



Project Title:	Diverting Waste by Encouraging Reuse and Recycling Activity (DAWERR) USAID-funded project
RFQ Title and Number:	RFQ No. DAWERR-2024-01 – Skid Steer Loader
Date of Issue	Thursday June 20, 2024
Closing Date	Monday July 8, 2024

Dear Bidders:

ECODIT Beirut LLC, implementing USAID-funded DAWERR project, invites bidders to submit quotes for skid steer loader in accordance with the specifications listed under the RFQ, enclosed.

The quote must be in English and comprised of a soft copy indicating the RFQ number, title, and closing date. The quote must be delivered by email to chammoud@dawerr.org and jsakr@dawerr.org no later than: **Monday July 8, 2024 5:00pm** (Beirut time).

Best regards,

Carla Hammoud
Supply Chain and Grants Specialist
Tel: 81-334410
USAID-funded DAWERR project
ECODIT Beirut LLC

Sarkis Building, 6th floor
Zalka, Lebanon
T: 81-397595
www.ecodit.com



I. Bidder's Agreement with Terms and Conditions – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to DAWERR of a quote will constitute an offer and indicate the Bidder's agreement to the terms and conditions in this RFQ and any attachments hereto. DAWERR reserves the right to award a purchase order (PO) without discussion and/or negotiation; however, DAWERR also reserves the right to conduct discussions and/or negotiations, which among other things may require a Bidder(s) to revise its quote (technical and/or price). Issuance of this RFQ in no way obligates DAWERR to award a purchase order, nor does it commit DAWERR to pay any costs incurred by the Bidder in preparing and submitting the quote.

II. Index of RFQ – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFQ

- Section 1 Quotation Instructions
- Section 2 Description of Goods
- Section 3 Special Provisions
- Section 4 Evaluation Criteria
- Section 5 Eligibility Criteria

Appendices

- Appendix A: Cover Letter
- Appendix B: Description of Goods
- Appendix C: Summary of Relevant Capability, Experience and Past Performance

Composition of Quote:

Bidders shall submit quotes for items detailed in Appendix B, list of needed goods. The quote will consist of Appendix A through C (see above).

Quoted prices must be in USD, exclusive of VAT and should include a breakdown of the price: unit price, transportation fees per location, any other fees.

SECTION 1 – QUOTATION INSTRUCTIONS / ADDITIONAL INFORMATION

The Bidder shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Bidder. Use the template in Appendix A.
2. Bidder shall submit quotes in prescribed format found in Appendix A.
3. Bidder shall submit a **technical offer** that includes the following:
 - **Detailed data sheets**
 - **Warranty certificate** with a clear description and duration.
 - **Statement of delivery deadline** after contract signature.
4. In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
5. Payment term: Net 30 days.
6. Bid validity: Net 30 days from date of submission
7. Bidders must fulfill the following criteria:
 - Valid business License (Commercial Register Certificate)

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- Tax Identification number details (Tax registration Certificate)
- VAT registration certificate
- Contact person, telephone, and e-mail.

SECTION 2 – DESCRIPTION OF GOODS REQUESTED

Please refer to Appendix B for a list of goods required.

SECTION 3 – SPECIAL PROVISIONS

3.1 Source and Nationality

This RFQ will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. The authorized USAID geographic code for this RFQ is Code **937**. Code 937 is defined as any area or country including the recipient country but excluding any country that is a prohibited source. A list of developing countries, advanced developing countries, and prohibited sources is available in USAID’s Automated Directives System, ADS 310 <http://www.usaid.gov/policy/ads/300/310.pdf> .

The following applies to this RFQ, all related correspondence, and any resulting contract:

A. Definition

- i. **Cooperating Country:** “Cooperating country” means Lebanon.
- ii. **Source:** “Source” means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, “source” means the country from which the commodity was shipped to the free port or bonded warehouse
- iii. **Nationality:** “Nationality” refers to the place of incorporation, ownership, citizenship, residence, etc. of suppliers of this good and must fall under the 937 code.
- iv. **Prohibited Source:** The Bidder may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

3.2 Inspection

DAWERR shall have reasonable time to inspect the goods provided, anytime during the performance period of the PO as well as after delivery, and to reject acceptance if not conforming to the specifications of the PO and offer. Recovery of the rejected item (s) shall be the sole responsibility of the Service Provider.

3.3 Warranty

Warranty service and repair is required for the goods under this RFQ. The warranty coverage must be valid on the requested goods for a minimum of two (2) years after delivery and acceptance of said goods, unless DAWERR is otherwise specified in the technical specifications. Bidders shall describe their warranty and demonstrate how they will provide the services covered under the warranty plan period.

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SECTION 4 – EVALUATION CRITERIA

All quotations received in response to this solicitation will be evaluated by DAWERR. The Purchase Order shall be awarded based on the best value to the DAWERR.

DAWERR will conduct a selection based on evaluation factors listed below.

RATINGS	
Criteria	Weight
Price	60
Met all required technical specifications.	20
Warranty and delivery details	20
Total	100

SECTION 5 – ELIGIBILITY CRITERIA

- Registered non-governmental organizations (non-profits or for-profits) including but not limited to the private sector. Applications from individual citizens will not be reviewed.
- Provide evidence that they are recognized by the Government of the country in which they operate, and that formal registration has been completed – see section 1.
- Obtain a Unique Entity Identifier which can be requested at www.sam.gov.

The following types of organizations are **not eligible** under this RFQ:

- Public International Organizations.
- Organizations with active exclusions in the System for Award Management (SAM) – refer to www.sam.gov;
- Any municipal/city, provincial and national government.
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities.
- Political parties or institutions.
- Organizations that are on the list of parties excluded from federal procurement and non-procurement programs or the United Nations Security Sanctions Committee.
- Any entity whose name or individual executives appears on any exclusions lists maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) or UN’s master list of prohibited individuals or entities.



**APPENDIX
A**

QUOTATION COVER LETTER

[On Letterhead]

TO: DAWERR
Procurement Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the **RFQ - *project title and RFQ #* Provision for Skid Steer Loader** in accordance with your Request for Quotation dated and our enclosed Proposal/Quote.

Our quote shall be binding upon us subject to any revisions resulting from contract negotiations, up to expiration of the validity period of the quotation, i.e., < >.

We understand you are not bound to accept any quotation you receive.

Yours Sincerely,

Authorized Signature:
Name and Title of
Signatory: Name of Firm:
Address, email and Phone No.

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**APPENDIX
B**

DESCRIPTION OF GOODS

Item	Technical Specifications	Quantity	Locations	Unit Price (\$) including delivery	Total Price (\$)
Skid Steer Loader	Small size skid steer loader for waste removal and easy short distance transportation. Specification Requirements: Width (Min – Max): 1.4 – 1.8 m Height (Min – Max): 1.6m – 2m Dumping Height (Min): 2 m Minimum bucket volume: 300 L Minimum carrying capacity: 450 Kg Engine power (Min): 40Hp Engine Fuel: Diesel Fuel tank capacity (Min): 40 L	1	Ras el Matn Municipality		



APPENDIX C

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this RFQ or similar activities, sorted by decreasing order of completion date.

Bidders should list projects undertaken in the past three years.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/Tel #	Cost in US\$	Completed on Schedule (Yes/No)
1					
2					
3					