**Date:**

**REQUEST FOR QUOTATION (RFQ): NO.**

**FOR SUPPLY AND DELIVERY OF FUEL** **TO MAKHZOUMI FOUNDATION CLOSING DATE AND TIME:**

The Makhzoumi foundation invites qualified suppliers, to make firm offers for supply and delivery

Of Fuel (hereinafter referred to as the “Goods”).

Note: this document is not constructed in any way as an offer to contract with your firm.

**A-SCOPE OF REQUIREMENTS:**

The following form integral part of this request for quotation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **ITEM DESCRIPTION** | **UOP** | **QTY** | **PRICE** | **Remarks** |
|  |
| 1 | **Small Size** | Engine Capacity 1.2 cc / Aut, Model 2018 - 2020 | Car | 1 |  |  |  |
| 2 | **Medium Size** | Engine Capacity 1.4 cc / Aut, Model 2018 - 2020 | Car | 1 |  |  |  |
| 3 | **SUV 4\*4** | Engine Capacity 1.6 cc / Aut, Model 2018 - 2020 | Car | 1 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **#** | **SERVICES** | **YES/NO** | **%** |  |  |  |
|  |  |  |
| 1 | FULLY INSURED (ALL RISK AND OBLIGATORY) |   |   |  |  |  |
| 2 | 24 HR ROAD ASSISTANCE |   |   |  |  |  |
| 3 | REPLACEMENT IN CASE OF ACCIDENTS OR BREAK DOWN |   |   |  |  |  |
| 4 | TRANSFERS ALL OVER LEBANON |   |   |  |  |  |
| 5 | ADMINISTRATION FORMALITIES |   |   |  |  |  |
| 6 | FIRE EXTINGUISHER, EMERGENCY TRIANGLE AND FIRST AID KIT |   |   |  |  |  |
| 7 | MONTHLY CHECK UP AND FULL MAINTENANCE  |   |   |  |  |  |
| 8 | FRANCHISE |   |   |  |  |  |
| 9 | FULL MAINTANANCE COVERAGE SUCH AS: TIRES, WINDSHIELD, OIL CHANGE… |   |   |  |  |  |
| 10 | **THE CAPABILITY OF PROVIDING US WITH ANY REQUIRED NUMBER OF CARS DURING THE YEAR (MIGHT REACH 20/25 CARS OTHER THAN THE NUMBER OF CARS WE ALREADY HAVE)** |   |   |  |  |  |

Special Instructions:

* The supplier undertakes to hand over the rental cars to the first team within a period of 24 hours from the date of receipt of the first team's request in this regard.
* The supplier undertakes to provide the full number of rental cars, in accordance with the conditions included in the offer, and any additional numbers that may be required according to the individual price mentioned for each rental car category with the services detailed in the offer.

**RFQ EVALUATION:**

All RFQ will be evaluated based on compliance with the established MF specification, cost, warranty period, delivery capacity and availability of products in your stock.

 Below information is necessary for RFQ to be considered:

1. Company registered with the government of Lebanon.
2. Company was established and has selling similar products for at least one year.
3. You may add other depending on the case.

**RFQ INFORMATION:**

1. Suppliers are required to submit all their enquires in respect of this request. Makhzoumi Foundation may, at its discretion, copy any reply to a particular question to all other invited suppliers.
2. **Language:** RFQ shall be prepared in English.
3. **Currency:** your quote shall be only in US DOLLAR.
4. **Delivery terms:** delivered at place (DAP) greater Beirut area.
5. **Prices:** unit cost and total cost must be provided without VAT.it must cover all the services to be provided (price all inclusive) including delivery.

**SUBMISSION OF RFQ:**

RFQ must be submitted as follows: by e-mail in PDF format

Please indicate in the e-mail subject field:

-RFQ/2021

-Name of your firm

-Number of e-mail that are sent (example: 1/2., 2/2)

**LATE SUBMISSION OF RFQ: RFQ received after the deadline for submission may not be considered.**

**RFQ ACCEPTANCE:** Makhzoumi Foundation reserves the right to accept the whole or part of your RFQ.

**RFQ VALIDITY:** You are requested to hold your proposal valid for 10 days from the deadline for submission. Makhzoumi Foundation will make its best effort to select a firm within this period.

**PAYMENT:** Payment will be made within 30 days of receipt of invoice at MF office in Beirut following satisfactory delivery of services. MF does not undertake to pay by letters of credit or in advance of delivery.