**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:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **SERVICE DESCRIPTION** | **UOP** | **QTY** |
|  |
| 1 |  GUARD 8 HOURS /6DAYS, DAY/SHIFT UNHCR-RHUH BLDG | RENT /MONTH | 2 |  |
| 2 | GUARD 8 HOURS /7DAYS, DAY/SHIFT UNHCR-RHUH- BLDG | RENT /MONTH | 3 |  |

Special Instructions:

* The suppliers should attach the commercial, financial registration certificate & NSSF clearance certificate.
* The suppliers must provide the full number of guards according to what is mentioned in the offer and any additional number that the second party may request in exchange for the above-mentioned individual services allowance for each category of guard services according to what is included 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.