



## REQUEST FOR QUOTATION (RFQ) RFQ/IL/192001

Thursday August 22, 2019

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**Subject:** Printing Services  
**Opening Date:** Thursday August 22, 2019  
**Closing Date & Time:** Thursday September 05, 2019 at 6:00 pm (Beirut Local Time)  
**Currency:** USD  
**Language:** English

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### 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.

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Dear Sir / Madam,

INJAZ Lebanon is looking for a supplier to provide printing services for INJAZ Lebanon programs as per below requirements and quantities

1-Trainer Manual Entrepreneurship Training:
Folder ring binding A4 : white
Cover, spine, back cover printed as inserts, full colour
210 pages punched inserts, printed R/V = 105 pages, full colour
<b>Total Quantity: 80</b>



<b>2-Trainer Manual Financial Bootcamp Training:</b>
Folder ring binding A4 : white
Cover, spine, back cover printed as inserts, full colour
210 pages punched inserts, printed R/V = 105 pages, full colour
<b>Total Quantity: 50</b>
<b>3-Trainer Manual - Incubation:</b>
Folder ring binding A4 : white
Cover, spine, back cover printed as inserts, full colour
210 pages punched inserts, printed R/V = 105 pages, full colour
<b>Total Quantity: 30</b>
<b>4- Participants Workbook Entrepreneurship Training:</b>
85 pages, A4
not sure if full 4 colours or 2/3, some pages have colour, waiting for Agnese's reply
stitched or stapled binding
cover full colour, cellophaned
<b>Total Quantity: 1,500</b>
<b>5-Participants Workbook Financial Bootcamp:</b>
85 pages, A4
not sure if full 4 colours or 2/3, some pages have colour, waiting for Agnese's reply
stitched or stapled binding
cover full colour, cellophaned
<b>Total Quantity: 1,100</b>
<b>6-Participants Workbook Incubation:</b>
85 pages, A4
not sure if full 4 colours or 2/3, some pages have colour, waiting for Agnese's reply
stitched or stapled binding
cover full colour, cellophaned
<b>Total Quantity: 400</b>

Interested Suppliers who meet the minimum requirement list below:

- Valid registered business/NGO
- Proven experience and logistical capabilities

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

Quotations may be submitted on or before Thursday September 05, 2019 no later than 6:00 pm via e-mail attention Ms. Miryam Abi Hatem ([myriam@injaz-lebanon.org](mailto:myriam@injaz-lebanon.org)) and Ms. Maria Merheb



([maria@injaz-lebanon.org](mailto:maria@injaz-lebanon.org)) 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 Thursday September 05, 2019 at 6:00 pm Beirut Time via email to Ms. Miryam Abi Hatem and Ms. Maria Merheb
  - d. Subject of the email must clearly indicate: "RFQ/IL/192001, 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
  - 60% upon delivery
  - 30% 30 days after delivery
- ❖ 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.



INJAZ Lebanon

100 YEARS OF ACHIEVEMENT

A Member of JA Worldwide

❖ No phone calls are allowed

Thank you and we look forward to receiving your quotation.

Sincerely,

Miryam Abi Hatem

**Finance & Administration Manager**