

DATE: 16/09/2021

REQUEST FOR QUOTATION: No. RFQ/HKC – 001

FOR THE SUPPLY OF HYGIENE KITS COVID-19

QUOTATION TO BE RECEIVED BY: 23/09/2021 COB

Development for People and Nature Association (DPNA) requests your price quotation for the following Food Kits 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:

- RFQ completed and stamped (attached)
- Commercial Register Certificate
- Certificate Of Registration at Ministry of Finance
- Not subject to legal proceedings from the court
- Copy of the ID of the representative of the company
- Printed Colored Photos of the items to be included in the kit **(No Sample Kit is required at this stage)**

OTHER REQUIREMENTS:

- Delivery to DPNA Center and Packaging to be included with the Pricing;
- Quote Validity Period;
- The File should have the company name stated on the file from outside with the RFQ number – in case the file did not have the RFQ number it will be rejected;

QUOTE SUBMISSION DEADLINE:

Date: 23/09/2021 **Time:** 4 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: Mohamad Balkis –Procurement Officer
Address: Corniche El Bahri, Hassib Abdel Jawad Street, Azzam Bldg, 1 st floor, Saida, Lebanon
Email: dpna@dpna-lb.org
Phone: +9617727005

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, delivery schedule 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.

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

SUPPLIER NAME: معلومات المزود:		RETURN QUOTATION TO: DPNA ارجاع المناقصة الى:	
Contact Name: الاسم		Contact Name: الاسم	Mohamad Balkis
Email: البريد الالكتروني		Email: البريد الالكتروني	dpna@dpna-lb.org
Phone: الهاتف		Phone: الهاتف	+9617727005
Fax: الفاكس		Fax: الفاكس	+9617727005
Mobile: موبايل		Mobile: موبايل	
Address: العنوان		Address: العنوان	Corniche El Bahri, Hassib Abdel Jawad Street, Azzam Bldg., 1 st floor, Saida, Lebanon

Hygiene Kits (COVID-19)		For Supplier to fill in: يتم تعبئتها من قبل المزود						
Line-item no. رقم المادة	Description of goods/services وصف المواد/الخدمات المطلوبة	Spec.	Unit الوحدة	Quantity required الكمية المطلوبة	Currency العملة	Unit Price without VAT سعر الوحدة بدون القيمة المضافة	Total Price السعر الكامل	Availability Date تاريخ توفر المواد
1	صابون لليدين / Hand soap bar (Min 125 g)	individually wrapped for personal hygiene, Hypoallergenic, suitable for both baby and adult, for normal skin, 125gr, long durability; Composed of: TFM (total fatty matter) content: Minimum 70 %. Glycerine approx. 1 % . Other: approx. 29% (to be specified in the offer), pH Value (conc. 1% at 40°C): 9-11., does not contain fat from pig. - Shelf Life: soap should have shelf life at least 3 years. (Hypoallergenic certificate / ISO certificate is required)	Items	10	USD			
2	Laundry Washing Powder/ صابون للغسيل (Concentrated, bag of 5 KG, for washing laundry)	washing powder, concentrated, bag of 5 kg, for washing laundry by hand; not lot of foam, un-allergic & un-perfumed, free from Carcinogen's elements/ materials. - Shelf Life: Washing powder should have at least 3 years. (un-allergic certificate / ISO certificate is required)	Item	1	USD			
3	Cleaning Liquid/ سائل للتنظيف 750 ML		Item	1	USD			

4	شامبو للشعر / shampoo (1 liter)	Shampoo (Silky): for normal hair, suitable for children, easy-lathering shampoo, to clean hair and scalp, Hypoallergenic, PH 5.5, not harmful to human, in particular not irritating to the eyes. Shelf Life: shampoo should have shelf life at least 3 years. (Hypoallergenic certificate / ISO certificate is required)	Item	1	USD			
5	معجون اسنان / Toothpaste (Box of 100 ml) For Adults – للكبار	Adult: non- fluoride, tube, 100 ml; Shelf Life: at least 2 years.	Item	1	USD			
6	معجون اسنان / Toothpaste (Box of 100 ml) For Children – للصغار	Children: non- fluoride, tube, 100 ml; Shelf Life: at least 2 years.	Item	1	USD			
7	فرشاة اسنان / Toothbrush (Unit) For Adults – للكبار	Adult size, medium hardness individually wrapped. All of the toothbrush components are safe for use. Bristles /hand part free of sharp or jagged edges and endpoints. The bristles will not fall out with normal use.	Item	5	USD			
8	فرشاة اسنان / Toothbrush (Unit) For Children – للصغار	Adult size, medium hardness individually wrapped. All of the toothbrush components are safe for use. Bristles /hand part free of sharp or jagged edges and endpoints. The bristles will not fall out with normal use.	Item	3	USD			

9	Bucket with Lid وعاء مع مسكة 20 ليتر	Bucket plastic, 20 Liters Bucket with Lid: made of HDPE (High Density Poly Ethylene), UV resistant and safe for food and water storage, recycled plastic. The bucket capacity is 14 litres. Height 33 cm, top diameter 31 cm. The top is reinforced to prevent ovaling. The walls shall meet the bottom of the bucket with a curved surface to prevent dirt accumulation and facilitate cleaning. The bucket has a tight-fitting lid of the same material of the bucket with an attached push-on cap.	Item	1	USD			
10	Comb فرشاة شعر	Detangling hair brush	Item	1	USD			
11	Cotton towel منشفة قطن	High cotton quality	Item	2	USD			
12	Garbage bags / اكياس زباله 20 ليتر	Plastic garbage, collection bag Waste Bags (20L) - Yellow color (roll of 20bags)	Item	1	USD			
13	Surface Cleaning Cloth Medium Quality 4 per pack		Item	2	USD			
14	Dishwashing gloves / كفوف للجلي		Item	1	USD			
15	Bleach/مبيض Eau de Javel 1L		Item	1	USD			

16	Torch مشعل		Item	1	USD			
17	Alcohol antiseptic 70% ethanol – 500 ml	antiseptic 70% ethanol – 500 ml	Item	1	USD			
18	Spare Batteries (Pack of 2) بطاريات احتياطية		Item	1	USD			
19	Reusable Mask قناع قابل لإعادة الاستخدام		Item	5	USD			
20	Heady duty gloves قفازات الخدمة الشاقة	protect the user from rough surfaces, and other sources of abrasion, protect against chemical splashes and spills	Item	1	USD			
21	فوط صحفية نسائية / Sanitary Pads (Bag of 10)	Sanitary pad, PAC- 10 Female sanitary pads: Sanitary napkins, with wings, size and absorbent capacity - suitable for medium to high flow, each pack with 10 pieces (usually two packs are provided)- (medium & heavy absorption) un-perfumed, no gel, no plastic fiber net on the upper side each sanitary napkin wrapped separately. Shelf Life: at least 2 years.	Items	2	USD			
22	Kit Packaging Cartoon – كارتون		Kit	1	USD			
						Subtotal without VAT		دون المجموع القيمة المضافة
						VAT amount 11%		تكاليف اخرى (ان وجدت)
						Total with VAT		المجموع الكامل مع القيمة المضافة
						Subtotal without VAT		دون المجموع القيمة المضافة

Additional Information required from supplier: معلومات اخرى مطلوبة من المزود	
(1) Quote validity period مدة صلاحية عرض السعر	
(2) Copy of ID Card for all the supplier is required نسخة عن البطاقة الشخصية للمزود	
(3) Lead time to finish all needed specified work الوقت المطلوب لانتهاء كافة الاعمال	

Supplier confirmation of offer تأكد المزود لعروض السعر		Supplier Stamp – ختم المزود
Name/الاسم		
Title/المهنة		
Signature/التوقيع Date/التاريخ		