**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 | **A4 Papers** | A4 white papers | Box of 5 | 100 |  |  |  |
| 2 | **A4 Papers** | A4 Colored papers | PKT | 20 |  |  |  |
| 3 | **A3 Papers** | A3 white papers | PKT | 20 |  |  |  |
| 4 | **Envelopes** | EXPRESS Peel & Seal White Envelopes A4 | Box | 10 |  |  |  |
| 5 | **NotePads** | ARGOS Note Pads Ruled (120\*200 / 120 Sheets) | Pcs | 150 |  |  |  |
| 6 | **Receipt Books** | BF Receipt & Draft Books | Pcs | 20 |  |  |  |
| 7 | **Bloc Calendars** | BF Desk Bloc Calendars | Pcs | 50 |  |  |  |
| 8 | **Stick Notes** | STICK'N Self-Stick Note Cubes (400 Sheets) 75X 75 MM | Pcs | 200 |  |  |  |
| 9 | **Highlighting Index** | Self-Stick Highlighting Index Notes (Arrows / 125 per pack - 12 X 44MM) | Pcs | 5 |  |  |  |
| 10 | **Arch Files** | ELBA Colored Lever Arch Files A4 8CM | Pcs | 60 |  |  |  |
| 11 | **Folder Mate** | FolderMate Attache Files | Pcs | 100 |  |  |  |
| 12 | **Folder Mate** | FolderMate Carry Files | Pcs | 100 |  |  |  |
| 13 | **Perforated Files** | Penrex Perforated Files | Pcs | 100 |  |  |  |
| 14 | **Staples** | Penrex Heavy Duty/ High Quality Staples 24/6 | Pcs | 150 |  |  |  |
| 15 | **Staples** | Penrex Heavy Duty/ High Quality Staples NO10 | Pcs | 150 |  |  |  |
| 16 | **Staple Removers** | Penrex Deluxe Staple Removers | Pcs | 40 |  |  |  |
| 17 | **Paper Clips** | Metal Paper Clips 33MM | Box | 120 |  |  |  |
| 18 | **Paper Clips** | Metal Paper Clips 50MM | Box | 120 |  |  |  |
| 19 | **Paper Clips** | Metal Paper Clips 78MM | Box | 120 |  |  |  |
| 20 | **Metal Clips** | Metal Binder Double Clips 25MM | Box | 120 |  |  |  |
| 21 | **Metal Clips** | Metal Binder Double Clips 41MM | Box | 120 |  |  |  |
| 22 | **Metal Clips** | Metal Binder Double Clips 51MM | Box | 120 |  |  |  |
| 23 | **Name Badges** | PVC Name Badges Holder Horizontal (CLEAR) Without Clip | Box | 2 |  |  |  |
| 24 | **Lanyard** | Lanyard Badge Holder (50ea/pkt) | Pkt |  |  |  |  |
| 25 | **Memo Trays** | Memo Trays White Papers 90mm \* 90mm - 500Sheet, 80grs | Pcs | 150 |  |  |  |
| 26 | **Letter Trays** | HELIT Letter Trays | Pcs | 60 |  |  |  |
| 27 | **Pens** | BIC Ballpoint Pens Medium Nib (Blue) | Box | 30 |  |  |  |
| 28 | **Pens** | BIC Ballpoint Pens Medium Nib (Red) | Box | 10 |  |  |  |
| 29 | **Pens** | BIC Ballpoint Pens Medium Nib (Green) | Box | 10 |  |  |  |
| 30 | **Highlighters** | SCHNEIDER Job Highlighters | Pack of 4 | 40 |  |  |  |
| 31 | **Correction Pens** | PENREX Correction Pen Rollers | Box | 10 |  |  |  |
| 32 | **Pencils** | PENREX Vogue Deluxe HB Pencils | Box | 20 |  |  |  |
| 33 | **USB** | USB 16Gb | Pcs | 15 |  |  |  |
| 34 | **Calculators** | CANON Desk Calculators | Pcs | 20 |  |  |  |
| 35 | **Scissors** | MAUL Office Scissors | Pcs | 20 |  |  |  |
| 36 | **Plastic Runners** | BF Suspension Files | Pcs | 100 |  |  |  |
| 37 | **File Folders** | SMEAD Manilla File Folders 1/5 CUT A4, 100/BOX | Pcs | 200 |  |  |  |
| 38 | **Drawing Book** | Drawing Book A4 | Pcs | 200 |  |  |  |
| 39 | **Eraser** | Eraser size 3.9\*2.1\*1cm | Pkt | 50 |  |  |  |
| 40 | **Ruler** | Plastic ruler 30cm | Pcs | 50 |  |  |  |
| 41 | **Ruler** | Plastic ruler 50cm | Pcs | 50 |  |  |  |
| 42 | **Ruler** | Plastic ruler 100cm | Pcs | 50 |  |  |  |
| 43 | **Sharpener** | Plastic sharpener | Pcs | 100 |  |  |  |
| 44 | **Flipchart** | Flipchart Tripod 70\*10cm | Pcs | 5 |  |  |  |
| 45 | **Pen Board** | SCHNEIDER Board and Flip Marker (Black) | Pcs | 5 |  |  |  |
| 46 | **White Board** | 90\*120cm | Pcs | 5 |  |  |  |
| 47 | **Bulletin Board** | 120\*90cm | Pcs | 5 |  |  |  |
| 48 | **Bulletin Board** | 90\*60m | Pcs | 5 |  |  |  |
| 49 | **White Board** | White board 50x70 | PCS | 100 |  |  |  |
| 50 | **Paper** | Flip chart paper refills 800 | PCS | 20 |  |  |  |
| 51 | **Patafix** | UHU patafix | Pcs | 50 |  |  |  |
| 52 | **Paper Cutter** | Paper Cutter A4 | Pcs | 5 |  |  |  |
| 53 | **Transparent File Folder** | Transparent File Folder Sized A4 | Box | 15 |  |  |  |
| 54 | **Adhesive Gum** | Self-adhesive gumfix -84pcs/pkt | Pkt | 20 |  |  |  |
| 54 | **Clipboard** | A4 clipboard - PVC | Pcs | 50 |  |  |  |

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.