			
46	Big attach small medium size	Boxes		10			
Total - المجموع						\$	-
VAT (as applicable)**						\$	-
Grand Total - المجموع الكلي						\$	-

*Note that quantities of the items purchased may vary depending on the unit price.

Date of Offer تاريخ العرض	
Offer validity period مدى صلاحية العرض	
Delivery cost كلفة التوصيل	0
Time needed to deliver all the services and goods - الوقت اللازم لتسليم جميع الخدمات و البضائع	
Expected Delivery Date تاريخ التوصيل المتوقع	

Payment Terms طريقة الدفع	Bank letter
Notes ملاحظات	** if VAT is not applicable specify here the reason

Ability of sending items for all LUPD Centers إمكانية التوصيل إلى مراكز الاتحاد اللبناني للأشخاص المعوقين حركيا	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The Validity of the items must be for 6 months / صلاحية البضاعة يجب ان لا تقل عن 6 اشهر	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ability to provide formal invoices, receipts, and monthly SOAs : القدرة على تأمين فواتير رسمية, إيصالات قبض وكشوفات حساب شهرية	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a legal registered business? Do you have all the legal documentation needed? (MOF reg., VAT reg....)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Agreement must be signed and stamped from your side if your company won the bid إذا فازت شركتكم بالمنافسة فسيكون عليكم ختم وإمضاء اتفافية للخدمات	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Lebanese Union for people with physical disabilities
Contact Person/Prepared by: The Lebanese Union for People with Physical Disabilities - LUPD Telephone: +961 1 807366/7 Email: info@lupd-lb.com

Submission Guidelines:	<p>1) RETURN SEALED QUOTATION TO The Lebanese Union for People with Physical Disabilities - LUPD إرجاع العرض المختوم إلى مراكز الاتحاد اللبناني للأشخاص المعوقين حركيا</p> <p>2) Registration documents (if available) should be submitted along with your offer, signed and stamped. يجب تقديم وثائق التسجيل (إن وجدت) مع العرض الخاص بك</p> <p>3) Ability to send items The Lebanese Union for People with Physical Disabilities - LUPD إمكانية التوصيل إلى مراكز الاتحاد اللبناني للأشخاص المعوقين حركيا</p> <p>4) The Preferred Supplier should submit the prices for at least one year يجب على المورد المفضل تقديم الأسعار لمدة سنة على الأقل</p>
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Supplier confirmation - تأكيد المورد			
Name - الإسم			
Title - المهنة - and a Copy of supplier ID نسخة من صورة هوية - المورد	Registration Documents & VAT - أوراق التسجيل والضريبة		
Signature & Stamp - التوقيع والختم			