

Request for Proposal

Subject: **Moving, packing, warehousing and storage**

Original Date Issued: **July 26, 2017**

Closing Date: **July 31, 2017**

Hereby, International Relief and Development, Inc. (IRD)-Lebanon is seeking quotations from qualified companies to move its desks, furniture, equipment, and supplies.

Scope of Work:

The furniture's will move from two locations:

1. Mekalles
2. Sodeco Square, Ashrafieh

to its new location at _____ (successful bidder). The move will be done during August 2017, according to a schedule to be worked out between the IRD and the selected contractor. The work includes handling, moving and packing the desks, furniture, equipment and supplies with the approximate volume of **40 cubic meter**. We will move the whole quantities of furniture out of the warehouse located in Mekalles and limited quantities from our office at Sodeco square. Items to be moved are listed in the attached Inventory. We are asking for a price to move the items on the Inventory list from Mekalles (approximately 30 Cubic meter), plus approximately 40 boxes of office files, supplies, 4 desks, 1 oval table and other materials from Sodeco office to the selected destination.

The amount of no inventoried material to be moved from Sedeco was calculated as the equivalent of 40 boxes 36cm wide, 30cm high, and 46 cm long, 1 oval table, 3 file cabinets and 3 desks. This number is approximate and represents our best estimate

Conditions of Work:

The loading area at the Destination,

- Mekalles: wide enough for truck
- Sodeco Square: Block B, 1st floor. The entry from this point requires using the stairs inside the building.

The contractor is responsible for providing moving, packing and other unloading equipment necessary.

The contractor will be required to clean up and remove, or dispose of, all trash, packing material, leftover parts, and other debris at the Destination location. The contractor will be required to protect furniture and equipment from damage during disassembly, transport, and reassembly and to protect the finishes and furnishings of the Origin and Destination locations from damage during transport and installation.

The contractor must provide insurance including workers' compensation to cover all of the contractor's employees, property damage to cover loss or damage to IRD property, and general liability for any acts or omissions of contractor or contractor's employees while working on this project.

Terms and conditions:

Submit the following documents:

- A completed Proposal Form (enclosed), signed by a responsible officer or agent of the company. The price quoted must be valid for a period of 30 days starting from the deadline date for the submission of the bids.
- References – Proposals shall include a list of three (3) references including name, address, phone number and contact person. IRD reserves the right to contact references other than, and/or in addition to, those furnished by the cleaning company.
- The Quotation Form requires three amounts:
 - A fixed price for moving all of the furniture and equipment listed on the Inventory (Mekalles warehouse)
 - A per-hour rate or total price for moving furniture, equipment, and other materials not listed on the Inventory (3 desks, 1 oval table, 3 file cabinets and 40 boxes) Sodeco office
 - Storage fee / monthly rate up to 12 months contract (approximately 40 meter cubic)
- Term and Renewal – The term of the Contract shall be for 12 Months unless earlier terminated.
- The Contract may be terminated by either party with a Fifteen (15) day written notice.
- IRD reserves the right to accept the whole or part of any bid.
- Basis of Payment – Payment will be made to the Cleaning Company within 15 days upon receiving the Company's monthly invoice and after approval by IRD.

The selected Contractor may will provide a contract template for clients. IRD reserves the right to negotiate the contract terms and conditions as to ensure compliance with IRD's policies and procedures.

All questions relating to this Request for Proposal must be referred in writing to
irdlebanon-procurement@irdglobal.org

The proposals must be submitted electronically no later than **Monday July 31, 2017** at the following email address:

IRDLebanon-procurement@irdglobal.org

Proposal's reference

RFP/SPP/Moving&Storing/001

This Request for Proposal in no way obligates IRD to award a contract nor does it commit IRD to pay any cost incurred in the preparation and submission of a bid.

IRD will select the contractor using the *Lowest Price Technically Acceptable Procurement* approach. The proposals submitted before deadline that include price, service terms and conditions, as stipulated above, registration and company profile, shall be considered Technically Acceptable.

It is IRD's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and IRD personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any IRD's procurements and may result in disciplinary actions against IRD personnel involved in such discovered transactions.

IRD provides equal opportunity to all contractors and does not discriminate based on gender, ethnicity or religion.

Sincerely,
Amine Al Aawar

Inventory List “Mekalles”

Description	Quantity
File cabinet	3
Single Meeting Chair	43
Office 3 seaters chair (connected)	2
Office Movable Chair	6
Office leather couches	4
Office leather couch 3 seater	1
Office leather couch 1 seater	1
Bar Stool chair	2
Meeting Table	3
Kitchen table	1
Gas burner	1
Cartoon Archive Box (46x36x30)	86
Fire Extinguisher 5 KG	5
Christmas Tree	1
christmas ornaments box	1
Office desk 170 x 80 cm, with metal legs	8
Kitchenware (1 box)	1
Refrigerator	1
Water cooler	1
Air Conditioner (compressor + Split)	2
Kitchen cabinet	1
Cleaning equipment	1
Picture frame	1
Black box	1
Banners	5

Inventory List “Sodeco office”

Description	Quantity
File cabinet	3
Oval Meeting Table	1
Cartoon Archive Box (46x36x30)	30
Office desk 170 x 80 cm	2