



## REQUEST FOR QUOTATION

<b>From:</b>	SAWA for Development and Aid	<b>To:</b>	
<b>Address 1:</b>	Arab University, Kalaat Rashaya Street, next to Omar Faroukh School for Girls, AHM Building, 7th Floor	<b>Address 1:</b>	
<b>Address 2:</b>	Taanayel, AL Markazeya Building 1 <sup>st</sup> floor	<b>Address 2:</b>	
<b>City/country:</b>	Cola, Beirut, Lebanon	<b>City/country:</b>	
<b>Phone:</b>	76-939720	<b>Phone:</b>	
<b>Email:</b>	<a href="mailto:Lida.m@sdaid.org">Lida.m@sdaid.org</a>	<b>Email:</b>	

SAWA FOR DEVELOPMENT AND AID, kindly request you to submit your price quotation(s) for the provision of **Installing Solar Panels** as detailed below in the annex C of this RFQ# <RFQ2023041>

Request for Quotation Details			
<b>RFQ #:</b>	RFQ/2023/041	<b>Bid Validity Period (days):</b>	60 days
<b>RFQ Issuing Date:</b>	31-May-2023	<b>Required Delivery Date:</b>	6- June- 2023
<b>RFQ Closing Date:</b>	6- June-2023	<b>Required Delivery Destination:</b>	Bekaa, Bar Elias
<b>RFQ Closing Time:</b>	12:00pm	<b>Required Delivery Terms:</b>	DAP
<b>Questions to the RFQ</b> <i>All Q&amp;A's will be shared with all invited Suppliers.</i>	To: <a href="mailto:lida.m@sdaid.org">lida.m@sdaid.org</a> copying: <a href="mailto:mazen.r@sdaid.org">mazen.r@sdaid.org</a> <a href="mailto:lara.s@sdaid.org">lara.s@sdaid.org</a>	<b>Payment terms:</b>	Within 30 days of invoice date
<b>Currency of Bid (3-letter code):</b>	USD	<b>Payment Method:</b>	Bank Note

### Important Notes:

- SAWA may choose to bid to one or two bidders based on the necessary.
- All Bids received in pencil will be disqualified.
- SAWA reserve the right to correct any miscalculation on the bid form.
- Bids in any other currency may be disqualified.
- Prices: All Bids must include all customs and taxes payable in the country of delivery.
- Delivered-at-place (DAP): the seller takes on all the risks and costs of delivering goods to an agreed-upon location.
- The quantity indicated in Annex C is an estimate that may vary (up or down) depending on the amount of funds received.



Annex C – Financial Offer

SAWA FOR DEV & AID TO COMPLETE				BIDDER TO COMPLETE		
Item No.	Item Description	UOM	Quantity required	Item /Milestone Offered Model Name, Model, UOM and (Full Descriptions if different than what is required in the required technical description)	Unit Price USD	Total Price USD
1	DC Breaker 125 A	1.00	Piece			
2	DC Breaker 63 A	1.00	Piece			
3	AC Breaker 20 A	2.00	Piece			
4	DC port Fuse + Fuses 20A	2.00	Piece			
5	Plastic Box 12	2.00	Box			
6	cache cable + pvc	4.00	Meter			
7	Cables 6mm	30.00	Meter			
8	Cables 35 mm	5.00	Meter			
9	Installation and Configuration	1.00	Service			
10	Box for Batteries	2.00	Box			
				<b>SUBTOTAL:</b>		
				<b>VAT 11%:</b>		
				<b>TOTAL:</b>		
<b>Delivery Lead Time:</b> (From receipt of SAWA Purchase Order)				<b>06/06/2023</b>	<b>(Calendar) days</b>	
<b>Bid Validity Period:</b> Your Bid must be valid for the 'Bid Validity Period as stated on the Request for Quotation Details. Bids not meeting the Bid Validity Period may be disqualified.				<b>30 days</b>	<b>(Calendar) days</b>	
<b>Supplier Payment Modality:</b>				<b>Bank Note</b>		
<b>Supplier Expected delivery date:</b> delivery date not meeting the Required Delivery Date Mentioned in The RFQ details may be disqualified.						
<b>Supplier name:</b> as per the registration paper						
<b>Submission Date:</b>						
<b>Signature &amp; Stamp:</b> Company Stamp only						

NB: the solar panels have to be uninstalled from Beirut, Achrafieh Area, and re-installed at the Bekaa,Area, Bar Elias Education Center.

SAWA is requesting a service provider to un-install the panels along with the batteries that are already installed at Achrafieh area, and re-install the whole system at the Bekaa area along with all the needed accessories; electric switches, cables, batteries

Number of Panels : 14 panels

## RFQ INSTRUCTIONS

### **Submission of Bid:**

One sealed envelope should be submitted in person and not by email to our Head office in Beirut with the inscription: **RFQ#: RFQ/2023/041** do not open before: **06/06/2023** No other inscription should be included on this envelope.

The sealed envelope must be deposited into SAWA Tender Box before the RFQ Closing Date and Time. It is the Bidders responsibility to ensure that the sealed envelope is deposited into the TenderBox.

The Envelope should include the following Documents:

1. This RFQ **all the pages should be signed and stamped.**
2. Annex C-financial offer form **fully and accurately filled in, signed and stamped.**

**In addition to the documents indicated above, new suppliers who are not registered in SAWA's supplier database must provide the following:**

1. Copy of company registration.
2. Copy of tax registration (Ministry of Finance).
3. Copy of VAT registration (Ministry of Finance).
4. Annex A- vendor registration form **signed and stamped.**

*Failure to submit any of the above or comply with the instructions may disqualify the offer. All bids must be received latest by (date & Time) or earlier.*

### **Evaluation of Bids**

All Bids received and accepted will be evaluated on a 'line item' basis as follows:

Administrative Evaluation: Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.

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.

Financial Evaluation: All 'Responsive' Bids will undergo a Financial Evaluation

### **Contract Award**

Under the 'best value for money' principle, SAWA will award the contract(s) (SAWA Purchase Order 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 ongoing consumables; price vs warranty; quality vs price.

***Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. SDAID 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.***

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SAWA FOR DEVELOPMENT AND AID /Procurement Department /DATE:

**May -31- 2023**