

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Zahle, Main Road
Address 2:	Nicols Khoury building
City:	Zahle
Country:	Lebanon
Phone #:	81137179
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 Danida SPA hereby 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-23-067.

Request for Quotation Details			
RFQ #:	RFQ-LBN-BKA-23-067	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	18-08-2023	Bid Validity Period (days):	
RFQ Closing Date:	29-08-2023	Required Delivery Date:	TBD
RFQ Closing Time:	12:00 pm	Required Delivery Destination:	Fayda & Zahle
ASRIYRT	rfq.lbn.bka@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/Measure	Quantity Required	Quantity Offered	Unit Price (without VAT)	Total Price
1	<p>Sliding aluminum window with glass - 120cmx120cm. SIDEM2000 aluminum frame. FOLDA accessories. BERG wheels. Double glass: 6mm indoor, 9mm void, 6mm outdoor. width=120cm. length=120cm. color: black-dark brown (to be chose when supplier is selected). The price includes its upload from the supplier site, download on field, transportation to Zahle-Fayda area, and installation fees, accessories, tools.</p>	PIEC	2			
2	<p>Sliding aluminum window with glass- 220cmx120cm. The price includes its upload from the supplier site, download on field, transportation to Zahle-Fayda area, and installation fees, accessories, tools.</p>	PIEC	1			

RFQ INSTRUCTIONS

3	<p>Aluminum louvre window with fan. Aluminum window frame with aluminum blades and a fan in the middle. Fan installation is included in the price. width=140cm length=115cm SIDEM2000 aluminum frame. FOLDA accessories. color: silver The price includes its upload from the supplier site, download on field, transportation to Zahle-Fayda area, and installation fees, accessories, tools.</p>	PIEC	1			
4	<p>Aluminum doors- 85cmx220cm. SIDEM2000 aluminum frame. European accessories. The stainless door handle and the tubular lock (similar to Yale) are included in the price. width=85cm. length=220cm. color: black frame and light wooden brown interior (to be chose when supplier is selected). The price includes its upload from the supplier site, download on field, transportation to Zahle-Fayda area, and installation fees, accessories, tools.</p>	PIEC	2			
5	<p>Tilted aluminum window with glass- 60cmx120cm. SIDEM2000 aluminum frame. FOLDA accessories. Double glass: 6mm indoor, 9mm void, 6mm outdoor. The handle is included in the price. width=60cm. length=120cm. color: black-dark brown (to be chose when supplier is selected). The price includes its upload from the supplier site, download on field, transportation to Zahle-Fayda area, and installation fees, accessories, tools.</p>	PIEC	1			
6	<p>Entrance aluminum door- درفة واحدة. SIDEM2000 aluminum frame. European accessories. Double security glass: 6mm indoor, 9mm void including PVB sheets of 4mm, 6mm outdoor. The aluminum door handles, and the tubular lock (similar to Yale) are included in the price. width=100cm.</p>	PIEC	2			

RFQ INSTRUCTIONS

	<p>Length=220cm. color: black-dark brown (to be chose when supplier is selected). The price includes its upload from the supplier site, download on field, transportation to Zahle-Fayda area, and installation fees, accessories, tools.</p>					
7	<p>Main entrance aluminum door-درفتین. SIDEM2000 aluminum frame. European accessories. Double security glass: 6mm indoor, 9mm void including PVB sheets of 4mm, 6mm outdoor. The aluminum door handles, and the tubular lock (similar to Yale) are included in the price. width=180cm. length=220cm. color: black-dark brown (to be chose when supplier is selected). The price includes its upload from the supplier site, download on field, transportation to Zahle-Fayda area, and installation fees, accessories, tools.</p>	PIEC	1			
		Total Amount (without VAT)				

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

Bid Validity Period: (Calendar) days

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 29-Aug-2023.

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.

DRC Supply Chain Department – Bekaa office.