



<b>From:</b>	SAWA for Development and aid	<b>To:</b>	
<b>Address 1:</b>	Arab University, Kalaat Rashaya Street, next to Omar Faroukh School for Girls, AHM Building, 7th Floor	<b>Address 1:</b>	
<b>Address 2:</b>	BEKAA, Creative Space center	<b>Address 2:</b>	
<b>City/country:</b>	Cola, Beirut, Lebanon	<b>City/country:</b>	
<b>Phone:</b>	81-365790	<b>Phone:</b>	
<b>Email:</b>	<a href="mailto:Lida.m@sdaid.org">Lida.m@sdaid.org</a>	<b>Email:</b>	

SAWA FOR DEVELOPMENT AND AID, kindly request you to submit your price quotation(s) for the provision of **Media supplies** as detailed below in the annex C of this RFQ#<RFQ/2023/080>

Request for Quotation Details			
<b>RFQ #:</b>	RFQ/2023/080	<b>Bid Validity Period (days):</b>	60 days
<b>RFQ Issuing Date:</b>	Sep 11, 2023	<b>Required Delivery Date:</b>	2 days after confirmation
<b>RFQ Closing Date:</b>	Sep 18, 2023	<b>Required Delivery Destination:</b>	Bekaa, Taanayel
<b>RFQ Closing Time:</b>	12:00 pm	<b>Required Delivery Terms:</b>	DAP
<b>Questions to the RFQ</b> <i>All Q&amp;A's will be shared with all invited suppliers.</i>	To: <a href="mailto:Lida.m@sdaid.org">Lida.m@sdaid.org</a> copying: <a href="mailto:mazen.r@sdaid.org">mazen.r@sdaid.org</a> <a href="mailto:Lara.s@sdaid.org">Lara.s@sdaid.org</a>	<b>Payment terms:</b>	Within 30 days of invoice date
<b>Currency of Bid (3-letter code):</b>	USD	<b>Payment Method:</b>	Bank Note

**Important Notes:**

- SAWA may choose to bid to one or two bidders based on the necessary.
- All Bids received in pencil will be disqualified.
- SAWA reserve the right to correct any miscalculation on the bid form.
- Bids in any other currency may be disqualified.
- Prices: All Bids must include all customs and taxes payable in the country of delivery.
- Delivered-at-place (DAP): the seller takes on all the risks and costs of delivering goods to an agreed-upon location.
- The quantity indicated in Annex C is an estimate that may vary (up or down) depending on the amount of funds received.



Annex C – Financial Offer

SAWA FOR DEV & AID TO COMPLETE				BIDDER TO COMPLETE		
Item No.	Item Description	UOM	Quantity required	Item /Milestone Offered Model Name, Model, UOM and (Full Descriptions if different than what is required in the required technical description)	Unit Price USD	Total Price USD
1	Canon EF 50mm f/1.4 USM Lens	Piece	1			
2	NECK MIC Rode Wireless GO 11 2-Person Compact Digital Wireless Microphone System Recorder (2.4 GHz)	Piece	1			
3	Drone DJI Mini 2 SE Fly More Combo	Piece	1			
4	Ronin DJI RS 3 COMBO GIMBAL	Piece	1			
5	Transportation fees	Trip	1			
				<b>SUBTOTAL:</b>		
				<b>VAT 11%:</b>		
				<b>TOTAL:</b>		

<b>Delivery Lead Time:</b> (From receipt of SAWA Purchase Order)		<b>(Calendar) days</b>
<b>Bid Validity Period:</b> Your Bid must be valid for the 'Bid Validity Period as stated on the Request for Quotation Details. Bids not meeting the Bid Validity Period may be disqualified.		<b>(Calendar) days</b>
<b>Supplier Payment Modality:</b>		
<b>Supplier Expected delivery date:</b> delivery date not meeting the Required Delivery Date Mentioned in The RFQ details may be disqualified.		
<b>Supplier name:</b> as per the registration paper		
<b>Submission Date:</b>		
<b>Signature &amp; Stamp:</b> Company Stamp only		



## **RFQ INSTRUCTIONS**

### **1. Submission of Bid:**

Signed and stamped RFQ must be sent through the email: [lida.m@sdaid.org](mailto:lida.m@sdaid.org) cc [Mazen.r@sdaid.org](mailto:Mazen.r@sdaid.org) and [lara.s@sdaid.org](mailto:lara.s@sdaid.org).

**In addition to the documents indicated above, new suppliers who are not registered in SAWA's supplier database must provide the following:**

1. *Copy of company registration.*
2. *Copy of tax registration (Ministry of Finance).*
3. *Copy of VAT registration (Ministry of Finance).*
4. *Annex A- vendor registration form **signed and stamped**.*

*Failure to submit any of the above or comply with the instructions may disqualify the offer. All bids must be received latest by (date & Time) or earlier.*

### **Evaluation of Bids**

All Bids received and accepted will be evaluated on a 'line item' basis as follows:

**Administrative Evaluation:** Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.

**Technical Evaluation:** All Bids received will undergo a Technical Evaluation based on 'best value for money'. Bids that comply with the requested items, specifications, and delivery conditions will be classed as 'responsive' (acceptable). Only Bids classed as 'responsive' (acceptable) will progress onto the 'Financial Evaluation'. 'Non-responsive' bids (not-acceptable Bids) will no longer be under consideration at this stage.

**Financial Evaluation:** All 'Responsive' Bids will undergo a Financial Evaluation

### **Contract Award**

Under the 'best value for money' principle, SAWA will award the contract(s) (SAWA Purchase Order or Service Contract) to the 'lowest responsive bid' except where other considerations are warranted. These other considerations can be – total cost of ownership; cost of ongoing consumables; price vs warranty; quality vs price.

***Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. SDAID will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.***

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SAWA FOR DEVELOPMENT AND AID /Procurement Department /DATE: Sep 11, 2023