

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Ghanem Building, Corniche El Mina, Next to Beirut Arab University, Mina, North of Lebanon
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TO:	
Address 1:	
Address 2:	
City:	
Country:	
Phone #:	
E-mail:	

The Danish Refugee Council (DRC) with funding from [NOVO] 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-NOL-2024-004-Electronic Equipment (Various)]

RFQ #:	RFQ-NOL-2024-004	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	08/04/2024	Bid Validity Period (days):	45 Days
RFQ Closing Date:	30/04/2024	Required Delivery Date:	3 rd and 4 th week of May
RFQ Closing Time:	14:00	Required Delivery Destination:	Wadi Jamous and Borj Al Arab
Questions to the RFQ	LBN-Procurement-RFQ@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2010)

LOT 1: Food Industrial Equipment

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price (USD)	Total Price (USD)
1	Chest Freezer Medium size around 250 L Good quality	Pcs	4			
2	Milk Frother 60 Liter - Good quality	Pcs	5			
3	Milking machine - Good quality	Pcs	1			
4	Display Refrigerator - single glass door - Good quality	Pcs	1			
5	Chest Freezer top glass - Top glass freezer - capacity around 450 L - Good quality	PCS	1			
6	Oven for sweet making - Big Oven on gas for baking sweets - 3 trays – heavy duty (صناعي)	PCS	1			
7	Display Refrigerator for beverages (Display Refrigerator single glass door for beverages)	Pcs	2			
8	Chest Freezer: Large size 450 L High quality	Pcs	2			
9	Milk Frother 30 Liter - Good quality	Pcs	1			

RFQ INSTRUCTIONS

10	Mixer 60 L - Good quality	Pcs	1			
	TOTAL					
	VAT					
	TOTAL Price					

LOT 2: Photography Equipment

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/Measure	Quantity Required	Quantity Offered	Unit Price (USD)	Total Price (USD)
1	Professional camera similar to Canon EOS R50 or Nikon Z 50 (Comes with 1 Lens 18-45mm)	Pcs	3			
2	Camera Stand, high quality Portable Tripod Stand for Mobile and DSLR Camera, Adjustable Height and Mount	Pcs	2			
3	Ring Light, high quality	Pcs	1			
4	Professional Lens 50mm	Pcs	3			
5	Good Quality SD card 256 GB	PCS	3			
	TOTAL					
	VAT					
	TOTAL Price					

Lot 3: Electronics Equipment

Item #	Description	Unit/Measure	Quantity Required	Quantity Offered	Unit Price (USD)	Total Price (USD)
1	Keyboard USB Wired Computer Keyboard	Pcs	1			
2	Headphones - Similar to Logitech H540 USB COMPUTER HEADSET	Pcs	1			
3	Barcode - Similar to Honeywell mk9540	Pcs	1			
4	Printer ink 3 in 1 (Similar to HP DeskJet Plus 4120 All-in-One Printer Print - Scan - Copy)	Pcs	1			
5	Laptop (Similar to Lenovo/Acer) Specs: CPU CELERON N4020 , minimum RAM 4GB DDR4 ,Minimum storage 512 GB HDD and support NVME, VGA shared, KEYBOARD EN-AR)	Pcs	2			
6	Smartphone (Similar to Samsung Galaxy A05, 4GB RAM, 64 GB ROM)	Pcs	2			
7	Smartphone (Similar to Samsung A15 6 RAM-ROM 256 GB)	Pcs	2			

RFQ INSTRUCTIONS

8	Laser Engraving and Cutting Machine Mild Steel Automatic CO2 laser cutting machine, small size	Pcs	1			
9	Electrical Engraving Wood Tool	Pcs	1			
10	Rechargeable Lamp 62V	Pcs	2			
11	Smartphone (Similar to Infinix hot 40 pro 8 RAM- ROM 256 GB)	Pcs	1			
12	Smartphone (Similar to Infinix hot 40 8 RAM- ROM 256 GB)	Pcs	1			
13	Smartphone (Similar to Samsung A15 6 RAM- ROM 128 GB)	Pcs	1			
	TOTAL					
	VAT					
	TOTAL Price					

Lot 4: Appliances equipment

Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price (USD)	Total Price (USD)
1	Gas Water Heater 10L (Good Quality)	Pcs	1			
2	Digital Scale 30 Kg (Maximum measure up to 30 Kg)	Pcs	3			
3	Digital Scale 150 Kg (Maximum measure up to 150 Kg)	Pcs	5			
4	Digital Scale 300 Kg (Maximum measure up to 300 Kg)	Pcs	1			
5	Outdoor Propane Patio Heater (47000 btu floor standing heater with wheels.)	Pcs	1			
6	Refrigerator (Stainless Steel Frigidaire top-freezer-refrigerators-20 ft - Good quality)	Pcs	6			
7	Fan with stand (Rechargeable Fan-Fully adjustable height-16")	Pcs	3			
8	Gas Cooker (Gas cooker bottle 90cm, 5 gas burners)	Pcs	3			
9	Insulated Delivery bag (DIMENSIONS: 21.5in x 19.75in x 7.75in)	Pcs	1			
10	Coffee Grinding Mach (34-gear scale, 500g bean container)	Pcs	1			
11	Water Dispenser (water dispense With 2 Water Bottle 18L)	Pcs	2			
12	Blender (3L capacity - 300 Watt - Good quality)	Pcs	3			
13	Blender with grinder set (Similar to General star/ kitchen partner- food process-GS2171A)	Pcs	1			
14	Electric whisk (Good quality- 5 speeds One button operation - 125W power at max load - Hand Mixer)	Pcs	1			

RFQ INSTRUCTIONS

15	Hand Blender (Hand Blender - 300 Watt - Good quality)	Pcs	1			
16	Induction cooker with blue lighting (1 burner - Good quality)	Pcs	3			
17	Induction cooker with blue lighting (2 burners - Good quality)	Pcs	1			
	TOTAL					
	VAT					
	TOTAL Price					

LOT 5: Sewing Materials

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price (USD)	Total Price (USD)
1	Sewing stitching machine (درزة)	Pcs	3			
2	sewing Plot machine (حبكة)	Pcs	2			
3	Rasha Sewing Machine (رشة)	Pcs	1			
4	Iron, steam iron, 2400 watt	Pcs	2			
5	Electric Scissors	Pcs	1			
6	Hand Iron Steamer	Pcs	1			
	TOTAL					
	VAT					
	TOTAL Price					

LOT 6: Generator

For DRC to Complete			For Supplier to Complete		
Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price (USD)	Total Price (USD)
Generator (3.5 KVA, with silencer 80%, Good Quality)	PCS	7			

RFQ INSTRUCTIONS

LOT 7: Electric Generator Equipment

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price (USD)	Total Price (USD)
1	Solar Panel Mono-Crystalline (Similar to Trina Mono-Crystalline Solar Panel 550W - 12 V)	PCS	19			
2	Batteries for Solar System 200Ah (Similar to Solarize AGM/GEL Battery - 12V 200Ah)	PCS	16			
3	Inverter for Solar System (Similar to Inverter Must Pro 3500 W High Frequency Off Grid)	PCS	8			
4	Solar System - Installation + Accessories Includes Iron mounting structure, cables, connectors and other accessories.	PCS	8			
5	Automatic Voltage Stabilizer (2000 VA - For House - Good Quality)	PCS	2			
	TOTAL					
	VAT					
	TOTAL Price					

IMPORTANT:

- Suppliers can apply to one or more LOTS.
- Delivery to all locations should be included.
- Delivery of items will be distributed in the areas of Wadi Al Jamous & Borj Al Arab to various workstations within this area. Suppliers are requested to deliver several batches on the same day within the geographical area of Wadi Al Jamous & Borj Al Arab in Akkar.
- Samples will be requested for inspection.
- Suppliers to provide technical specs for each item when submitting the RFQ.

RFQ Inquires:

- *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: LBN-Procurement-RFQ@drc.ngo*
- *Q&A template attached.*

RFQ INSTRUCTIONS

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: LBN-Procurement-RFQ@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 2010).

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 [02-05-2024].

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.
