

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-23-073 – CFW_CONCRETE BENCHES AND CURBSTONE.**

Request for Quotation Details			
RFQ #:	RFQ-LBN-BKA-23-073	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	5-09-2023	Bid Validity Period (days):	
RFQ Closing Date:	18-09-2023	Required Delivery Date:	TBD
RFQ Closing Time:	12:00 pm	Required Delivery Destination:	Zahle and Fayda
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	Concrete outdoor benches with back rest with the following dimensions: length=175cm thickness of bench= 10cm height of bench=45 cm Width of seat = 40 cm PHOTOS TO BE ATTACHED TO THE RFQ.	PIEC	47			
2	Curbstone. Dimension 50cm X 30cm X15cm. Compressive strength of 25MPA. Cost include upload delivery and download to different locations. PHOTOS TO BE ATTACHED TO THE RFQ.	PIEC	1030			
				Total Amount (without VAT)		

RFQ INSTRUCTIONS

LOT#2 TRANSPORTATION

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/Measure	Quantity Required	Quantity Offered	Unit Price (without VAT)	Total Price
1	Transportation and installation Fees for the transportation of nine benches to the Fayda area (border of zahle), and the rest of the quantity, will be delivered to different locations in Zahle along the way. Hence, one bench will be delivered and installed at each bus stop. Hence, 38 benches will be distributed across 38 locations in Zahle. Fees include the upload and download of benches to specific locations. It also includes the fees for the driver, maintenance, and diesel.	TRIP	1			
		Total Amount (without VAT)				

Note:

- 1) Delivery will be to DRC warehouse in Zahle, including the uploading/unloading of items.
- 2) Payment will be made after delivery is done within 20 working days.
- 3) DRC has the right to award each lot for more than one supplier.

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 18-Sep-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.

Mohamad Abdel Halim
Supply Chain Department - 5-Sep-2023