



<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>	BEKAA, Creative Space center	<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>	Lida.m@sdaid.org	<b>Email:</b>	

SAWA FOR DEVELOPMENT AND AID hereby request you to submit price quotation(s) for the supply and **delivery** of the item(s) listed on the attached Bidding Form titled **<RFQ/2023/029> <Packaging>**

Request for Quotation Details			
<b>RFQ #:</b>	RFQ/2023/029	<b>Bid Validity Period (days):</b>	End of April 2023
<b>RFQ Issuing Date:</b>	03-20-2023	<b>Required Delivery Date:</b>	Starting First of Ramadan 2023
<b>RFQ Closing Date:</b>	03-23-2023	<b>Required Delivery Destination:</b>	Bar Elias, Olympia Piscine
<b>RFQ Closing Time:</b>	2:00 PM	<b>Required Delivery Terms:</b>	DAP
<b>Questions to the RFQ All Q&amp;A's will be shared with all invited suppliers.</b>	To: <a href="mailto:lida.m@sdaid.org">lida.m@sdaid.org</a> cc: <a href="mailto:lara.s@sdaid.org">lara.s@sdaid.org</a> and <a href="mailto:mazen.r@sdaid.org">mazen.r@sdaid.org</a>	<b>Payment terms:</b>	60 Days from 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.
- 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	R85 صحن سانتيا قصدير قياس كبير	5000	Piece			
2	صحن فلين	10000	Piece			
3	رول نايلون للتغليف وزن 4 كيلو	4	Roll			
4	علب بلاستيك قياس صغير لتعبئة التمر 150 ساعة g	5000	Box			
				SUBTOTAL:		
				VAT 11%:		
				TOTAL:		

Delivery Lead Time: (From receipt of SAWA Purchase Order)

	(Calendar) days
	(Calendar) days

Bid Validity Period: 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.

Supplier Payment Modality:	
Supplier Expected delivery date: delivery date not meeting the Required Delivery Date Mentioned in The RFQ details may be disqualified.	
Supplier name: as per the registration paper	
Submission Date:	
Signature & Stamp: Company Stamp only	

RFQ INSTRUCTIONS



**1. 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/2023/0029** do not open before: **March 23rd, 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 Tender Box.

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 E- list of reference including name, phone number, and proof of the specific collaboration **fully and accurately filled in, signed and stamped.**
5. 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 March 23<sup>rd</sup> 2023 at 2:00 pm 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;

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***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.***