

REQUEST FOR QUOTATION

طلب عرض أسعار

إلى: TO:

Date of issue: تاريخ الاصدار	28.03.2024
File no.: رقم الملف	RFQ-LEB-2024-007
Contract title: عنوان العقد	Menstrual Hygiene and Incontinence Kit
Closing date: تاريخ الاغلاق	15.04.2024
For further information, please contact the Contracting Authority: للمزيد من المعلومات يرجى التواصل مع الجهة المتعاقدة	Norwegian Church Aid Achrafieh, Zahrat al Ihsan street, facing Namat Beirut, Contact person: NCA procurement department جهة الاتصال: Tel: +961 76 615 941 رقم الهاتف: E-mail: ncalebano procurement@nca.no البريد الإلكتروني:
Please note that the Quotations must be delivered to the Contracting Authority at the above address by in a sealed envelope clearly marked with the above File Number and the name of the submitting company. يرجى ملاحظة أنه يجب تسليم عروض الأسعار إلى جهة التعاقد على العنوان أعلاه في ظرف مختوم ومميز بوضوح برقم الملف أعلاه واسم الشركة المقدمة.	

NORWEGIAN CHURCH AID INVITES YOU TO SUBMIT A QUOTATION FOR THE FOLLOWING

تدعوك منظمة العون الكنسي النرويجي لتقديم عرض سعر لما يلي

Lot #	Description الوصف	Unit الوحدة	Quantity الكمية	Delivery Place مكان التسليم
1	Menstrual Hygiene Kit	Kit	1000	multiple locations in Lebanon as per the delivery plan
2	Incontinence Kit	Kit	300	multiple locations in Lebanon as per the delivery plan

This RFQ is indivisible, bidders are obligated to submit for both Lots.

INSTRUCTIONS

A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negatively.

A.2. Cost of quotation

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

A.3. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation.

Suppliers shall also be requested to certify that they comply with article 13. "Child Labour and Forced Labour" and article 14 "Mines" of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

A.5. Documents comprising the Request for Quotation

The Supplier shall complete and submit the following documents with his quotation:

1. This request for quotation form including the technical data form (to be signed and stamped by the Bidder)
2. **(financial offer form) Annex 1** (Price to be inserted by the bidder signed and stamped).
3. General terms and conditions for supply contracts, Code of conduct **Annex #2,3**
4. Copy of a valid commercial registration 2024.
5. Copy of the ID of the company owner.
6. Samples for all the requested items
7. Letter of confirmation from the Bank.

Offers shall be submitted in a sealed envelope containing Three envelopes:

1. Administrative Envelope: It contains all the required documents except for the technical and financial offers.
2. Technical Envelope: it contains the technical offer (samples to be provided separately).
3. Financial Envelope: It contains the financial offers Annex 1

A.6. Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

NCA will not provide any type of compensation to the contracted supplier due to price inflation in the market.

The price shall be quoted in USD.

A.7. Validity

Offers shall remain valid and open for acceptance for **20 days** after the closing date for the submission of offer.

Prior to the expiry of the original offer validity period, the Contracting Authority may ask Bidders in writing to extend this period. Bidders that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the RFQ procedure will be terminated.

A.8. Delivery locations

The delivery is per the following:

Institution Name	City	Number of MHM kits	Number of incontinence kits	Sizes of adult diapers	Date of Distribution	Coordinate
Jinishian Center	Burj Hammoud	400	50	19M/21L/10XL	Day 1	33.891254,35.539383
CAHL - Armenian Elderly Home	Burj Hammoud		45	4M/29L/12KL		34.297066,35.847359
Maison de repos-Ozanam	Batroun		29	29L	Day 2	34.262663,35665672
Saint Paul Health Care Center	Sheikh Taba	600	176	114M/47L/15XL		34.536819,36.079811

A.9. Closing date

Quotations must be received at the address mentioned below by hand not later than the closing date and time. Any quotation received after that time will not be considered.

Offers shall be submitted in a sealed envelope bearing the following information:

Norwegian Church Aid

Achrafieh, Zahrat al Ihsan Street, facing Namat Beirut,

Contact person: NCA procurement department, Tel: +961 76 615 941

RFQ no.: RFQ-LEB-2024-007

ALL ENVELOPES MUST BE TIGHTLY CLOSED WITH THE COMPANY'S STAMP ON THE ENVELOPE CLOSING AREA.

A.10. Award of Contract and Criteria

The evaluation committee will conduct the administrative and eligibility check according to the requirements presented in clause A.5 of this document.

After analyzing the administrative and eligibility check, the evaluation committee will examine the technical offer and samples of each bidder according to the following:

Pass/Fail according to specifications.

The bidder whose 80% of his samples are accepted, will be requested to replace the failed samples with another according to the requested specifications with the same price.

Deviations from the specifications may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be administrative eligible and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line-item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a Bidder refuses to accept the correction, his tender will be rejected.

The bidders who pass the technical evaluation will be evaluated according to the lowest price. The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.11. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 1 day of receipt of the Contract, the successful supplier must sign and date the Contract. On signing the Contract, and subject to the provision of a valid performance guarantee, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to seize the tender guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

A.12. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

References: المراجع:

Company/INGO Name أسم الشركة/المنظمة	Contact Person الشخص المسؤول عن التواصل	E-mail	Phone number رقم الهاتف	Type of Contract نوع العقد	Contract Value قيمة العقد

NCA will conduct a reference check for short listed bidders.

Suppliers are requested to complete the following form

The following technical specifications are provided in the format of a checklist. They are compulsory as minimum standard. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

TECHNICAL DATA FORM (TECHNICAL OFFER)

Lot #1				
Item no.:	Parameter	Characteristics (Contracting Authority's minimum requirement)	Comply (Y / N)	Deviations, if any, to be described in this column
1	Description	Sanitary napkins		
	Specifications	<ul style="list-style-type: none"> - Each pack should include 10 pieces (or the total number of individual pads should be equal to 120, then the comparison would be based on total price and not unit price. Noting that individual pads not wrapped in packs are not accepted) * 6 packs day use/normal * 6 packs night, extra long - with wings - Adhesive tape on the bottom - High absorption - Each piece inside the pack should be packed in nylon wrap and tightly sealed. - Valid for minimum 2 years from date of offer 		
2	Description الوصف	Underwear set		
	Specifications المواصفات	<ul style="list-style-type: none"> - Set includes 6 female panties (2S, 2M, 2L) - Full coverage and mid-rise cut. - Cotton minimum of 95% - Quality fabric with tight waist and leg edges. - Strong fabric with elastic trim for better hold. 		
3	Description الوصف	Liquid hand soap		
	Specifications المواصفات	<ul style="list-style-type: none"> - size: 500 ml - Pump Bottle - Valid for minimum 2 years from date of offer. - Anti-bacterial 		
4	Description الوصف	Hand Towels		
	Specifications المواصفات	<ul style="list-style-type: none"> - 100% cotton - size: 70x50cm ± %5, - weight: 200-250g ± %5. - Color: different light colors. 		
5	Description الوصف	Printed Cartoon box suitable for all items		

	Specifications المواصفات	<ul style="list-style-type: none"> - Hard cartoon, consists of 5 layers.. - Dimensions is for contractor to decide, must fit all items in an organized way.. - Sealed on the side by metal staples.. - Sealed from below by plastic adhesive tape. Must be firm to avoid collapse and item falling.. - Sealed from above by plastic adhesive tape.. - Organization logo to be printed on the front and back of the box. Printing should be in NCA (Design is to be shared by NCA) - Content table to be printed on both sides 		
Lot #2				
Item no.: رقم البند	Parameter المقياس	Characteristics (Contracting Authority's minimum requirement) الخصائص (الحد الأدنى لمتطلبات جهة التعاقد)	Comply (Y / N) متوافق (نعم/لا)	Deviations, if any, to be described in this column الانحرافات ، إن وجدت ، التي سيتم وصفها في هذا العمود
1	Description الوصف	Adult Diapers		
	Specifications المواصفات	<ul style="list-style-type: none"> - Each pack should include 10 pieces (or the total number of individual diapers should be equal to 100, then the comparison would be based on total price and not unit price. Noting that individual diapers not wrapped in packs are not accepted), as per the below required sizes: * Medium: 1370 pack * Large: 1260 pack * XLarge: 370 pack - Shelf life: Valid for minimum 2 years from date of offer 		
2	Description الوصف	Under pad		
	Specifications المواصفات	<ul style="list-style-type: none"> - 10 per pack (or the total number of individual underpad should be equal to 30, then the comparison would be based on total price and not unit price. Noting that individual pads not wrapped in packs are not accepted) - 90X60 White color - 100% cotton on one side 		
3	Description الوصف	Wipes		
	Specifications المواصفات	<ul style="list-style-type: none"> - 100 pcs per pack - Without Alcohol/ Alcohol Free - Good Closer mechanism - Shelf life: Valid for minimum 2 years from date of offer 		
4	Description الوصف	Sanitizer		

	Specifications المواصفات	- 500 ML- Pump Bottle - minimum 70% Alcohol - Shelf life: Valid for minimum 2 years from date of offer - with glycerine		
5	Description الوصف	Gloves		
	Specifications المواصفات	- 100 pcs per box, - one box M and one box L, - disposable - latex - lightly powdered		
6	Description الوصف	Hand Towels		
	Specifications المواصفات	-100% cotton - 70x50cm ± %5, -weight 200-250g ± %5 . -Color: different light colors.		
7	Description الوصف	Printed Cartoon box suitable for all items		
	Specifications المواصفات	- Hard cartoon, consists of 5 layers.. - Dimensions is for contractor to decide, must fit all items in an organized way, excluding the diapers. - Sealed on the side by metal staples.. - Sealed from below by plastic adhesive tape. Must be firm to avoid collapse and item falling.. - Sealed from above by plastic adhesive tape.. - Organization logo to be printed on the front and back of the box. Printing should be in NCA (Design is to be shared by NCA) - Content table to be printed on both sides		

Delivery time to final destination	Maximum 7 calendar Days
------------------------------------	-------------------------

After having read this Request for Quotation RFQ-LEB-2024-007 on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver the same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria stated in the Instructions.
- This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

The Contractor

المقاول

Name of the company

اسم الشركة

Address

العنوان

Telephone no.

رقم الهاتف

E-mail:

البريد الإلكتروني

Name of the contact person

اسم مسؤول التواصل

Date:

التاريخ

Signature and stamp: الختم والتوقيع

Signed by: تم التوقيع من قبل
