

Request for Proposal # BEY/2018/004**23rd of July 2018****Request for Proposal for Storage Space Facility Services**

DRC is an independent, non-profit organisation devoted, on the basis of humanitarian principles and human rights to securing the protection of refugees and internally displaced persons, and to promoting long term solutions to the problems of forced displacement. Operating since 2004 in Lebanon, DRC is currently delivering programming in protection, shelter, direct assistance, livelihoods, and community development interventions. Concerning livelihoods, DRC has implemented myriad programmes focusing on employability, support to business creation and Cash for Work. In 2018, DRC aims at improving its livelihoods programming by supporting the agricultural sector with infrastructure projects through Cash for Work programme in Akkar and Bekaa.

The Storage unit facility – Service Provider

Provide affordable and secured storage units as stated in **Annex A**.

Instructions for Submission of Bid

There are two methods for submitting bids:

- **Hard Copy:** One original copy of your proposal in a sealed envelope clearly marked with **RFP# BEY/2018/004 and the bidder's name**. The sealed envelope must be deposited into the DRC Tender Box at the address below before the RFP Closing Date and Time.

*Paragon Building, 3rd Floor
Alfred Naccache Street,
Achrafieh, Beirut, Lebanon*

It is the bidder's responsibility to ensure that the sealed envelope is deposited into the Tender Box.

- **By Email:** Email submissions will be accepted and must be sent to the following address: Procurement.rfp@drclebanon.dk quoting, RFP#BEY/2018/004, in the Subject line. RFPs must be received in the email inbox by the closing deadline.

The closing date for submission of proposals is **30th of July 2018 at 14:00 pm (local Lebanon time)**.

Any bids received past the deadline will be disqualified.

All related questions should only be addressed to: Procurement.rfp@drclebanon.dk.

Bid documents to be submitted:

Annex B: General Conditions of Contract for the Procurement of Services

Annex C: Supplier Profile Form & Code of Conduct

Bids submitted by mail or courier are done so at the bidder's risk and DRC takes no responsibility for the receipt of such bids.

All bids received in pencil will be disqualified.

Validity of Offer

Your bid must be valid for a minimum of 30 days from the date of the RFP closing date. Bids not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all suppliers of the outcome of their proposals as soon as possible after evaluation.

Evaluation of Bids

The criteria for awarding contracts resulting from this RFP will be based on the 'best value for money' principle. For the purpose of this RFP DRC defines 'best value for money' as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

All bids will undergo a Technical Evaluation where the specifications of the offered services will be evaluated against the specifications advised in this RFP (Annex A: Terms of Reference). Those bids that meet the specifications will be classed as 'Acceptable' and the bids progressed onto the 'Financial Evaluation'.

The Financial Evaluation will be based on the 'lowest acceptable bid' taking into consideration other factors such as warranty, quality, total cost of ownership, cost of on-going consumables, etc.

Contract Award

Under the 'best value for money' principle, DRC will award the contract(s) (under DRC General Conditions of Contract for the Procurement of Services) to the 'lowest responsive bid' except where other considerations are warranted. These other considerations can be – total cost of ownership; cost of on-going consumables; price vs warranty; quality vs price.

RFP Enquires

All enquires and questions should be addressed to: procurement.rfp@drclebanon.dk

Under DRC's Anti-Corruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC 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.

Sincerely,

Procurement Department

July 2018