



Request for Quotation

RFQ #:	20-23 Jewelry – Tripoli
RFQ Release Date:	February 10, 2023
Quotation Submission Deadline:	February 19, 2023 @ 5:00 PM (Beirut Time)

Contents

1. About AFDC.....	3
2. Purpose of Request for Quotation.....	3
A. Items Description.....	3
B. Other Requirements	4
3. Contract Mechanism & Terms of Payment.....	4
4. Quotation Representation.....	4
A. Technical Requirements.....	4
B. Cost Proposal.....	5
5. Quotation Submission	5
6. Criteria of Evaluation.....	5
7. Solicitation Process	5
8. Terms and Conditions	6
A. Late Submission.....	6
B. Modification of RFQ Requirements	6
C. Withdrawal of Quotations	6
D. Right of Negotiation and Acceptance of Quotations	6
E. Validity of Offer	6
F. Intellectual Property Rights	6
G. Minimum Offeror Qualifications.....	7
9. Attachments.....	7
Appendix A. Response to Request for Quotation.....	8
Appendix B. Sample Budget Format	9
Appendix C. Important Notes & Requirements Checklist	10

1. About AFDC

The Association for Forests, Development and Conservation AFDC is a local environmental NGO working to achieve sustainable development and promote the conservation of natural resources in Lebanon through the application of the principles of integrated management, and building technical and scientific capacities, advocacy and awareness in partnership with local communities, public and private sectors.

2. Purpose of Request for Quotation

Under the framework of this project, AFDC aims to:

- Support in reducing the effects of the economic and financial fallouts on marginalized communities in Tripoli and Beddaoui by developing a business-need intervention strategy that would guide and promote the growth of local economic entities.
- Enhance the local livelihoods and socio-economic welfare by supporting at least 50 locals, mainly women led MSMEs and cooperatives in Tripoli and Beddaoui areas.

Under the second output, AFDC will be providing Engraving Machine and Jewelry Laser Welding Machine to the selected MSMEs to enhance their capacities while providing them additional skills when applicable and needed.

AFDC requests your price quotation for the goods specified in this Request for Quotation (RFQ). All quotes provided should meet the specification(s) listed.

Offerors have the right to apply to one, multiple, or whole item list provided in section "Appendix B"

A. Items Description

Product/Item	Item Description	Unit of Measure	Quantity
Custom engraving machine for all purposes / مكنة حفر ليزر	Engraving assistance Max. object size (L x W x H) (weight) 190 (7.5 in) x 110 mm (4.3 in) or unlimited x 60 mm (2.36 in) (10 kg - 22.04 lbs) Dimensions (L x W x H) 375 mm (14.76 in) x 350 mm (13.78 in) x 360mm (14.17 in) Machine weight 11.9 kg (26.23 lb) Operating Temperature min. +5° C (+ 41° F) - max. +40° C (+104° F) Connection to computer USB / Bluetooth Maximum speed 40 mm/s (1.58 in/s) Z stroke (Z travel) 30mm (1.18 in) Rotation speed 19,800 rpm Software ABC / Gravostyle / Gravotouch Tool diameter 4.36mm (0.17 in) Warranty: 1 year (Or equivalent)	Pc	1
Jewelry	Laser type Nd:YAG	Pc	1

Laser Welding Machine	Laser Wavelength 1064nm Laser Power 200W Pulse Width less 20ms Pulse Frequency $\leq 50\text{Hz}$ Beam Diameter 0.1-3.0 mm Observing System microscope Chamber Illumination type LED lamps Parameters Memorization 10 groups Protection Alert type Flow alert Language Display Chinese/English Shield gas supply One line Cooling System Water cooling Or Similar	
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B. Other Requirements

Items are to be delivered to: **Tripoli, Lebanon**

3. Contract Mechanism & Terms of Payment

- A formal “**Purchase Order-PO**” will be signed with the responsible offeror that is judged to be most advantageous to AFDC.
- Best adequate payment method for AFDC:
 - Fresh USD Payment
- Best adequate payment timeline for AFDC:
 - Will be agreed on upon signing the PO

Note: If the payment method &/or timeline mentioned above are not suitable to the offeror, it is kindly requested that the offeror provides a suggested payment method and timeframe, taking into consideration that this part might be one of the grading criteria, section “6”)

4. Quotation Representation

The selection committee will evaluate the Offers based upon technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in **Section 6**. Offerors are expected to examine the specifications and all instructions in the RFQ if requested by AFDC. Failure to do so is at the Offeror’s risk. Interested Offerors must provide the following:

A. Technical Requirements

- إذاعة تجارية وشهادة تسجيل
- شهادة تسجيل شركة لدى وزارة المالية
- Warranty Validity Period
- Specifications and Pictures of Goods
- Delivery Schedule/Timeframe
- Website (If applicable)

B. Cost Proposal

The cost Requirements are:

- Budget Proposal-Detailing the cost per unit and total cost
- Transportations or Delivery Fees
- Payment Method and Time Line

The quotation will have sufficient detail to allow evaluation of elements of costs proposed. Please label your budget with the **name of the currency**. AFDC reserves the right to request any additional information to support detailed cost and price.

“Appendix B Sample Budget Format” contains the minimum details requested by AFDC. Offerors are free to submit their quotations using “Appendix B” or their own budget template form taking into consideration all elements mentioned in “Appendix B”.

5. Quotation Submission

All responses to this RFQ must be received no later than the submission deadline on the cover page of this RFQ. Offerors must submit their offers through email (**insert RFQ # in the email subject**) to:

Association for Forests, Development and Conservation - AFDC	
Attention	Procurement Department – AFDC
Email Address	procurement@afdc.org.lb

Faxed offers are not acceptable.

6. Criteria of Evaluation

AFDC will evaluate quotations using the following criteria:

Price	55
Warranty Validity Period	10
Technical Requirements	10
Delivery/Transportation Fees	5
Delivery Schedule Timeframe	5
Specifications and Pictures of Goods	15

7. Solicitation Process

Once the RFP is released, the Offerors must prepare a formal quotation to be sent to AFDC as indicated in Section “5”, The submitted proposals will be reviewed against the criteria for evaluation defined in Section “6” above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified.

8. Terms and Conditions

A. Late Submission

Quotations received after the submission deadline stated in the cover page of this RFQ may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to AFDC or its employees/agents, or if it is in the best interest of AFDC.

B. Modification of RFQ Requirements

AFDC retains the right to terminate the RFQ or modify the requirements upon notification to Offerors.

C. Withdrawal of Quotations

Quotations may be withdrawn by written notice via email at any time before award. Quotations may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the Quotations before award.

D. Right of Negotiation and Acceptance of Quotations

This RFQ represents a definition of requirements and is an invitation for submission of quotation. AFDC reserves the right to fund/award any or none of the submitted quotations. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their quotation.

AFDC may reject any quotation that is nonresponsive. A responsive Quotation is one that complies with all terms and conditions of the RFQ. A quotation must be complete, signed by an authorized signatory, and sent no later than the submission time and date indicated on the cover sheet of this RFQ. AFDC may reserve the right to waive any minor discrepancies in a quotation.

AFDC reserves the right to issue an award based on the initial evaluation of quotations without discussion. AFDC also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the quotation scope.

E. Validity of Offer

Quotations submitted shall remain open for acceptance for **(30 days)** from the last date specified for receipt of quotation. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If the Offeror is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

F. Intellectual Property Rights

All tangible or intangible property created or acquired under this contract shall be the exclusive property of AFDC and the donor. The term "property" includes all data and reports associated with this engagement.

G. Minimum Offeror Qualifications

Offerors submitting proposals must (1) be officially licensed to do such business in Lebanon and (2) not have been identified as a terrorist

9. Attachments

Appendix A: Response to Request for Quotation (to be signed and submitted with the technical documents)

Appendix B: Sample Budget Format

Appendix C: Requirements Checklist (for offerors record)

Appendix A. Response to Request for Quotation

(Kindly sign and stamp the following form and submit it with your quotation)

Date of Quotation Submissions:	
To	Association for Forests, Development and Conservation (AFDC) – Procurement Department
RFQ Number:	20-23 Jewelry – Tripoli
Offeror Name	
Offeror Signature	

The following quote is submitted in response to the RFQ#: 20-23 Jewelry - Tripoli from AFDC for the items listed in section “2-A”. This quote takes into consideration any additional requirements listed in sanctions “4-A &B”

The validity period of our quotation is () days/weeks/months from the time and date of the submission deadline.

Appendix B. Sample Budget Format

(It is kindly requested to add name of the company, address and contact information here or print the quotation the companies' letterhead)

Quotation #: *(if applicable)*

Attention: Procurement Department – AFDC

Date:

Subject: 20-23 Jewelry - Tripoli

AFDC Address: 1st floor, bldg. 245, 10 Sagesse St, Jdeideh, Metn, Mount Lebanon, Lebanon

Item Name	Item Description (Vendor to add Specs, Brand and Origin)	UOM	QTY	Price/ Unit (USD)	Total (USD)
Custom engraving machine for all purposes / مكنة حفر ليزر		Pc	1		
Jewelry Laser Welding Machine		Pc	1		
Total Excluding VAT					
VAT (11%) state the rate on LBP					
Transportation Fees to: Tripoli					
Total					
Total Quotation Amount					

(Amount in words)

Payment terms and methods: *(Add your most preferable payment schedule and payment method – Please note that this part is one of the grading criteria, section “6”)*

Delivery Period: *(Add how much time is needed to deliver the mentioned goods after signing the Purchase Order-PO)*

Any additional terms or conditions are added here.

Signatory Name & Position
Signature & Stamp

Photos of the items mentioned the offerors quotation is to be provided as well. Offerors are expected to examine the specifications and all instructions in the RFQ if requested by AFDC.

Appendix C. Important Notes & Requirements Checklist

(Please note that this section is informal only and acts as a checklist for the offerors to refer to and not to miss any requirement, but it is mandatory that the offerors read the whole RFQ document)

Notes:

- Quotation Submission Deadline: February 19,2023 at 5:00 P.M. (Beirut time).
- Delivery areas are found in section “2-B”.
- Best adequate payment timeline for AFDC is found in section “3”.
- Offers submitted to AFDC offices, location in section “5”.
- Criteria of Evaluation are available in section “6”.
- Preferable validity of offer: 30 days.
- Response to Request for Quotation “Appendix A” (to be signed and submitted with the technical documents) Mandatory.
- Appendix B to be filled by the supplier MANDATORY
- Pictures of the items requested are MANDATORY

Requirements Checklist

Requirements for the Technical Part
Response to Request for Quotation (<i>Appendix A</i>)
إذاعة تجارية وشهادة تسجيل
شهادة تسجيل شركة لدى وزارة المالية
Delivery Schedule/Timeframe
Specifications and Pictures of Goods
Website if Applicable
Warranty Validity Period
Requirements for the Cost Proposal
Specifications of Items
Photos of the Specified Goods
A detailed quotation (<i>refer to Appendix B for detail</i>)
Transportation and Delivery Fees
Payment Method and Time Line