**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 | **HP INK** | HP INK 80A | PCS | 20 |   |   |
| 2 | **HP INK** | HP INK 83A | PCS | 20 |   |   |
| 3 | **HP INK** | HP INK 85A | PCS | 20 |   |   |
| 4 | **HP INK** | HP INK 26A | PCS | 20 |   |   |
| 5 | **HP INK** | HP INK 17A | PCS | 20 |   |   |
| 6 | **HP INK** | HP INK 201A | PCS | 20 |   |   |
| 7 | **HP INK** | HP INK 130A | PCS | 20 |   |   |
| 8 | **HP INK** | HP INK 106A | PCS | 20 |   |   |
| 9 | **HP INK** | HP INK 19A | PCS | 20 |   |   |
| 10 | **HP INK** | HP INK 61 BLACK | PCS | 20 |   |   |
| 11 | **HP INK** | HP INK 61 COLORE | PCS | 20 |   |   |
| 12 | **HP INK** | HP INK 79 BLACK | PCS | 20 |   |   |
| 13 | **HP INK** | HP INK 78 BLACK | PCS | 20 |   |   |
| 14 | **HP INK** | HP INK 950 XL BLACK | PCS | 20 |   |   |
| 15 | **HP INK** | HP INK 951 XL BLUE | PCS | 20 |   |   |
| 16 | **HP INK** | HP INK 951 XL RED | PCS | 20 |   |   |
| 17 | **HP INK** | HP INK 951 XL YELLOW | PCS | 20 |   |   |
| 18 | **HP INK** | HP INK 203 BLACK (HP254NW) | PCS | 20 |   |   |
| 19 | **HP INK** | HP INK 203 BLUE (HP254NW) | PCS | 20 |   |   |
| 20 | **HP INK** | HP INK 203 RED (HP254NW) | PCS | 20 |   |   |
| 21 | **HP INK** | HP INK 203 YELLOW (HP254NW) | PCS | 20 |   |   |
| 22 | **HP INK** | HP INK 59A BLACK (HP281FDN) | PCS | 20 |   |   |
| 23 | **HP INK** | HP INK 59A BLUE (HP281FDN) | PCS | 20 |   |   |
| 24 | **HP INK** | HP INK 59A RED (HP281FDN) | PCS | 20 |   |   |
| 25 | **HP INK** | HP INK 59 YELLOW (HP281FDN) | PCS | 20 |   |   |
| 26 | **KONICA TONER** | TN116 | PCS | 20 |   |   |
| 27 | **KONICA TONER**  | TN118 | PCS | 20 |   |   |
| 28 | **SHARP TONER** | Toner OPC-I MX-206 GT for use in MX-M160D/M200D | PCS | 20 |   |   |
| 29 | **Laptop** |  Lenovo laptop Ideapad L3 15IML05 – Intel Core i7 10510U 1.8G – 8GB SO-DIMM DDR4-2667 – 1TB HDD – NVIDIA GeForce MX330 2GB GDDR5 – 15.6" FHD Anti-glare -DOS | PCS | 8 |   |   |
| 30 | **Printer** |  HP LaserJet Pro MFP M26a | PCS | 5 |   |   |
| 31 | **Tablet** | Samsung Galaxy Tab A7 LTE 3 GB RAM 32 GB ROM 10.4 inch with Wi-Fi+4G Tablet | PCS | 5 |   |   |

Special Instructions:

-Items should be genuine and original,

-The cost must be inclusive of transportation to greater Beirut area,

-The supplier must check/inspect the items before dispatching them to Makhzoumi foundation,

-All rejected items must be replaced by the supplier at no cost to Makhzoumi foundation.

**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.