

HADATHA Association
Procurement and Logistics Department
REQUEST FOR QUOTATION (RFQ)
Strategic Meeting LBN1005



RFQ Ref: _____ **RFQ Date:** 9/4/2023

OR Ref: _____

	Supplier Name
LAST DATE FOR RECEIPT OF OFFERS September 10, 2023	To: _____
	Street: _____
	City / Country: _____
	Tel /Fax No: _____
	Email: _____
	Attention: _____

Please complete, sign, stamp and return to:

Name:	Hadatha Association
Street:	Hadatha Street, Hadatha Bldg, 2nd floor, Berkayel
City / Country:	Akkar, North Lebanon, Lebanon
Tel/Fax No:	+961 (0)6 370 541
E-mail:	safa.hadatha@outlook.com

Delivery Address: Berkayel-Akkar

Required Delivery Date: 20-21/09/2023

IN ACCORDANCE WITH THE DESCRIPTION LISTED HEREUNDER

No.	Description / Specification required <i>(Commodity or Service)</i>	UNIT	Quantity <i>(incl.unit)</i>	Unit Price	Total Price
1	*Coffee Break: coffee break (0.5 L water bottle /juice, black coffee, Nescafe/ tea..., with small breakfast bites for the attendees.	Person	30		
2	*Lunch Break: Plat du Jour (Main dish + salad + soft drink + dessert), if you could provide three options for the main course: chicken, meat, and vegetarian	Person	30		

Guaranteed Delivery Time/Period	Sub Total: _____
<i>(Date on which the supplier guarantees that the goods will be ready for collection or delivered, if ordered)</i>	Delivery: _____
Date: _____	Tax: _____
Payment conditions as per usual terms	Others: (Please specify) _____
Bank letter	Discount: _____
	Grand Total: _____

Delays _____

Supplier Name: _____		Supplier Official Stamp:
Supplier Signature: _____		

Prices valid for (days) _____ **Signed** _____
 Hadatha Logistician / Project Manager