

**Request for Proposal**

For Server Room Arrangement & Adjustment in Beirut Office

FOR

DANISH REFUGEE COUNCIL (LEBANON)

<b>Request for proposal (RFP) BEY/20/007</b>	
Name of the organization	Danish Refugee Council
Date of issue	2 <sup>nd</sup> of September 2020
Last date and time for receipts of bids	11 <sup>th</sup> of September 2020
Address for the submission of proposals	By email to: LBN-Procurement-RFP@drc.ngo
Address for queries	By email to: LBN-Procurement-RFP@drc.ngo
Assessment visit (Mandatory)	9 <sup>th</sup> of September between 9:30am to 14:00

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

DRC Lebanon is currently delivering programming in protection, housing, infrastructure, basic assistance, livelihoods, and community development interventions. This myriad programming seeks to address the immediate needs of displaced populations and concurrently support vulnerable host populations. DRC has five offices spread throughout Lebanon in, Beirut, the Bekaa, Saida, Tripoli and Qobayat.

For further information about DRC, please refer to our website: [www.drc.dk](http://www.drc.dk)

**Objectives:**

DRC is seeking to appoint a company **to provide cable arrangement and adjustments to** DRC Server room in Beirut as per the following:

Description	QTY
Patch Panel (similar to Leviton or 3M) 24 Ports, 24 Sockets <b>CAT6</b> & 24 Patch Cords <b>CAT6</b> 0.5m	1
Cable Guide similar to 3M or Leviton for patch panel	1
Rack Power Distribution Unit 8 outlets 16 A W/Switch similar to Syslink	2
KVM Switch 4 Ports Serial and 2 USB similar to Trendnet	1
Indoor Trunking Canal	4
Fixed Shelf for 60 cm Delph WM	1
Technical Service: - Readjustment of the cabinet in the server room - Testing and termination of 24 Network Cables ( 24 Points in Server Room and 24 Office rooms) -Labeling of 24 network cables	1

Pictures or, additional documents for the similar previous projects	
NB: Any additional equipment that need to add and are not including in the ToR for completing the project, have to be reported formally to DRC before installation	

**Assessment visit to the office is mandatory before submitting the bid for efficient pricing.**

**Date of visit: Wednesday 9<sup>th</sup> of September 2020 between 9:30am and 14:00**

**Location:** DRC Beirut Office

Interested company should submit the following:

The **technical proposal** must include the company profile, registration papers, proposal with technical requirements or similar technical offer that meeting the above.

The **financial proposal** must specify the following: the cost of the requested service

The Costs should be provided in **USD**.

Value added Tax on Price Proposal: Must be inclusive of VAT.

## Instructions for Submission of Bid

There are **two methods** for submitting bids:

- **By Email:** Email submissions will be accepted and must be sent to the following address:

[LBN-Procurement-RFP@drc.ngo](mailto:LBN-Procurement-RFP@drc.ngo), quoting, RFP# BEY/2020/007, in the Subject line.

RFPs must be received in the email inbox before the closing deadline.

**Or**

- **Hard Copy:** One original copy of your proposal in a sealed envelope clearly marked with

**RFP no: BEY/2020/007 and the Company name.**

The sealed envelope must be deposited into the *DRC Tender Box* to the address below *before the RFP Closing Date and Time*.

*Paragon Building, 3<sup>rd</sup> Floor, above Body Garage gym, Alfred Naccache Street, Achrafieh, Beirut, Lebanon.*

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

The closing date for submission of proposals is on the 11<sup>th</sup> of September 2020 at 14:00 (**local Beirut time**).

**Any bids received past the deadline will be disqualified.**

All related questions should only be addressed to: [LBN-Procurement-RFP@drc.ngo](mailto:LBN-Procurement-RFP@drc.ngo).

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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**

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

- a) **Administrative Evaluation:** Evaluated to ensure compliance with all the RFP requirements and to ensure that all Bids and calculations are readable and acceptable and includes:
  - *Signed Code of Conduct*
  - *Supplier profile registration form*

b) Technical Evaluation: All Bids received will undergo a Technical Evaluation based on ‘cumulative bid score’ as stated below:

Generic Technical compliance:

- Technical/Finance proportion 70/30
- Minimum passing technical score 40

The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical Criteria #	Technical Criteria	Technical Weighting
1	The equipment similar level of brands that is written in ToR	40
2	Time frame to complete the project and starting date	20
3	References, projects that have done with other NGOs or private companies	10
<b>Financial</b>		
Financial proposal / quotation		30

\*Out of the maximum 70 points that can be given for the Technical evaluation, bidders must obtain a minimum score of at least 40 in order to proceed to the financial evaluation. Only then will the financial offer be evaluated and reviewed against the technical offer.

c) 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’ and will be shortlisted. ‘Non-responsive’ bids (not-acceptable Bids) will no longer be under consideration at this stage.

d) Financial Evaluation: All ‘Responsive’ Bids will undergo a Financial Evaluation based on proportion 70/30 where 30 is the weighted percentage of price offer.

### Contract Award

Under the ‘best value for money’ principle, DRC will award the contract(s) (DRC Purchase Requisition 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 on-going consumables; price vs warranty; quality vs price.

### RFP Enquires



All enquires and questions should be addressed to the email given in the RFP Detail's section! All Q&A's will be shared with all invited suppliers.

**Under DRC's Anticorruption 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.**

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Sincerely,

Supply Chain Department

September 2020