

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Ghanem Building, Corniche El Mina, Next to Beirut Arab University, Mina, North of Lebanon
Address 2:	Akkar Hayek Building
City:	Akkar
Phone #:	70-528780
E-mail:	rfq.lbn.nol@drc.ngo

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

The Danish Refugee Council (DRC) with funding from the [various Donors] hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled **RFQ: NOL/ 2023/ 061 for Venue in North Lebanon to Sign a Purchase Agreement of services For a Period of 12 Months.**

Request for Quotation Details			
RFQ #:	RFQ-NOL-2023-61	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	01-08-2023	Bid Validity Period (days):	45
RFQ Closing Date:	14-08-2023	Required Delivery Date:	NA
RFQ Closing Time:	14:00 PM	Required Delivery Destination:	NORTH OF LEBANON
Questions to the RFQ	rfq.lbn.nol@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Location	Quantity Offered	Unit Price without VAT	Total Price without VAT
1	Conference room equipped with conference material (project, sound system, water, pens, booklet for notes)- <i>for a full day including lunch, two coffee breaks.</i>	1 person for 1 day	North of Lebanon			
2	Conference room equipped with conference material (project, sound system, water, pens, booklet for notes)- <i>for a full day including lunch and continuous coffee break</i>	1 person for 1 day	North of Lebanon			
3	Conference room equipped with conference material (project, sound system, water, pens, booklet for notes)- <i>for a full day including continuous coffee break only.</i>	1 person for 1 day	North of Lebanon			
4	Conference room equipped with conference material (project, sound system, water, pens, booklet for notes)- <i>for a full day including breakfast, continuous coffee break, and lunch</i>	1 person for 1 day	North of Lebanon			
5	Conference room equipped with conference material (project, sound system, water, pens, booklet for notes)- <i>for half day including two coffee breaks.</i>	1 person for ½ day	North of Lebanon			

RFQ INSTRUCTIONS

6	Conference Room Rental (no lunch, no coffee break)	1 person for 1 day	North of Lebanon			
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- Location of the venue should be in the North of Lebanon.

Bidder to provide the following additional information seperatley:

- Capacity of the venue (maximum number of attendees it can accommodate)
- Availability of necessary infrastructure (e.g., audiovisual equipment, Wi-Fi, power outlets)
- Availability of furniture and equipment (e.g., tables, chairs, podium)
- Availability of parking facilities
- Accessibility features (e.g., ramps, elevators) for individuals with disabilities
- Clear and detailed menu for lunch, breakfast, and coffee breaks.

- **The result of this RFQ is to sign a framework agreement of services for validity of “12 months” and to be extended for additional 6 months depending on the performance of the Hotel and DRC procurement thresholds.**

- **Prior to making a selection, the committee members will visit the venue(s) for technical assessments**

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 Conduct. 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.nol@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 17/08/2023

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.
