

Gas (Propane) for Kitchen for *Ruwwad Al Tanmeya*

Ref#002

1- Ruwwad Al Tanmeya Organization Overview

Ruwwad Al-Tanmeya is a Lebanese 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 in Lebanon.

2- Operational Objective:

Ruwwad is seeking suppliers capable of providing gas (Propane) for its Kitchen on weekly basis.

The quotation must include:

- An official quotation in USD.
- The offered services against a contract for one year (able to be extended as per project requirement).
- The monitoring process of fuel for vehicles.
- The registration number in the ministry of finance.
- VAT in LBP (if existing).
- Payment Terms and condition with ID copy of the assigned person allowed to receive payments.

All quotations should be sent by email to Tenders@ruwwadaltanmeya.org with a copy to Hoda.r@ruwwadaltanmeya.org with the subject “Gas for Kitchen”.

3- Bidders must send:

All Bidders are required to send the below requirements to the following email Tenders@ruwwadaltanmeya.org with a copy to Hoda.r@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).

4- Payment Terms:

- Bank Letter cash dollar or Bank Transfer
- Bank fees will be charge on the vendor (1% of each payment if through Bank Letter)

5- Questions/ Request for clarification

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

6- Timeframe

- Quotations and the requested papers should be submitted within **7 days of the Call launching date.**

7- Important

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

- The bidder doesn't send all the requested papers (mentioned in number 5).
- The quotation doesn't include the requirements (mentioned in number 4).
- The quotation is received after the deadline.

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 "Gas for Kitchen" in the subject of your email.
- Make sure to send all the requirements otherwise the offer will be rejected.

Bidder name: _____

Signature & stamp: _____