**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** | **Yes / No** |
|  |
| 1 | Free Cards Emission Fees |   |  |
| 2 |  Free Monthly Management Fees |   |  |
| 3 | Free Renewal Fees |   |  |
| 4 | Available Online System |   |  |
| 5 |  Free Car Wash/Each Active Card for Every 500,000 LBP Paid |   |  |

Special Instructions:

* The company must provide prepaid cards that allow the supply of petroleum products from petrol stations spread throughout Lebanon.
* During the agreement period, the company is not entitled to demand payment of any additional amount of any kind or source, except for the price of the delivered quantities of petroleum products.
* The company must deliver petroleum products according to the individual price for each category of petroleum products specified in the fuel sale price table, issued by the Ministry of Energy, on the date of requesting any quantity.

**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 LBP.
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.