

**REQUEST FOR QUOTATION**

طلب عرض أسعار

إلى: TO:

<b>Date of issue:</b> تاريخ الإصدار	17 September 2024
<b>File no.:</b> رقم الملف	LEB-2024-023
<b>Contract title:</b> عنوان العقد	Menstrual, Cleaning and Hygiene kits
<b>Closing date:</b> تاريخ الإغلاق	25 September 2024 at 15:00hrs.
<b>For further information, please contact the Contracting Authority:</b> للمزيد من المعلومات يرجى التواصل مع الجهة المتعاقدة	Norwegian Church Aid Achrafieh, Sassine Street, facing Saint George Tower, Zahar Building, Third floor.  Contact person: NCA procurement department جهة الاتصال: Tel: +961 76 615 941 رقم الهاتف: E-mail: <a href="mailto:ncalebanonprocurement@nca.no">ncalebanonprocurement@nca.no</a> البريد الإلكتروني:
<b>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.</b> 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 Kits	Kit	450	multiple locations in Lebanon as per the delivery plan
2	Cleaning Hygiene Kits	Kit	200	multiple locations in Lebanon as per the delivery plan
3	Personal Hygiene Kits	Kit	385	multiple locations in Lebanon as per the delivery plan

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



## **INSTRUCTIONS** التعليمات

### **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.

### **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.

### **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.

### **4. Exclusion from award of contracts**

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

5. are subject to conflict of interest
6. 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.

### **7. 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 Annex #1 Technical Data Form, to be signed and stamped by the Bidder.
2. Annex #2 Financial offer form - Lot 1, 2 & 3: Price to be inserted by the bidder, to be signed and stamped.
3. Annex #3 SUP 12 General terms and conditions for supply contracts, to be signed and stamped by the Bidder
4. Annex #4 Code of Conduct for Contractors, to be signed and stamped by the Bidder.
5. Annex #5 Vendor Bank Verification Form signed and stamped by the vendor.
6. Copy of a valid commercial registration 2024.
7. Copy of the ID of the company owner.
8. Letter of confirmation from the Bank.
9. Samples for all the requested items.



Offers shall be submitted in a One 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 Lot 1, 2 & 3

**1. 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.**

**2. 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.

**3. Delivery locations**

The delivery is per the following:

Institution Name / City	Coordinates	Menstrual Hygiene kits	Cleaning Hygiene kits	Personal Hygiene Kits
PHCC Monsef / Al Monsef	34°10'33.5"N 35°38'59.6"E	300		
Jeddeyel Municipality / Jeddeyel	34.16456, 35.65154	150		
Monsef municipality	34°10'32.8"N 35°39'06.0"E		25	
PHCC Monsef / Al Monsef	34°10'33.5"N 35°38'59.6"E		75	
Jeddeyel Municipality / Jeddeyel	34.16456, 35.65154		100	
Kfar Akka school	8R2P+723			385

**4. 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:

(Bidder Name)  
**Norwegian Church Aid**  
Achrafieh, Sassine Street, facing Saint George Tower, Zahar Building, Third floor.  
Contact person: NCA procurement department, Tel: +961 76 615 941  
RFQ no.: LEB-2024-023



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

**5. 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.

**6. 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.

**7. 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 shortlisted 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.

**ANNEX #1 - TECHNICAL DATA FORM (TECHNICAL OFFER)**

<b>Lot 1# Menstrual Hygiene Kit</b>				
Item no.: رقم البند	Parameter المقياس	Characteristics (Contracting Authorities'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	Sanitary Napkins		
	Specifications المواصفات	- Each pack should include 10 pieces Noting that individual pads not wrapped in packs are not accepted) * one pack day use/normal * one pack 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	Liquid hand soap		
	Specifications المواصفات	- Size: 500 ml - Pump Bottle - Valid for minimum 2 years from date of offer - Anti-bacterial		
3	Description الوصف	Hand Towels		
	Specifications المواصفات	- 100% cotton - size: 70x50cm ± %5 - weight: 200-250g ± %5 - Color: different light colors		
4	Description الوصف	Fabric bag suitable for all items		
	Specifications المواصفات	Good quality fabric, with handles, tie and with NCA logo (colored) printed. Enough size for all items		
<b>Lot # 2 Cleaning Hygiene Kits</b>				
Item no.: رقم البند	Parameter المقياس	Characteristics (Contracting Authorities'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	Liquid Chlorine- 1 L		
	Specifications المواصفات	Thick Plastic bottle, non transperant, with dozing cap, sealed in nylon bag		



		Sodium Hypochlorite 5% (4% to 6 %), local made		
2	Description الوصف	Plastic water bucket with handle- 12 L		
	Specifications المواصفات	Heavy duty strong, 12 L size, round shape, plastic with handle for household use, local made		
3	Description الوصف	Dishwashing Liquid		
	Specifications المواصفات	Thick plastic bottle, affective substance no less than 13%, perfumed, Antibacterial, 750 ml		
4	Description الوصف	Sponges or Scrubbers		
	Specifications المواصفات	Non-abrasive, durable sponge for cleaning surfaces and dishes. Standard size, 8-10 cm. Comes with a soft and rough side for versatility in cleaning		
<b>Lot # 3 Personal Hygiene Kits</b>				
Item no.: رقم البند	Parameter المقياس	Characteristics (Contracting Authorities'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	Toothbrush		
	Specifications المواصفات	Standard adult (7-8 inches), Medium nylon bristles, Ergonomic, slip-resistant handle for easy grip, Individual packaging for hygiene, Suitable for all types of periodontal, Light coloured		
2	Description الوصف	Toothpaste		
	Specifications المواصفات	Pack of 75 ml capacity, flavoured, Affective substance no less than 1400 ppm Fluoride, zero artificial, Hermetically sealed, Suitable for all types of periodontal, Valid for at least 2 years		
3	Description الوصف	Soap		
	Specifications المواصفات	125 grams, wrapped, perfumed, Antibacterial, at least 2 years expiry period		
4	Description الوصف	Shampoo		
	Specifications المواصفات	Mild, pH-balanced formula suitable for frequent use. 200 ml sized bottle. Fragrance: Lightly scented or fragrance-free for sensitive skin. Packaging: Resealable bottle to prevent leakage. - Valid for minimum 2 years from date of offer.		



5	<b>Description</b> الوصف	Hand Towels		
	<b>Specifications</b> المواصفات	- 100% cotton - size: 70x50cm ± %5, - weight: 200-250g ± %5. - Color: different light colors		
6	<b>Description</b> الوصف	Loofah		
	<b>Specifications</b> المواصفات	Natural loofah, back scrubber towel for shower with handles, size 15-18 cm		
7	<b>Description</b> الوصف	Fabric bag suitable for all items		
	<b>Specifications</b> المواصفات	Good quality fabric ecofriendly, with handles, zip and with NCA logo. Enough size for all items		

Delivery Time to Final Destination	Maximum 10 Calendar Days
------------------------------------	--------------------------





After having read this Request for Quotation LEB-2024-023 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

---