

DATE: 22/1/2024

REQUEST FOR QUOTATION: No. RFQ/ DCA-HK001

For the Supply of Hygiene Kits

QUOTATION TO BE RECEIVED BY: 05/02/2024 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:

- 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.
- Chosen supplier may have to deliver the total number of kits to the South.
- Quote Validity Period;

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

QUOTE SUBMISSION DEADLINE:

Date: 05/02/2024 **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 Bast – DPNA Procurement Unit
Address: Center Romanos, 2 nd floor, Saida Jizzine street, Lebaa, Lebanon
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

DPNA in collaboration with DCA is requesting price offer for 150 Hygiene kits with specifications of items included below:

Line-item no. رقم المادة	Description of goods/services وصف المواد والخدمات المطلوبة	Unit الوحدة	Quantity required الكمية المطلوبة	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	Soap bar (Soap for personal hygiene. Wrapped bar. Non-perfumed, for normal skin. Hypoallergenic, 250g; to cover 3 months' needs for a household of 5)	EA	5				
2	Bleach (5%-5.25%)	Litre	3				
3	Antibacterial detergent 500 ml	EA	1				
4	Dishwashing liquid- 1 L bottle	Litre	1				
5	Laundry washing powder (Laundry detergent, 2kg)	kg	3				
6	Shampoo (Hypoallergenic, PH factor 5.5)	Litre	1				
7	Toothpaste adult 150 ml	EA	1				
8	Toothpaste children (100 ml, 2 types of children toothpaste (3-5 years) (6-10 years))	EA	1				
9	Toothbrush adult (Adult size, Medium hardness, individually wrapped.)	EA	2				
10	Toothbrush children (Children size, soft, individually wrapped)	EA	3				
11	Garbage bag (Plastic trash /garbage 30lt. bags, a roll of 20 pc.)	EA	2				
12	Plastic Bucket	EA	1				
13	Cotton towel (100% cotton, medium size or 130cm x 75cm, 340 g. (a thick bath towel, with a rough, loose, uncut pile, very absorbent)).	EA	1				
14	Aluminum bottled water 500 ml		2				
15	Tissue Paper (1 pack of 300 sheet)	EA	3				

16	Toilet paper (1 pack of 300 sheet)		3				
17	Floor cloth (Reusable floor cloth for mop)	EA	1				
18	IEC material (The IEC material should be tailored to the kit and include instructions for water chlorination)	NA	1				
19	Sponge for dish washing		2				
20	Torch for lighting- small		1				
21	Disinfectant alcohol 500 ml		1				
22	Female sanitary pads (Sanitary napkins, with wings, size and absorbent capacity - suitable for medium to high flow, each pack with 10 pieces (medium & heavy absorption) unperfumed, no gel, no plastic fibre net on the upper side each sanitary napkin wrapped separately.)		4				
						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