

Tabitha

REQUEST FOR QUOTATIONS

Serial No: 005/1467/2023

CLOSING DATE FOR QUOTATIONS:

09/06/2023

Description: Tabitha is seeking to buy materials for tote bags production for its ongoing project in Batroun.

Introduction and Background:

The project's overall objective is to strengthen the resilience of the local community in Batroun to cope with the effects of the current economic situation of the country and enable those whose livelihoods were severely disrupted to recover and rebuild their lives, through the provision of vocational trainings, life skills trainings and business support.

Questions:

- a. Questions must be submitted in writing via email to e.ghaoui@tabithalb.org ; phone calls will not be accepted.
- b. Only written answers issued by Tabitha will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Tabitha or any other entity should not be considered as an official response to any questions regarding this RFQ.

Payment Terms:

1. Fifty percent (50%) of the whole amount when placing the order
2. The remaining fifty percent (50%) when receiving all the order

Pricing:

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in **USD**. Offerors are requested to provide quotations on official letterhead or format.

• **Selection Criteria and Awards:**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following criteria. The relative importance of each individual criterion is indicated by the number of points below:

- *Availability – 30%:* The availability of the materials requested.
- *Price – 70%:* The overall cost presented in the offer.

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The following is an invitation to quote the following items to be purchased by Tabitha:

NO	ITEM (Description of Goods)	Unit	Qty	Unit Price	Total price
1	Tote Fabric - قماش كتان	Roll (2.40m)	1500		
2	Sewing Thread (Tote colour) - (DMC) خيطان خياطة (لون الكتان) 40/2 Length: 3900 Y 100% Spun Polyester	Box of 12	10		
3	Embroidery Thread (Green - Dark Green - Blue - Dark Grey) (DMC) 120D/2 4000m 100% Polyester	Box of 12	12		
4	Sewing Needles for Small Singer Machines (Size: 12/80)	Pack of 10	20		
5	Needles for Embroidery Machines (Size: 100/16)	Pack of 10	20		
6	Sewing needles for Industrial Singer Machines (Size: 80/12)	Pack of 10	20		
7	Sewing Bobbin for Singer sewing machines	Box of 12	2		
8	Industrial Singer Scissors	Piece	16		
9	Thick Cardboard (15 cm width / 50 cm Height)	Piece	1500		
10	Measuring Roll - مازورة	Piece	10		
11	Light Blue Chalk - طبشور الخياطة	Box of 12	1		
12	Needle Threader - مبيرة	Box of 30	1		
13	Wooden Table (135cm/100cm)	Piece	2		
14	Pins (Big Box - 500g) - دبابيس	Box	6		
				Total	

- If there are any delivery fees, please mention them below.

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	This document is not a contractual agreement and does not, and should not be constructed as, committing Tabitha to any contractual obligation of any kind. The tender should be submitted in the company's letter head and should be duly franked by the company seal and should be submitted to the address:	
	All tenders/quotations must contain the following information against which a tick should be placed:	
1	The full name, address of the tendering company	<input type="checkbox"/>
2	Period of validity of quotation	<input type="checkbox"/>
3	Best price details including discounts	<input type="checkbox"/>
4	Full relevant products specification	<input type="checkbox"/>
5	Details of any guarantees/warranties regarding insurance	<input type="checkbox"/>
6	A company profile	<input type="checkbox"/>
7	Payment Terms	<input type="checkbox"/>
8	All necessary official documents related to the company	<input type="checkbox"/>

Name	Signature	Date
Dr. Najla Chahda Country director		24/05/2023
Isabelle Feghali Program Coordinator		24/05/2023

Vendor's Receipt		
Name	Signature and Stamp	Date
Name of Receiver		
Name of Company or Vendor		

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