

**REQUEST FOR QUOTATION (RFQ)  
RFQ/IL/181905**

**Wednesday November 14, 2018**

---

**Subject:** Insurance  
**Opening Date:** Wednesday November 14, 2018  
**Closing Date & Time:** Friday November 28, 2018 at 6:00 pm (Beirut Local Time)  
**Currency:** USD  
**Language:** English

---

**ABOUT INJAZ LEBANON**

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become the entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness and financial literacy.

---

Dear Sir / Madam,

INJAZ Lebanon is looking for an insurance company to provide us with a Special Event Liability Insurance with the following specifications:

**Policy terms:** June 07, 2019 till June 14, 2019 both days inclusive

- ❖ \$500,000 Third party liability
- ❖ \$20,000 Medical Payments
- ❖ \$150,000 Tenant's Legal liability
- ❖ \$500,000 Employee benefit liability

**Country:** Lebanon

Interested Insurance Companies who meet the minimum requirement list below:

- Valid registered business

Are invited to respond to this call for quotations in **full**

Quotations may be submitted on or before Wednesday November 28, 2018 no later than 6:00 pm via e-mail attention d Ms. Miryam Abi Hatem ([myriam@injaz-lebanon.org](mailto:myriam@injaz-lebanon.org)), Finance & Administration Manager. Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

## Instructions

- ❖ Bids are required to be:
  - a. valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected
  - b. submitted in English language
  - c. sent by Wednesday November 28, 2018 at 6:00 pm Beirut Time via email to Ms. Miryam Abi Hatem
  - d. Subject of the email must clearly indicate: "RFQ/IL/181905, Name of your company, Date of Submission"
- ❖ Each quotation should state the below:
  - a. Supplier Name
  - b. Quotation Number
  - c. If VAT is applicable, please attach a copy of the VAT certificate or mention the VAT registration number on your quotation
  - d. Payment Terms
  - e. Validity
- ❖ Required Documents from the Company who will submit an offer:
  - a. Company Profile
  - b. Previous related work assignments for the past three years
  - c. Company's Business License (Registration in the Ministry of Finance, and Interior if Applicable)
  - d. VAT Registration Certificate
  - e. Financial statements
- ❖ An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it.

## Conditions

- ❖ Payment for the goods shall be made by cheque or wire transfer to the supplier after submission of an appropriate and acceptable original invoice to INJAZ Lebanon
- ❖ Payment terms are as follows:
  - 10% upon agreement
  - Monthly equal payments
- ❖ Quotations with missing information will be disqualified from participating in this tender.
- ❖ At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by INJAZ after it has received the quotation.

- ❖ Sample is required prior to the approval. Date of Sample delivery to be communicated at a later stage
- ❖ Quotations should include The cost of delivery to INJAZ Lebanon Dekwaneh Office
- ❖ If you were not contacted after 30 working days from closing date, then be notified that your quotation was not awarded.
- ❖ No phone calls are allowed

Thank you and we look forward to receiving your quotation.

Sincerely,

Miryam Abi Hatem

**Finance & Administration Manager**

