

**REQUEST FOR QUOTATION (RFQ)
RFQ/IL/181908**

Tuesday December 04, 2018

Subject: Collateral Printing & Production

Opening Date: Tuesday December 04, 2018

Closing Date & Time: Friday December 07, 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 a company providing the printing and production services of the following items as shown. Sample of the items are shown in Annex 1.

Printing:

- ❖ Posters: Quantity 50, A1 size, regular quality – preview design in Annex 1
- ❖ Flyers: quantity 300, A5 size, one side, colored, 135 gr (glossy paper, flyer regular quality) – preview design in Annex 1
- ❖ Roll-ups: quantity 6, 85x200cm – preview design in Annex 1
- ❖ Backdrop printing: w300xh200, quantity 3 – preview design in Annex 1
- ❖ Badges printing: quantity 200, 2 different designs, Height120mm x Width85mm, – preview design in Annex 1
- ❖ Certificates: A4 size, colored, one side, thick paper carton, 300grms, 2 designs (one for students and one for mentors), quantity 200 – preview design in Annex 1

Production:

- ❖ Tshirts: quantity 150 – design and sample in Annex 1
- ❖ Caps: quantity 150 – design and sample in Annex 1

NB: Designs in the attached file are just to give a preview, final designs will be sent upon confirmation

Interested Companies are invited to respond to this call for quotations in **full**

Quotations may be submitted on or before December 07, 2018 no later than 6:00 pm via e-mail attention : Ms. Miryam Abi Hatem (myriam@injaz-lebanon.org), Finance & Administration Manager and Ms. Nicole Kazan (nicole@injaz-lebanon.org), Marketing & Communication Specialist. 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 Friday December 07, 2018 at 6:00 pm Beirut Time via email to Ms. Miryam Abi Hatem and Ms. Nicole Kazan
 - d. Subject of the email must clearly indicate: “RFQ/IL/181908, 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
 - 50% on the event day

- 40% upon receipt of video and final pictures
- ❖ 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
- ❖ 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

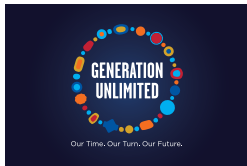


Annex 1 Generation Unlimited



Youth Challenge Event Assets

BackDrop



OR



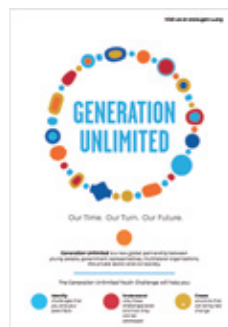
Roll-up



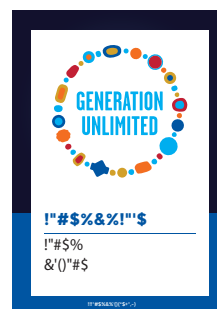
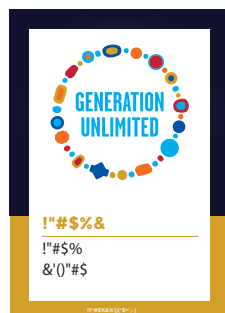
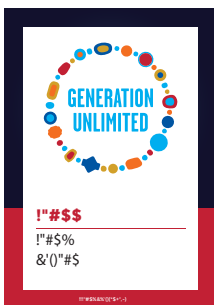
Poster and Flyer



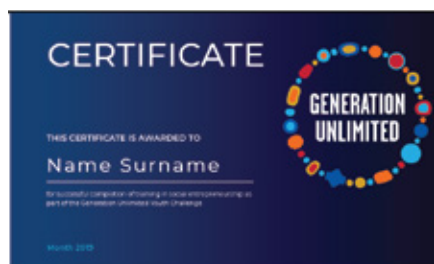
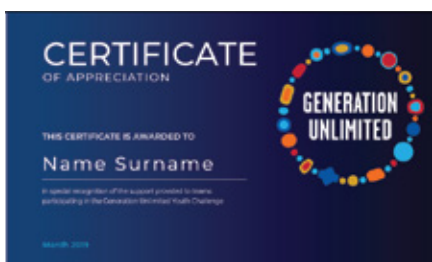
OR



Badges



Certificate



Generation Unlimited Youth Challenge Event Assets

Tshirt



Front



Back

OR



Front



Back



Tshirt Front Logo



H30cmX
W30cm

Tshirt Back Logo

**GENERATION
UNLIMITED**

W50cmX
H30cm

Caps

