



Ruwwad Al Tanmeya – Lebanon

Invitation to bid #S001 – Procurement of Stationary – Office supplies

30/12/2023

1 – Ruwwad Al Tanmeya Organization Overview

Ruwwad Al-Tanmeya is a regional non-profit community development organization that works with disenfranchised communities through education, youth volunteerism and grassroots organizing. Our approach encompasses an array of programs and projects that, together, strengthen initiative and facilitate redress to problems prioritized by members of the community. Three main programs anchor Ruwwad: Child Development, Youth Organizing and Community Support. Three basic values shape every program or activity at Ruwwad Al-Tanmeya: secularism, diversity, and equity.

2 – Operational Objective:

Ruwwad is looking for suppliers who are able to provide us with **Stationary/Office supplies**. You will find attached an **Excel sheet including the requested items** (named BOQ) including all specifications & quantities needed. **This tender is open exclusively to suppliers located in Tripoli, Lebanon.**

3 – The quotation must include:

- Same requested specification.
- The number of the registration in the ministry of finance.
- Delivery period & Schedule.
- VAT.
- Unit & Total Prices in USD.
- Payment Terms with ID copy of the assigned person allowed to receive payments.

All quotations should be sent by email to tenders@ruwwadaltanmeya.org with the subject “**Stationary/Office supplies**”.

4 – Bidders must send:

All Bidders are required to send the below requirements to the following email tenders@ruwwadaltanmeya.org

- The quotation should be (signed/Stamped).
- Official documents "Certificate of the registration in the ministry of finance (الشهادة المالية) etc...
- The TOR “Terms of Reference” (signed & stamped).
- Similar type of executed work would be considered an added value.
- Company profile
- Bank account details (to be provided in case payment is made via bank transfer).

5 – Payment Terms:

- Bank Letter **or** bank transfer.
- **Bank fees will be charged to the supplier**

Thanks for your cooperation

6 – Questions/ Request for clarification

Any requests for clarification may be submitted by email to omar.shammo@ruwwadaltanmeya.org

7 – Delivery of items

- Delivery of items is to be mentioned in the agreement after selecting the winner.

8 – Important

Kindly note that the quotation will be **automatically rejected** if

- The bidder doesn't send all the requested papers (mentioned in number 4).
- The quotation doesn't include the requirements (mentioned in number 3).
- The quotation is received after the deadline.
- The quotation does not cover all the items listed in the attached excel.
- The supplier is responsible for providing us with a sample for each item mentioned in the Bill of Quantities (BOQ).

9 – Notes

- **In case you encounter any problems while downloading the files “TOR & List of Items” please contact us.**
- **Make sure to mention the subject of the tender “Stationary/Office supplies” in the subject of your email.**
- **Make sure to send all the requirements as requested otherwise the offer will be rejected.**
- **The prices should be fixed for at least one year from signing the agreement**
- **The agreement period is one year, commencing from the date of signing the agreement.**
- **This tender is open exclusively to suppliers located in **Tripoli, Lebanon.****

10 – Scoring

Score will be determined based on the following criteria:

- **Price**
- **Same requested brands/items (applicants should quote the same requested brands as mentioned in the BOQ – Bill of Quantities.)**
- **Official documents (شهادة مالية – اذاعة تجارية...)**
- **Delivery period (regardless of the order's quantity, the selected supplier should deliver the requested items within a maximum of 2 working days.)**
- **Change of items (Supplier must be flexible to change any item)**

Bidder name:

Signature & stamp:

Thanks for your cooperation