**REQUEST FOR PROPOSAL**

**Original Toner Cartridges for all SOS Villages**

**SOS CHILDREN'S VILLAGES LEBANON – Lebanon**

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# About SOS

SOS Children's Villages Lebanon is a non-governmental non-profit social development National Association and a member of the International Federation of SOS Children's Villages (SOS CV) which is an umbrella organization for 136 national SOS CV associations in the world among them are 9 Arab countries. We are part of the world’s largest practitioner movement for supporting the right of the children who are deprived of parental care or at risk of losing it by providing them with family-based care and preventing child abandonment through our Family Strengthening Program (FSP). These 2 programs complement each other to take care of vulnerable less fortunate children.

Today, more than 218 children are growing up in 29 SOS families in three SOS Children Villages all over Lebanon. Besides, we have 1 Youth House for boys. In addition to one Kindergarten and Medical Care.

Children at SOS Children’s Village Lebanon live with their biological siblings, attending the different private & public schools available throughout the community, partaking in outdoor activities with the children of the neighborhood, and participating in summer camp with their schoolmates.

# Request for Proposal

SOS Children’s Villages in Lebanon invites qualified suppliers to submit proposals for the supply of toner cartridges. The organization is seeking a reliable supplier with a proven track record of providing high-quality toner cartridges at competitive prices. The successful vendor will be responsible for supplying toner cartridges for all the printers in SOS Children’s Villages and SOS National Office.

# Required documents

The bidder shall provide the following documents (SOS might request additional documents):

* 1. Registration Certificate of the company
	2. Registration in the ministry of finance
	3. VAT registration certificate
	4. Company profile: A brief description of the vendor’s company, including its history, experience, and qualification.
	5. List of NGOs customer if applicable
	6. A detailed description of the toner cartridges being proposed, including the brand, model, and technical specification.
	7. A total price in the BOQ including the unit price, delivery fees, and any applicable taxes.
	8. Warrantee: A description of the warrantee offered by the vendor, including the duration and coverage.
	9. Detailed Bill of Quantities

# Services to be provided

1. Free Delivery of Goods within 3 days of placing the order.
2. The supplier must also provide support and maintenance services for the printer for at least one year from the date of delivery.
3. The supplier must be an authorized seller of laptops/IT equipment in Lebanon.

# Special conditions

1. All bids must be submitted in sealed envelope showing the project name, bidder’s name, phone number and email to SOS HQ, Beirut, Sin El Fil, Monseigneur Shebli street, SOS building, 3rd floor.
2. Toner cartridges has to be original, brand new, not remanufactured or refilled.
3. All pages should be stamped and signed.
4. Approved Bidders should sign SOS Child safeguarding policy and code of conduct.

# Terms of payment

SOS Children’s Villages Lebanon shall pay for the goods/services using a Fresh USD Check or Fresh USD bank transfer. The payment shall be made within 1 week from receiving the Goods/Services. Any costs related to the payment - including bank charges or other fees - will be borne by SOS.

# Bill of Quantities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Description  | Unit  | Quantity  | Price  |
| 1 | Original Bizhub Toner Cartridge c250i for Konica Minolta | Cartridge  | 1 |  |
| 2 | Original Bizhub Toner Cartridge 223 for Konica Minolta | Cartridge | 1 |  |
| 3 | Original Bizhub Toner Cartridge 163 for Konica Minolta | Cartridge | 1 |  |
| 4 | Original Canon Image Runner c3226i Toner Cartridge  | Cartridge | 1 |  |
| 5 | Original Canon Image Runner 3025 Toner Cartridge | Cartridge | 1 |  |
| 6 | Original Canon i-SENSYS MF3010 Toner Cartridge | Cartridge | 1 |  |
| 7 | Original Brother MFC-7360 Toner Cartridge | Cartridge | 1 |  |
| 8 | Original Brother MFC-7840N Toner Cartridge | Cartridge | 1 |  |
| 9 | Original Brother DCP-7040 Toner Cartridge | Cartridge | 1 |  |
| 10 | Original Develop ineo-266 Toner Cartridge | Cartridge | 1 |  |
| 11 | Original HP Color Laser Jet Pro MFP M277 dw Toner Cartridge | Cartridge | 1 |  |
| 12 | Original HP Color Laser Jet Pro MFP M176n dw Toner Cartridge | Cartridge | 1 |  |
| 13 | Original HP Color Laser Jet Pro MFP M281fdw Toner Cartridge | Cartridge | 1 |  |
| 14 | Original HP Color Laser Jet Pro MFP M180n Toner Cartridge | Cartridge | 1 |  |
| 15 | Original HP Color Laser Jet P1006 Toner Cartridge | Cartridge | 1 |  |
| 16 | Original HP Color Laser MFP 178nw Toner Cartridge | Cartridge | 1 |  |
| 17 | Original HP DeskJet 2130 Toner Cartridge | Cartridge | 1 |  |
| 18 | Original Samsung SXC-4833fd Toner Cartridge | Cartridge | 1 |  |
| 19 | Original Sharp AR-M201 Toner Cartridge | Cartridge | 1 |  |

# Contact Person

For any clarification or questions, an email should be sent to:

SOS Lebanon – **Procurement and Logistics Coordinator** – Bilal Itani – bilal.itani@sos.org.lb

and to copy

SOS Lebanon – **Finance & Controlling Manager** – Rana Dbouk - rana.dbouk@sos.org.lb

SOS Lebanon – **ICT Manager**– Maroun Rizkallah– maroun.rizkallah@sos.org.lb