

DATE: 4/3/2024

REQUEST FOR QUOTATION: No. RFQ/ SCLR- FK001

For the Supply of Food Kits

QUOTATION TO BE RECEIVED BY: 18/3/2024 COB

Development for People and Nature Association (DPNA) requests your price quotation for the supply of food parcels specified in this Request for Quotation (RFQ).

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)
- Sample kit with the requested goods
- Previous Experience
- Commercial Register Certificate
- Certificate of Registration at Ministry of Finance
- Not subject to legal proceedings from the court (Clean Judicial Record)
- Copy of the ID of the representative/owner of the company

OTHER REQUIREMENTS:

- Delivery of sample to DPNA Office and Packaging to be included with the pricing;
- Sample kit will be distributed after the closing of the tender.
- Quote Validity Period;

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

QUOTE SUBMISSION DEADLINE:

Date: 18/3/2024 **Time:** 3 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:

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| Name: Ali Bast – DPNA Procurement Unit |
| Address: Center Romanos, 2 nd floor, Saida Jizzine street, Lebaa, Lebanon |
| Email: procurement@dpna-lb.org |
| Phone: +9670128016 |

SPECIAL CONDITIONS

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.

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 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.

EVALUATION AND SELECTION CRITERIA:

Evaluation and Selection criteria will be divided as follows: Technical 60%, Financial 40%.

| Technical evaluation | | Maximum Points |
|---|---|----------------|
| Expertise of the Candidate submitting proposal | | |
| 1 | Sample Kit | 30 |
| 2 | Previous Experience | 20 |
| 3 | Company Official Documents (Registration Documents, ID company representative, Judicial record, etc.) | 10 |
| Total Technical Score | | 60 |

ITEM DESCRIPTION

DPNA in collaboration with DCA under the project "Contribute to creating an enabling environment for vulnerable groups including women and youth to organize and respond to the protracted Lebanese crisis" is requesting price offer for 300 Food kits with specifications of items included below:

| 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 التوفر |
| 1 | Sugar | Kg | 3 | | | | |
| 2 | Mortadella 340-350g (Zwan or Taghziah or equivalent) | unit | 1 | | | | |
| 3 | Egyptian Rice | Kg | 5 | | | | |
| 4 | Chickpeas | Kg | 1 | | | | |
| 5 | Lentils- Brown | Kg | 2 | | | | |
| 6 | Bulgur White 900 | Bag | 1 | | | | |
| 7 | Vegetable Oil 1.7L (Ghandour or Crystal or equivalent) | Gallon | 1 | | | | |
| 8 | Halawa 400g | Piece | 1 | | | | |
| 9 | Pyramids Cheese 100g (Bella or Bihar or equivalent) | Piece | 2 | | | | |
| 10 | Pasta 500g Spaghetti (Deroni or Panzani or equivalent) | Piece | 3 | | | | |
| 11 | Tomato Paste 300g (Golden Pheasant or equivalent) | Piece | 3 | | | | |
| 12 | JAM 360g (Mechaalany or Cortas or equivalent) | Piece | 1 | | | | |
| 13 | Tea 160g (Lipton or Horse Head or equivalent) | Bag | 1 | | | | |
| 14 | Salt 700g | Bag | 2 | | | | |
| 15 | Flour 900g | Bag | 1 | | | | |
| 16 | Vegetable Ghee 700g (Deroni or Bellfood or equivalent_ | unit | 1 | | | | |
| 17 | Vermicelli 400g | Bag | 1 | | | | |
| 18 | Delivery and Package | unit | | | | | |
| | | | | | Subtotal /Package | | المجموع |
| | | | | | Other charges (If applicable) | | تكاليف اخرى (ان وجدت) |
| | | | | | Total | | المجموع الكامل |

| 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 | |

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

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: | Ali Basst |
| Email/البريد الالكتروني: | | Email/البريد الالكتروني: | procurement@dpna-lb.org |
| Phone/الهاتف: | | Phone/الهاتف: | +9617727005 |
| Fax/الفاكس: | | Fax/الفاكس: | +9617727005 |
| Mobile/موبايل: | | Mobile/موبايل: | |
| Address: العنوان | | Address: العنوان | Center Romanos, 2 nd floor, Saida Jizzine street, Lebaa, Lebanon |