

REQUEST FOR QUOTATION

From:	SAWA for Development and Aid	To:	
Address 1:	Arab University, Kalaat Rashaya Street, next to Omar Faroukh School for Girls, AHM Building, 7th Floor	Address 1:	
Address 2:	Taanayel, AL Markazeya Building 1 st floor	Address 2:	
City/country:	Cola, Beirut, Lebanon	City/country:	
Phone:	76-939720	Phone:	
Email:	Lida.m@sdaid.org	Email:	

SAWA FOR DEVELOPMENT AND AID, kindly request you to submit your price quotation(s) for the provision of **Graphic Designer** as detailed below in the annex C of this RFQ# <[RFQ/2024/004](#)>

Request for Quotation Details			
RFQ #:	RFQ/2024/004	Bid Validity Period (days):	30 days
RFQ Issuing Date:	7 January 2024	Required Delivery Date:	16 January 2024
RFQ Closing Date:	15 January- 2024	Required Delivery Destination:	Remotely
RFQ Closing Time:	12:00pm	Required Delivery Terms:	DAP
Questions to the RFQ All Q&A's will be shared with all invited Suppliers.	To: lida.m@sdaid.org copying: mazen.r@sdaid.org researcher.h@sdaid.org	Payment terms:	Within 30 days of invoice date
Currency of Bid (3-letter code):	Euro	Payment Method:	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 Euro	Total Price Euro
1	Graphic Designer	Design	10	Design a series of 10 engaging and shareable social media posts for platforms like Facebook and Instagram.		
SUBTOTAL:						
VAT 11%:						
TOTAL:						

Delivery Lead Time: (From receipt of SAWA Purchase Order)	16 January 2024	(Calendar) days
Bid Validity Period: 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.		(Calendar) days
Supplier Payment Modality:	Bank Note	
Supplier Expected delivery date: delivery date not Meeting the Required Delivery Date Mentioned in The RFQ details may be disqualified.		
Supplier name: as per the registration paper		
Submission Date:		
Signature & Stamp: Company Stamp only		

Location: Remotely

RFQ INSTRUCTIONS

1. Submission of Bid:

Signed and stamped RFQ must be sent through the email : lida.m@sdaid.org cc Mazen.r@sdaid.org and researcher.h@sdaid.org

The Envelope should include the following Documents:

1. This RFQ **all the pages should be signed and stamped.**
2. Annex C-financial offer form **fully and accurately filled in, signed and stamped.**

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.

SAWA FOR DEVELOPMENT AND AID /Procurement Department /DATE:

Jan 7 2024