

**DATE: 9/1/2025**

**REQUEST FOR QUOTATION: No. RFQ/CDCS-LB001**

**Purchase of Computers- Lebaa**

**QUOTATION TO BE RECEIVED BY: 22/1/2025 COB**

Development for People and Nature Association (DPNA) requests your price quotation for the purchase of computers in Lebaa Romanos Center 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:

- BOQ completed and stamped (attached).
- Company Profile.
- Data Sheet
- Time Schedule
- Commercial Register Certificate.
- Certificate of Registration at Ministry of Finance.
- Document reflecting that the company is not subject to legal proceedings from the court.
- Copy of the ID of the representative 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:** 22/1/2025      **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 Basst– DPNA Procurement Unit
Address: Center Romanos, 2 <sup>nd</sup> floor, Saida Jizzine street, Lebaa, Lebanon
Email: procurement@dpna-lb.org
Phone: +96170128016

#### 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
<b>Expertise of the Candidate submitting proposal</b>		
1	Date Sheet	40
2	Company profile/Official Documents	10
3	Time Schedule	10
<b>Total Technical Score</b>		<b>60</b>

## ITEM DESCRIPTION

As part of Gestion Citoyenne 2.0 project under Centre de Crise et de Soutien in partnership with Secours Populaire Français, DPNA is requesting price offer for the purchase of computers in Lebaa. Information regarding the Bid are mentioned in the attached BOQ. Suppliers interested in applying should submit the required documents.

## REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this call by e-mail to [procurement@dpna-lb.org](mailto:procurement@dpna-lb.org) or by Phone Call to +96170128016

### IMPORTANT:

- Please note that Bid Submissions are not to be sent to the e-mail address above.
- Any Offer received after the deadline will be rejected. Any Offer received via email will be rejected.
- All works should be delivered maximum by the beginning of February 2025.

## RESPONSE TO REQUEST FOR QUOTES (SAMPLE TO BE FILLED, PRINTED, AND SIGNED)

<b>SUPPLIER NAME:</b> معلومات المزود:		<b>RETURN QUOTATION TO: DPNA</b> ارجاع المناقصة الى:	
<b>Contact Name:</b> الاسم		<b>Contact Name:</b> الاسم	Ali Basst
<b>Email:</b> البريد الالكتروني		<b>Email:</b> البريد الالكتروني	<a href="mailto:procurement@dpna-lb.org">procurement@dpna-lb.org</a>
<b>Phone:</b> الهاتف		<b>Phone:</b> الهاتف	+96170128016
<b>Fax:</b> الفاكس		<b>Fax:</b> الفاكس	
<b>Mobile:</b> موبايل		<b>Mobile:</b> موبايل	
<b>Address:</b> العنوان		<b>Address:</b> العنوان	Center Romanos, 2 <sup>nd</sup> floor, Saida Jizzine street, Lebaa, Lebanon