

Request for Proposal

For Storage Facility Unit- Service

FOR

DANISH REFUGEE COUNCIL (LEBANON)

Request for proposal (RFP) BEY/18/004	
Name of the organization	Danish Refugee Council
Date of issue	23 rd of July 2018
Last date and time for receipts of bids	30 th of July 2018 at 14:00 pm (Beirut time)
Address for the submission of proposals	By email at: procurement.rfp@drclebanon.dk
Address for queries	By email at: procurement.rfp@drclebanon.dk

DRC is an independent, non-profit organisation devoted, on the basis of humanitarian principles and human rights to securing the protection of refugees and internally displaced persons, and to promoting long-term solutions to the problems of forced displacement. Operating since 2004 in Lebanon, DRC is currently delivering programming in protection, shelter, direct assistance, livelihoods, and community development interventions. Concerning livelihoods, DRC has implemented myriad programmes focusing on employability, support to business creation and Cash for Work. In 2018, DRC aims at improving its livelihoods programming by supporting the agricultural sector with infrastructure projects through Cash for Work programme in Akkar and Bekaa.

For further information about DRC, please refer to our website: www.drc.dk

Objectives:

DRC is seeking a firm that provides storage units' facilities (self-storage) to use it to store its archives and documentation (for RENT).

Deliverables

The services provider should be able to provide a secured and affordable storage unit that meets the below requirements:

- Size: between **50m3 to 60m3** (single dedicated room)
- Steel shelves for archive boxes storage (42cm deep by 36cm height between shelves, 7 levels of shelving)
- Private Space: Flexible facility space with secured walls (steel units, or other..)
- Opening hours from 7:00am till 17:00
- Secured: security guards, surveillance cameras and fire detectors.
- Only accessible by authorized DRC staff.
- Insurance coverage

Submission Guidelines:

Send your financial proposal (quotation) by email or to DRC office as stated in the Cover letter stating following:

- Monthly charges
- Insurance fees
- Price with and without shelving costs