**DATE: [29/06/2021]**

**REQUEST FOR QUOTATION: No. 0013/2021]**

**FOR THE SUPPLY OF [Hygiene kits]**

**QUOTATION TO BE RECEIVED BY: [07/07/2021] COB**

The **[The Community Organization for Development and Empowerment-INITIATE]** requests your price quotation for the following [**Hygiene kits]** specified in this Request for Quotation.

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Hygiene kits**  |  |  |
|  |  |  |  |  |
| **No.** | **Items**  | **Package**  | **Details** |
| **1** | Masks | 1 | containing 50 masks  |
| **2** | Alcohol based Hand sanitizers Large  | 1 | 1 L |
| **3** | Hand sanitizers Small  | 1 | 110ml each  |
| **4** | liquid Soap  | 1 | 500ml |
| **5** | Detergents | 1 | 500ml |

Selection criteria are: Lowest price

## Other Requirements:

* Delivery To (including transportation costs): ( Initiate Office)
* Wire Banking Information: Cash
* All the above-mentioned items should be packaged together in one box. Please include the cost of packing and delivery within the offer
* Quantity: up to 600 boxes
* The supplier should provide items (Hygiene kits) with an expiry date of at least six months

## Quote Submission Deadline:

**Date:**  07/07/2021 **Time:** 4:30 PM

## Mode of Submission of Quote:

**Quote(s) shall be submitted by email to:**

|  |
| --- |
|  |
| Name: Zuheir Allawand |
| Address: [Al Hamra, Al Sadat street, Commercial Residential Building, 2nd floor, Beirut, Lebanon] |
| Email: Zuheir.allawand@initiate-lb.org |
| Phone: **03 681 610** |

## Special Conditions

### Validity of Quotes

Quotes submitted shall remain open for acceptance for a minimum of 10 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### Basis of Selection

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A [ Contract Type; PO or Contract] will be issued to the responsible Bidder that is judged to be most advantageous to the Community Organization for Development and Empowerment-INITIATE in terms of quality of service, delivery schedule and cost. The Community Organization for Development and Empowerment-INITIATE may accept any item or group of items of a bid. The Community Organization for Development and Empowerment-INITIATE reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

The Community Organization for Development and Empowerment-INITIATE may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. the Community Organization for Development and Empowerment-INITIATE may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate the Community Organization for Development and Empowerment-INITIATE to award a contract. the Community Organization for Development and Empowerment-INITIATE reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## Response to Request for Quotes

|  |  |
| --- | --- |
| Date | Date |
| To: | [ORGANIZATION NAME]  | Procurement Office |
| From: | Company Name |
| Subject: | Response to RFQ number: | XXXX |

The following quote is submitted in response to the RFQ from [ORGANIZATION NAME] for the following items. This quote takes into consideration any additional specifications listed on page one (1) of the RFQ.

## ITEM DESCRIPTION

* WRITTEN DESCRIPTION
* TABLE WITH DETAILED SPECIFICATIONS