

**DATE: 13/8/2024**

**REQUEST FOR QUOTATION: No. RFQ/CDCS- TB001**

**For the Supply of Tablets**

**QUOTATION TO BE RECEIVED BY: 26/8/2024 COB**

Development for People and Nature Association (DPNA) requests your price quotation for the supply of tablets 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)
- Warranty
- 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:** 26/8/2024      **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:

Name: Ali Bast – DPNA Procurement Unit
Address: Center Romanos, 2 <sup>nd</sup> 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 40%, Financial 60%.

Technical evaluation		Maximum Points
<b>Expertise of the Candidate submitting proposal</b>		
1	Warranty	20
2	Company Official Documents (Registration Documents, ID company representative, Judicial record, etc.)	20
<b>Total Technical Score</b>		<b>40</b>

**ITEM DESCRIPTION**

DPNA in collaboration with CDCS under the project "Gestion Citoyenne 2.0" is requesting price offer for 20 tablets 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	Samsung Tab A9 Plus 11'' 64 GB	item	20				
					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 :	<a href="mailto:procurement@dpna-lb.org">procurement@dpna-lb.org</a>
Phone/الهاتف :		Phone/الهاتف :	+9617727005
Fax/الفاكس :		Fax/الفاكس :	+9617727005
Mobile/موبايل:		Mobile/موبايل:	
Address: العنوان		Address: العنوان	Center Romanos, 2 <sup>nd</sup> floor, Saida Jizzine street, Lebaa, Lebanon