



AFDC

Association for Forests,
Development & Conservation
جمعية الشروة الحرجية والتنمية

Request for Quotation

RFQ #:	32-24 River & Rain Gauge
RFQ Release Date:	May 15, 2024
Question/ Inquiry Submission Deadline:	May 23, 2024
Quotation Submission Deadline:	May 25, 2024 @ 5 PM Beirut Time

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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

The overall goal (impact) of the project is to effectively empower Lebanese individuals, households, and communities to navigate economic and climatic challenges and contribute to poverty reduction, improved well-being, and a more resilient society.

This will be realized through achieving the following specific objectives:

1. To improve communities' comprehension and response to disasters and their impact on food security and livelihood by establishing an effective regional and local early warning early action mechanism connected with the central institutions through the National Early Warning System and developing Disaster Reduction management plans.
2. To improve ecosystem services, local resilience, and livelihood by applying sustainable management practices to forests, rangelands, and water to withstand degradation and climate adversities.
3. To promote sustainable and equitable economic opportunities for vulnerable communities by creating and expanding livelihood options that align with local contexts and resources to strengthen the food system.
4. To effectively communicate best practices and raise awareness among decision-makers, stakeholders, and right-holders to promote positive behaviour change and enhance overall outcomes.

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

A. Items Description

1- River Gauge

#	Name	Description	QTY
1	Data Logger	Developed specifically for use in hydrology and meteorology stations. In addition to recording data, the data loggers are extremely low power and offer flexible data transfer options via the internet and mobile networks, providing a logging and telemetry solution for every project.	2
2	Surface Velocity Radar	Designed for measuring flow in open channels and rivers where reliable velocity data is required continuously, during floods	
3	Float-operated shaft encoder water level sensor	Water level measurements in continuous, unattended monitoring in ground and surface water applications	

4	Radar Precipitation Sensor	Rain sensor with radar technology and adjustable heating. Using a 24-GHz Doppler radar, it measures the speed of all forms of condensed water. These include rain, freezing rain, hail, snow and sleet.	
5	Camera-based flow measurement	Camera-based measurement system for acquisition of the surface velocity profile and water level. Non-intrusive measurement method using only one sensor (camera)	
6	Software/Cloud data for automation	Software should be provided by the company supplying the equipment to ensure compatibility	
7	Radar and/or Camera Mounting steel bridges	In order to install Velocity Radars and/or Cameras, they need to be mounted with a 45° angle	

2- Rain Gauge

Name	Description	Installation Remarks	QTY
Automatic Weather Station	<ul style="list-style-type: none"> Facilitating real-time weather forecasting and synoptic data gathering for accurate tracking of adverse weather events. Wind speed Wind direction Air temperature Relative humidity Barometric pressure Precipitation Solar radiation 	<ul style="list-style-type: none"> Needs to be mounted on a Crank-up Meteorological Tower Defensible data obtainable with accurate instruments Remote system deployment with low-power design Remote connection with many communications options supported 	3

Non-Equipment for Meteorological Station Functioning and Automation

Name	Description	Remark	QTY
Lightning protection isolation box	Protect the equipment from lightning and surges		3
Software for Data Analysis	For data automation and analysis	A Cloud or closed private access software	3
Guarantee/Warranty			

B. Other Requirements

All items are to be delivered to:

- Zahle District
- West Beqaa District
- Rachaya District

3. Contract Mechanism & Terms of Payment

- a. A formal “**Purchase Order**” will be signed with the responsible offeror that is judged to be most advantageous to AFDC.
- b. Best adequate payment method for AFDC:
 - Fresh USD Bank Transfer
- c. Best adequate payment timeline for AFDC:
 - 25% upon signing the contract
 - 50% upon receiving and installing all requested items
 - 25% after 3 weeks of delivery

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
- Specifications and Pictures of Goods
- References
- Warranty Validity Period
- Delivery Schedule/Timeframe
- Project Staff Resume/ Individual Resume (IT, Engineers)
- Appendix A is Mandatory, or quotations will be rejected.

B. Cost Proposal

The cost Requirements are:

- Detailed Budget (Goods, service, installation, etc.)
- Transportations or Delivery Fees
- Payment method and timeline
- Installation Fees

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”.

C. Project Staffing

Identify the project Engineers and the percentage of the time each will spend on this activity. Include Resume for each individual considered essential for the successful implementation of this contract.

D. References

Include two or three clients references and contact information the company have worked during the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFQ.

Reference	Contact Person	Phone Number	Email address

5. Quotation Submission

All responses to this RFQ shall be separately bound and identified as such and 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:

- a. Offerors must submit 1 original hard copy and 1 copy of the proposal + one soft copy of the budget sealed, by hand (insert Name of company & RFQ # on envelope) to:

Association for Forests, Development and Conservation - AFDC	
To	Procurement Department - AFDC
Address	1st floor, bldg. 245, 10 Sagesse St, Jdeideh, Metn, Mount Lebanon, Lebanon
Telephone	+961 1 898 475/6

Faxed offers are not acceptable.

- b. All inquiries and requests for information regarding this RFQ must be submitted by email to the following email address no later than the question/inquiry submission deadline (May 23, 2024). Reference the RFQ number in all questions/inquiries (32-24 River & Rain Gauge). Only questions or inquires submitted through email are to be answered.

For Questions & Inquires	
Email Address	procurement@afdc.org.lb

6. Criteria of Evaluation

AFDC will evaluate quotations using the following criteria:

Price	40
Technical Requirements	10
References	5
Warranty Validity Period	5
Delivery schedule and timeframe	10
Project Staff Resume/ Individual Resume	10
Specifications and pictures of goods	20

The evaluation committee will review the technical part based on the technical criteria listed above. If the offeror passes the technical part, the financial proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget and will determine whether the costs reflect a clear understanding of the project requirements.

No proposal will be opened or evaluated before May 27, 2024.

7. Solicitation Process

Once the RFQ is released, the Offerors must prepare a formal quotation to be sent to AFDC as indicated in Section “5-a”. 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 RFQ 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 **(60 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 in their origin Country, (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:	32-24 River & Rain Gauge
Offeror Name	
Offeror Signature	

The following quote is submitted in response to the RFQ#: 32-24 River & Rain Gauge 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: RFQ #: 32-24 River & Rain Gauge

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

Item Name	Item Description	Unit of Measure	Quaintly	Price/ Unit	Total (currency)
Transportation Fees to: <i>(add one raw for each location if there is more than one)</i>					
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.

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: May 25, 2024 at 5:00 PM (Beirut Time) Beirut Time
- Offerors have the right to apply to one, multiple, or whole item list provided in section “Annex A”
- Q&A deadline: May 23, 2024
- Response to Request for Quotation “Appendix A” (to be signed and submitted with the technical documents) Mandatory
- Delivery areas are found in section “2
- Best adequate payment timeline for AFDC is found in section “3”
- Quotations are to be submitted through email, refer to section “5”
- Criteria of Evaluation are available in section “6”
- Preferable validity of offer: 60 Days

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
Specifications and Pictures of Goods
References
Warranty Validity Period
Delivery Schedule/Timeframe
Requirements for the Cost Proposal
Detailed Budget (Goods, service, installation, etc.)
Transportations or Delivery Fees
Payment and Timeline