**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 | **Eco Bags** | Small (Or Similar) 48CM \* 24CM \* 11CM | Pack of 30 | 10 |  |  |  |
| 2 | **Eco Bags** | Medium (Or Similar) 63CM \* 32CM \* 14CM | Pack of 30 | 10 |  |  |  |
| 3 | **Eco Bags** | Large (Or Similar) 85CM \* 40CM \* 19CM | Pack of 30 | 10 |  |  |  |
| 4 | **Tissues** | BOUQUET 300 SH-2PLY-AFH 2\*12PE (Or Similar) | Pack of 10 | 20 |  |  |  |
| 5 | **Toilet Roll** | Maxi TLT-WH-2PL-175m\*1-Plain (Or Similar) | Pack of 10 | 15 |  |  |  |
| 6 | **Dark Tissues** | Int.Fld-Natura-2PL (Or Similar) | Pack of 10 | 20 |  |  |  |

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.