

DATE: 03/10/2023

REQUEST FOR QUOTATION: No. RFQ/ DCA-HK001

For the Supply of Hygiene Kits

QUOTATION TO BE RECEIVED BY: 17/10/2023 COB

Development for People and Nature Association (DPNA) requests your price quotation for the Supply of Hygiene Kits 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:

- Quote Validity Period;

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

QUOTE SUBMISSION DEADLINE:

Date: 16/10/2023 **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:

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	Sample Kit	30
2	Previous Experience	20
3	Company Official Documents (Registration Documents, ID, Judicial record, etc.)	10
Total Technical Score		60

ITEM DESCRIPTION

As part of "Grant Award for Ain EL Helwe" under DCA, DPNA is requesting price offer for 1200 Hygiene Kits with specifications of items included as 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	Thin Face Towel – 50*100	unit	1				
2	Thin Body Towel- 70*35	unit	2				
3	Tissues normal (300pc)	unit	1				
4	Hand Soap- Liquid 500ml (Comro or On or equivalent)	unit	1				
5	Cloth Washing Powder Soap- 2kg (OXI or equivalent)	unit	2				
6	Comb	unit	2				
7	Nail Cutter	unit	1				
8	Toothbrush (Colgate, Signal or equivalent)	unit	4				
9	Toothpaste 120-125ml (Signal, Crest or equivalent)	unit	2				
10	Bathing Soap 650ml (ON,114 or equivalent)	unit	3				
11	Shampoo 400ml (lagoon or Cosmaline or equivalent)	unit	2				
12	Sanitary Pad (10 pcs/pack) (always or private or equivalent)	unit	2				
13	Daily Pad (20pcs/pack)(Carefree or always or equivalent)	unit	1				
14	Carton + Delivery	unit	1				
					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	
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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