

DATE: 30/08/2023

REQUEST FOR QUOTATION: No. RFQ/ DPNA-SHABAKE006

Accommodation and Venue Rental for Training

QUOTATION TO BE RECEIVED BY: 13/09/2023 COB

Development for People and Nature Association (DPNA) requests your price quotation for the following accommodation and venue reservation 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)
- Previous experience in hosting trainings
- Commercial Register Certificate
- Certificate of Registration at Ministry of Finance
- Not subject to legal proceedings from the court (Clean Judicial Record)
- Data Sheet (Accommodation and Venue Photos- facilities- rooms)
- Copy of the ID of the representative/owner of the company

OTHER REQUIREMENTS:

- Quote Validity Period;

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

QUOTE SUBMISSION DEADLINE:

Date: 13/09/2023 **Time:** 4 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 or by Email at: Procurement@dpna-lb.org

Name: Ali Basst – DPNA Procurement Unit
Address: Corniche El Bahri, Hassib Abdel Jawad Street, Azzam Bldg, 3 rd floor, Saida,
Email: procurement@dpna-lb.org
Phone: +9617727005

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	Data Sheet (Accommodation and Venue Photos-facilities- rooms, etc.)	35
2	Previous Experience in hosting trainings	15
3	Company Official Documents (Registration Documents, ID, Judicial record, etc.)	10
Total Technical Score		60

ITEM DESCRIPTION

As part of PSS project under the SHABAKE 2 “Grant Award for the rapid response mechanism for the crisis in Lebanon” with Expertise France- Groupe AFD, DPNA is requesting price offer for an Accommodation and Venue reservation for 3 nights, 4 days for 30 persons during second or third week of September 2023.

Line-item no. رقم المادة	Description of goods/services وصف المواد/الخدمات المطلوبة	Unit الوحدة	Quantity required الكمية المطلوبة (30 persons/3 nights)	For Supplier to fill in: يتم تعبئتها من قبل المزود			
				Currency العملة	Unit Price سعر الوحدة	Total Price السعر الكامل	Availability Date تاريخ التوفر
1	<p>Accommodation Details:</p> <ul style="list-style-type: none"> - Duration: 4days, 3 nights. - Number: 30 persons - Double & Triple Rooms (Ensure rooms have secure locks) - Breakfast, lunch, and dinner - Availability of air conditioning. <p>Ideally situated in a natural area with outdoor spaces for a refreshing and conducive environment Accommodations must adhere to safety standards and possess established emergency protocols.</p>	Per Person for 3 nights	30	USD			
2	<p>Venue Details:</p> <ul style="list-style-type: none"> - Suitable for 30 persons. - Internet Access. - Preferable to be in the same location as the accommodation. - Availability of air conditioners, LCD projector, LCD Screen, Tables, Chairs, Sound System, etc. - Provide 2 coffee breaks (Juice, Cake, etc.) - Support of IT. <p>Ideally situated in a natural area with outdoor spaces for a refreshing and conducive environment.</p>	Per day	4	USD			

Must adhere to safety standards and possess established emergency protocols.					
				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	Corniche El Bahri, Hassib Abdel Jawad Street, Azzam Bldg., 3 rd floor, Saida, Lebanon