



FUNDED BY THE EUROPEAN UNION
بتمويل من الاتحاد الأوروبي



DATE: 22/04/2021

REQUEST FOR QUOTATION: No. RFQ/YR-002

FOR THE SUPPLY OF HYGIENE KITS

QUOTATION TO BE RECEIVED BY: 05/05/2021 COB

Development for People and Nature Association (DPNA) requests your price quotation for the following Hygiene Kits specified in this Request for Quotation (RFQ). Noting that 400 hygiene kits are to be distributed.

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:

- RFQ completed and stamped (attached)
- Commercial Register Certificate
- Certificate Of Registration at Ministry of Finance
- Not subject to legal proceedings from the court
- Copy of the ID of the representative of the company
- Printed Colored Photos of the items to be included in the kit

OTHER REQUIREMENTS:

- Delivery to DPNA Center at **Corniche El Bahri, Hassib Abdel Jawad Street, Azzam Bldg., 1st floor, Saida, Lebanon** and Packaging to be included with the Pricing;
- Quote Validity Period;

The File should have the company name stated on the file from outside with the RFQ number;

QUOTE SUBMISSION DEADLINE:

Date: 05/05/2021 **Time:** 5 PM

MODE OF SUBMISSION OF QUOTE:

Applicants should submit their applications request in a sealed envelope (hard copy) to Development for People and Nature Association (DPNA) Office:

Name: Tarek Halabi or Mohammad Kozbar – DPNA Procurement Unit
Address: Corniche El Bahri, Hassib Abdel Jawad Street, Azzam Bldg, 1 st floor, Saida,
Email: dpna@dpna-lb.org
Phone: +9617727005

SPECIAL CONDITIONS



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VALIDITY OF QUOTES

Quotes submitted shall remain open for acceptance for a minimum of 6 months 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.



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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 Service Agreement will be issued to the responsible Bidder that is judged to be most advantageous to Development for People and Nature Association (DPNA) in terms of quality of service, delivery schedule and cost. DPNA may accept any item or group of items of a bid. DPNA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

DPNA 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. DPNA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate DPNA to award a contract. DPNA 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.



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RESPONSE TO REQUEST FOR QUOTES (SAMPLE TO BE FILLED, PRINTED, AND SIGNED)

SUPPLIER NAME: معلومات المزود:		RETURN QUOTATION TO: DPNA ارجاع المناقصة الى:	
Contact Name: الاسم		Contact Name: الاسم	Tarek Halabi
Email: البريد الالكتروني		Email: البريد الالكتروني	dpna@dpna-lb.org
Phone: الهاتف		Phone: الهاتف	+9617727005
Fax: الفاكس		Fax: الفاكس	+9617727005
Mobile: موبايل		Mobile: موبايل	
Address: العنوان		Address: العنوان	Corniche El Bahri, Hassib Abdel Jawad Street, Azzam Bldg., 1 st floor, Saida, Lebanon



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DPNA
جمعية التنمية للإنسان والبيئة
Development for People and Nature Association



Line item no. رقم المادة	Description of goods/services وصف المواد/الخدمات المطلوبة	Unit الوحدة	Quantity required الكمية المطلوبة	Currency العملة	For Supplier to fill in: يتم تعبئتها من قبل المزود			
					Unit Price سعر الوحدة	Total Price السعر الكامل	Availability Date تاريخ توفر المواد	Brand Name of Priced Item اسم العلامة التجارية للوحدة المسعرة
1	Laundry Washing Powder / صابون للغسيل (Concentrated, bag of 2 Kg, for washing laundry by hand; not lot of foam, un-allergic & unperfumed, free from carcinogens elements/materials)	Item	1	USD				
2	Bleach / مبيض Eau de Javel 4/5L	Item	1	USD				
3	فوط صحية نسائية / Women Pads (Bag of 10) Brand: Private, Always or equivalent	Items	2	USD				
4	Hand / صابون لليدين soap bar (min 125 g) Brand: Palmolive, FA or equivalent.	Items	10	USD				
5	معجون اسنان / Toothpaste (Box of 125 ml) Brand: Closeup, Signal or equivalent.	Items	2	USD				
6	Toothbrush / فرشاة اسنان (Unit) Brand: Aquafresh or equivalent.	Items	5	USD				
7	Sanitizer / معقم يدين Bottle (750 ml) Brand: Bectra, Higeen or equivalent.	Items	1	USD				
8	face masks box of 50 (3 ply)	Items	1	USD				
9	Alcohol antiseptic 70% ethanol – 500 ml	Items	1	USD				



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	Brand: Optimal, or equivalent							
10	Dish Soap / سائل للجلي (700 ml) Brand: Ambi Pur, Fairy or equivalent	Items	1	USD				
11	Hair / شامبو للشعر / shampoo (600 ml) Brand: Dove, Pert Plus or equivalent	Items	2	USD				
12	Cleaning / ماسح للتنظيف / Mops Medium Quality	Items	2	USD				
13	Surface Cleaning Cloth Medium Quality	Items	2	USD				
14	Kit Packaging Cartoon – كارتون	Kit	1	USD				
					Subtotal		المجموع	
					Delivery charge (If applicable)		قيمة الشحن (ان وجدت)	
					Other charges (If applicable)		تكاليف اخرى (ان وجدت)	
					Total		المجموع الكامل	



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Additional Information required from supplier: معلومات اخرى مطلوبة من المزود	
(1) Quote validity period مدة صلاحية عرض السعر	
(2) Copy of ID Card for all the supplier is required نسخة عن البطاقة الشخصية للمزود	
(3) Lead time to finish all needed specified work الوقت المطلوب لانتهاء كافة الاعمال	

Supplier confirmation of offer تأكد المزود لعروض السعر		ختم المزود – Supplier Stamp
Name/الاسم		
Title/المهنة		
Signature/التوقيع		