

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Zahle, Main Road
Address 2:	Nicols Khoury building
City:	Zahle
Country:	Lebanon
Phone #:	03-120537
E-mail:	rfq.lbn.bka@drc.ngo

TO:	
Address 1:	
Address 2:	
City:	
Country:	
Phone #:	
E-mail:	

The Danish Refugee Council (DRC) with funding from Various donors request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'RFQ No. RFQ-LBN-BKA-24-034 For Stationery.

Request for Quotation Details			
RFQ #:	RFQ-LBN-BKA-24-034	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	3-12-2024	Bid Validity Period (days):	30
RFQ Closing Date:	10-12-2024	Required Delivery Date:	TBD /When request
RFQ Closing Time:	12:00 pm	Required Delivery Destination:	BEKAA – Zahle
Questions to the RFQ	rfq.lbn.bka@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For Supplier to Complete		
LOT # 1						
Item #	Description	Unit/Measure	Quantity Required	Quantity Offered	Unit Price (without VAT)	Total Price
1	Flip chart paper, 25 sheets,80 gr	PC	60			
2	Permanent Marker all colors	PC	300			
3	Scotch tape big size	PC	60			
4	pencil sharpners Non metallic	PC	600			
5	Eraser , medium size	PC	600			
6	wooden coloring pencils , pack of 12 ,	PC	450			
7	Pencils with Eraser, pack of 12	PACK	325			
8	Glue stick,8gr,small size	PC	300			
9	Guash bottles kit of 6 colors (red, blue, yellow, green.	PACK	60			
10	Brushes for paintings , pack of 10 or 12	PACK	150			
11	Face painting kit	PACK	90			

RFQ INSTRUCTIONS

12	poppet for animation kit, # characters	PACK	30			
13	Colored balloons,100pcs/pack.regular form	PACK	90			
14	Matching cards memory game	PACK	34			
15	Stress ball	PC	450			
16	Soccer ball	PC	30			
17	Basket ball	PC	30			
18	Whistle , referee's , non metalic	PC	40			
19	Plastic containers with wheels, size 120 or 80	PC	30			
20	Coloring Pencils (12pieces/big sizes)	BOX	130			
21	Sketch drawing book A4	PC	150			
22	Colored cartoon 50*70 cm (W,R,G,B,Y,O)	PC	50			
23	Canavas 100x100 white for painting	PC	2			
24	Guash Bottles Big 1L (2 R,Y, 2G,2B, W,	PC	8			
25	Painting brush set (8 pieces different sizes)	SET	30			
26	lego building blocks set (200 piece)	PACK	10			
27	Puzzle (30 Pieces big pieces)	SET	5			
28	السلسلة التربية النفسية (الحروب و النزاعات)	SET	2			
					Total Amount (without VAT)	USD

LOT # 2

	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price (without VAT)	Total Price
1	Garbage bag , 15 L,	PC	30			
2	Wipes bag, 200 wipes	PACK	60			
3	Hand Sanitizing Gel 900ml	PC	30			
					Total Amount (without VAT)	USD

Delivery to DRC office in Zahle, including loading and unloading of the goods.

Delivery Lead Time (from receipt of DRC Purchase Order): (Calendar) days

Bid Validity Period: (Calendar) days

RFQ INSTRUCTIONS

I certify that I have read and understood the DRC General Conditions of Contract for the Procurement of Goods and the DRC Code of Ethics. I further certify that the above mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Signed: _____

Position:

Print Name:

Please stamp this Bid Form with your Company Stamp

RFQ INSTRUCTIONS

Submission of Bid

You must submit one original of the RFQ Bid Form in a sealed envelope, clearly marked with the RFQ number and the Bidders name. The bid can be delivered directly to the tender box, mailed or delivered by courier services, or alternatively send by email to the following dedicated, secure & controlled email address: rfq.lbn.bka@drc.ngo

THE RFQ BID FORM CANNOT BE EMAILED TO ANY OTHER DRC EMAIL ADDRESS

The sealed envelope must be deposited into the DRC Tender Box at the address stated on page one before the RFQ Closing Date and Time. It is the Bidders responsibility to ensure that the sealed envelope is deposited into the Tender Box.

Any Bids not received on the official DRC Bid Form, or in a sealed envelope may be disqualified for non-compliance with these RFQ Instructions.

All Bids received in pencil will be disqualified.

Prices

All Bids must include all customs and taxes payable in the country of delivery unless the RFQ specifically requests a Bid is other than DDP (INCOTERMS 2020).

All Bids must be in the currency stated on the RFQ Bid Form. Bids in any other currency may be disqualified.

DRC reserves the right to correct any incorrect calculations on the Bid Form.

Validity of Offer

Your Bid must be valid for the 'Bid Validity Period as stated on the Bid Form. Bids not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all suppliers of the outcome of their Quotations by 13-12 -2024.

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 RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.
- b) 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.
- c) Financial Evaluation: All 'Responsive' Bids will undergo a Financial Evaluation

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.

RFQ Enquires

All enquires and questions should be addressed to the email given in the RFQ 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.

Best Regards.

Supply chain Department
