

REQUEST FOR QUOTATION (RFQ)**Supply of Food Items, Hygiene Materials and Essential Supplies****RFQ Number:** RFQ-2026-01**Date of Issue:** 31 August 2026**Deadline for Submission of Quotations:** 10 October 2026**Delivery Location:** Tyre – Burj El Shamali**Required Currency:** USD / EUR**1. INVITATION TO SUBMIT A QUOTATION**

Diyarouna Association invites companies, commercial establishments, suppliers and qualified vendors to submit quotations for the supply of the items listed in the tables below.

Suppliers are requested to complete all required fields and submit an **official, signed and stamped quotation**, clearly indicating the brand, country of origin where applicable, unit price, and total price.

Quotations will be evaluated based on **price, quality, compliance with specifications, availability of items, delivery time and payment terms**, in accordance with the procurement procedures adopted by Diyarouna Association.

Submission of a quotation does not constitute a commitment by Diyarouna Association to purchase from the supplier. The Association reserves the right to accept or reject any quotation, in whole or in part.

SECTION 1: HYGIENE AND PERSONAL CARE ITEMS

#	Item	Required Specifications	UoM	Quantity	Unit Price USD	Total Price USD	Brand / Remarks
1	Soap Bar	Personal hygiene soap, wrapped, non-perfumed, for normal skin, hypoallergenic, 250 g	Piece	5			
2	Antibacterial Multipurpose Cleaner	1-liter bottle	Piece	1			
3	Dishwashing Liquid	1-liter bottle	Liter	1			
4	Laundry Detergent	Laundry washing powder, 2 kg	Kg	3			
5	Shampoo	1 liter, hypoallergenic, pH 5.5	Liter	1			
6	Adult Toothpaste	150 ml	Piece	1			
7	Children's Toothpaste	100 ml, two types: 3–5 years and 6–10 years	Piece	1			
8	Garbage Bags	Plastic garbage bags, 30-liter capacity, roll of 20 pieces	Roll	1			
9	Garbage Bags	Plastic garbage bags, 10-liter capacity, roll of 20 pieces	Roll	1			
10	Tissue Paper	Pack of 300 tissues	Pack	3			
11	Toilet Paper	Pack of 300 sheets	Pack	3			
12	Floor Mop	Reusable floor mop	Piece	1			
13	Dishwashing Sponge	Medium size	Piece	2			
14	Female Sanitary Pads	With wings, medium to high absorbency, unscented, no gel, no plastic fiber net on the upper surface, each pad individually wrapped, pack of 10 pieces	Pack	2			
15	IEC Materials	Information, Education and Communication materials as required	Set	—			
16	UXO Awareness Materials	Awareness materials related to the risks of unexploded ordnance, suitable for beneficiaries	Set	—			
17	Carton Box for Kitting	Suitable carton box for packing and kitting the materials	Piece	1			

Subtotal – Section 1: USD _____

SECTION 2: FOOD ITEMS

#	Item	Required Specifications	UoM	Quantity	Unit Price USD	Total Price USD	Brand / Remarks
1	Canned Meat	Zwan, 340 g	Piece	4			
2	Canned Cheese	360 g, such as La Vache qui rit / Bella / Picon or equivalent	Piece	4			
3	Canned Hummus	400 g	Piece	8			
4	Canned Beans	400 g, 85% drained weight	Piece	2			
5	Sugar	1 kg pack	Kg	1			
6	Halawa	400 g	Piece	2			
7	Sesame Kaak	300 g	Piece	5			
8	Date Bar / Tamriyeh	100 g	Piece	5			
9	Tea Bags	2 g per tea bag; box containing a minimum of 50 tea bags	Box	1			

Subtotal – Section 2: USD _____

SECTION 3: FINANCIAL SUMMARY OF THE QUOTATION

Description	Amount in USD
Subtotal – Hygiene Materials	USD _____
Subtotal – Food Items	USD _____
Transportation and Delivery Costs	USD _____
VAT, if applicable	USD _____
TOTAL QUOTATION VALUE	USD _____

Does the quoted price include VAT?

☐ Yes
 ☐ No
 ☐ Not Applicable

Does the quoted price include transportation and delivery to the Association's location?

☐ Yes
 ☐ No

SECTION 4: QUOTATION TERMS AND CONDITIONS

The supplier is requested to comply with the following:

1. Submit an official quotation on the company's letterhead, **signed and stamped**.
2. Provide the price for each item separately.
3. Clearly indicate the proposed brand and product where more than one option is available.
4. All food items must be **safe, intact and fit for human consumption**, with production and expiry dates indicated when requested.
5. Items must not be expired, damaged, or have damaged packaging.
6. Hygiene and personal care items must comply with the required specifications.

7. Clearly indicate the **validity period of the quotation**.
8. Clearly indicate the **delivery period** following receipt of the Purchase Order.
9. Clearly indicate the proposed payment terms.
10. Clearly indicate whether transportation and delivery costs are included in the quoted prices.
11. Diyarouna Association reserves the right to request samples or additional information regarding any item before making the final purchasing decision.
12. Diyarouna Association reserves the right to purchase the full quantity or only part of the requested quantities, depending on its needs and available budget.
13. The quotation will be evaluated based on **price, quality, compliance with specifications and delivery conditions**, and the lowest-priced quotation will not necessarily be selected.
14. Submission of a quotation does not create any obligation on the part of Diyarouna Association towards the supplier. The purchase shall only become binding upon the issuance of an official **Purchase Order / Supply Agreement** by the Association.

SECTION 5: SUPPLIER INFORMATION**Company / Commercial Establishment Name:****Contact Person:****Address:****Telephone Number:****Email Address:****Commercial Registration / License Number:****Bank Name / Bank Account Information:****SECTION 6: SUPPLIER DECLARATION**

We, the undersigned, hereby confirm that the prices and information provided in this quotation are accurate and that we are able to supply the requested items in accordance with the specifications, quantities and delivery conditions stated in this Request for Quotation.

Company / Institution Name:**Name of Authorized Signatory:****Position / Title:****Authorized Signatory's Signature:****Company Stamp:****Date:** ____ / ____ / 2026**SECTION 7: FOR DIYAROUNA ASSOCIATION INTERNAL USE ONLY****Number of Quotations Received:** _____**Quotation Evaluation Date:** ____ / ____ / 2026

Supplier Total Quotation Value Compliance with Specifications Delivery Period Evaluation / Remarks

Supplier 1 USD

Supplier 2 USD

Supplier 3 USD

Recommended Supplier:**Total Value:**

USD _____

Justification for Selection:**Procurement Officer Name:****Signature:****Management Approval:****Signature:**

Date: ____ / ____ / 2026

DIYAROUNA ASSOCIATION

Thank you for your cooperation and for submitting your quotation.