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 1st floor | **Address 2:** |  |
| **City/country:** | Cola, Beirut, Lebanon | **City/country:** |  |
| **Phone:** | 76-939720 | **Phone:** |  |
| **Email:** | [Lida.m@sdaid.org](mailto:Lida.m@sdaid.org) | **Email:** |  |

SAWA FOR DEVELOPMENT AND AID, kindly request you to submit your price quotation(s) for the provision of **Social Psychotherapist** as detailed below in the annex C of this RFQ# <RFQ/2023/042>

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| **Request for Quotation Details** | | | |
| **RFQ #:** | RFQ/2023/042 | **Bid Validity Period (days):** | 30 days |
| **RFQ Issuing Date:** | 7-June -2023 | **Required Delivery Date:** | 16- June-2023 |
| **RFQ Closing Date:** | 15- June- 2023 | **Required Delivery**  **Destination:** | Beqaa |
| **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](mailto:lida.m@sdaid.org) copying: [mazen.r@sdaid.org](mailto:mazen.r@sdaid.org)  [lara.s@sdaid.org](mailto:lara.s@sdaid.org)  [researcher.h@sdaid.org](mailto: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.

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| *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 | Social Psychotherapist  8 group sessions with 20 Syrian women + 3 individual sessions with each (60 individual sessions in total) | Person | 1 |  |  |  |
|  | | | | **SUBTOTAL:** |  | |
| **VAT 11%:** |  | |
| **TOTAL:** |  | |
|  | | |
| **Delivery Lead Time:** *(From receipt of SAWA Purchase Order)* | | | | **15- June -2023** | **(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* | | | |  | | |

# Sessions: starting Mid-June until end of October 2023

Location: Lebanon

# RFQ INSTRUCTIONS

## 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) and [researcher.h@sdaid.org](mailto:researcher.h@sdaid.org)

The Envelope should include the following Documents:

### This RFQ all the pages should be signed and stamped.

* 1. 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:

June- 5- 2023