

REQUEST FOR QUOTATION (RFQ)

RFQ/SL/20240117/MadaSaida

January 11, 2024

Subject: Desktops - Printer - Server - Smart Screen

Opening Date: January 11th, 2024

Closing Date & Time: January 18th, 2024 at 4:00 pm (Beirut Local Time)

Currency: USD

Language: English

ABOUT Sela Institute

Sela is one of the leading organizations in human development, which reconnects vulnerable children and women to society with transparency and professional credibility.

Our mission is to empower women and build a promising future for children.

Dear Sir / Madam,

Sela is looking for a supplier to provide 15 Desktops, AIO printer, WiFi Router, Server and 4 Smart Boards for Mada institute and the delivery to Saida (Mada For training and Development- Awkaf Street)

- Instructions:

• Bids are required to be:

1. Valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected.
2. Submitted in English language.

3. Sent by January 18th, 2024 at 4:00 pm Beirut Time via email to Mrs. Laila Al Hajj (FAO).
4. Subject of the email must clearly indicate: “RFQ/SL/20240117/MadaSaida, Name of your company, Date of Submission”.

• **Each quotation should state the below:**

1. Supplier Name
2. Quotation Number
3. If VAT is applicable, please attach a copy of the VAT certificate or mention the VAT registration number on your quotation (VAT should be mentioned in LBP or in USD while showing its conversion rate to LBP)

• **Required Documents from the Company that will submit an offer:**

1. Company Profile
2. Previous related work assignments for the past three years
3. Company's Business License and all legal documents (Registration in the Ministry of Finance..)
4. Proxy if applicable
5. An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it
6. Fresh USD and Fresh LBP Bank Account
7. Quotations with missing information will be disqualified from participating in this tender.
8. If you were not contacted after 20 working days from closing date, then be notified that your quotation was not awarded.
9. No phone calls are allowed – Questions are only to be sent by email

How to apply

1. Quotations may be submitted on or before January 17th, 2024 no later than 4:00 pm via e-mail (info@selaweb.org) attention to Mrs. Laila Al Hajj (FAO), Finance & Admin Officer.
2. Quotations that are received by Sela after the deadline indicated above, for whatever reason, shall not be considered for evaluation.