



AFDC

Association for Forests,
Development & Conservation
جمعية الثروة الحرجية والتنمية

Request for Quotation

RFQ #:	36-24 Early Warning System
RFQ Release Date:	July 15, 2024
Question/ Inquiry Submission Deadline:	July 24, 2024
Quotation Submission Deadline:	July 27, 2024

Contents

1. About AFDC.....	3
2. Purpose of Request for Quotation	3
A. Items Description	3
B. Other Requirements.....	3
3. Contract Mechanism & Terms of Payment	4
4. Quotation Representation	4
A. Technical Requirements	4
B. Cost Proposal.....	4
C. Project Staffing.....	5
D. References	5
5. Quotation Submission.....	6
6. Criteria of Evaluation	7
7. Solicitation Process.....	7
8. Terms and Conditions.....	7
A. Late Submission	7
B. Modification of RFQ Requirements.....	7
C. Withdrawal of Quotations	7
D. Right of Negotiation and Acceptance of Quotations	8
E. Validity of Offer.....	8
F. Intellectual Property Rights	8
G. Minimum Offeror Qualifications	8
9. Attachments	8
Appendix A. Response to Request for Quotation.....	9
Appendix B. Sample Budget Format	10
Appendix C. Important Notes & Requirements Checklist.....	11

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

It is requested from bidders to provide a quotation for the goods mentioned in Annex A.

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:

- a. Offerors must submit one sealed envelope with the RFQ # **36-24 Early Warning System Do not Open** before July 29, 2024. The envelope should include 2 sub envelopes as follows:
 - 1) The first one will be titled as “**36-24 Early Warning System - Technical Proposal**” and should be sealed and stamped
 - 2) The second one will be titled as “**36-24 Early Warning System - Financial Proposal**” and should be sealed and stamped.

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. In addition, offerors should submit the quotations via email with the RFQ # **36-24 Early Warning System**
 - 1) You should send two separate e-mails. One containing the Financial Proposal and one containing the Technical Proposal
 - 2) Technical proposal must have the Reference Number “**36-24 Early Warning System - Technical Proposal**” in the "Subject" line of the e-mail. Financial proposal must have the Reference Number “**36-24 Early Warning System - Financial Proposal**” in the "Subject" line of the e-mail. No other characters or spacing should be included in the Subject line.
- c. 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 (July 24, 2024). Reference the RFQ number in all questions/inquiries (36-24 Early Warning System). 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 July 29, 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 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:	36-24 Early Warning System
Offeror Name	
Offeror Signature	

The following quote is submitted in response to the RFQ#: 36-24 Early Warning System 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 #: 36-24 Early Warning System

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: July 27, 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: July 29, 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
- We would like to remind you and to emphasize that in order to ensure the integrity of the procurement process and ensure confidentiality of the financial information during the technical evaluation stage, the financial and the technical proposals **MUST BE COMPLETELY SEPARATED** and submitted in separate sealed envelopes, clearly marked on the outside as either TECHNICAL PROPOSAL or FINANCIAL PROPOSAL, as appropriate. Any and all financial information must ONLY be included in the Financial Proposal. No Financial proposals, quotes or any other related financial information should appear in the Technical Proposal.
- Offerors should submit the quotations via email with the RFQ # **36-24 Early Warning System**
 - 1) You should send two separate e-mails. One containing the Financial Proposal and one containing the Technical Proposal
 - 2) Technical proposal must have the Reference Number “**36-24 Early Warning System - Technical Proposal**” in the "Subject" line of the e-mail. Financial proposal must have the Reference Number “**36-24 Early Warning System - Financial Proposal**” in the "Subject" line of the e-mail. No other characters or spacing should be included in the Subject line.

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

Annex A

Item	Specifications	QTY	
Desktop	Brand	<i>LENOVO ThinkStation P348 Tower Workstation</i>	9
	Usage	<ul style="list-style-type: none"> • <i>Features 27" tilting 4K UHD display with pen support</i> • <i>Powerful Intel® Core™ processors provide fast responsiveness</i> • <i>Content creation dial lets you scroll & calibrate in your favorite programs</i> • <i>Models with IR camera uses facial recognition to log in</i> <i>Convenient wireless charging dock and a groove for pen storage</i>	
	Processor	<i>11th Generation Intel® Core™ i9-11900 Processor with vPro™ (2.50 GHz, up to 5.20 GHz with Turbo Boost, 8 Cores, 16 Threads, 16 MB Cache)</i>	
	Memory	<i>32 GB DDR4 2666MHz (2 x 16 GB)</i>	
	Hard Disk	<i>1 TB PCIe SSD</i>	
	VGA	<i>NVIDIA® T1000 4GB</i>	
	Accessories	<i>Keyboard & Mouse</i>	
	Cooling System	<i>Yes</i>	
	Monitors	<i>Think Vision 27-inch FHD Monitor (2X screens/desktop)</i>	
	Business Laptop	Brand	
Processor		13th Generation Intel® Core™ i7-1355U Processor (E-cores up to 3.70 GHz P-cores up to 5.00 GHz)	
Operating		Windows 11 Pro 64	
Graphic Card		Integrated Intel® Iris® Xe Graphics eligible	
Memory		16 GB DDR5-4800MHz (Soldered)	
Display		16" WUXGA (1920 x 1200), IPS, Anti-Glare, Low Power, Non-Touch, 100% sRGB, 400 nits, 60Hz	
Storage		2 TB SSD M.2 2280 PCIe Gen4 Performance TLC Opal	
Camera		1080P FHD IR with Dual Array Integrated Digital Microphone and ThinkShutter	
		Intel® Wi-Fi 6E AX211 2x2 AX & Bluetooth® 5.1 or above	
Software	Windows ..	9	
Interactive Screens	Brand	Dahua DHI-LCH86 MC410-B	3
	Display	LCD	
	Screen Size	85	
	Light source	LED	
	Display Resolution	3840 x 2160	
	Refresh Rate	60Hz	
	Refresh Ratio	16:9	
	Static Contrast Ratio	1,200:1	
	Dynamic Contrast Ratio	5,000:1	
	Backlight Life	50,000 hours	
	Brightness	350 cd/m2	
		8ms	

	Viewing Angles		
	Panel Surface	9H	
	Operation Rating	16/7	
	Ethernet LAN	(10/100/1000M) (Android 10/100, PC 10/100/1000)	
	OS	(Embedded Android 8)	
	CPU	ARM Quad Core A73 + A53	
	CPU Processor Speed	A73: 1.1GHz, A53: 1.5GHz	
	Memory	3GB	
	Storage	32GB	
	Internal Speakers	Internal Speakers: 10W (x2)	
	Subwoofer	15W (x1)	
Rugged tablets		Latitude 7220 Rugged Extreme Tablet, 8th Gen Intel® Core™ i7-8665U (8 MB cache, 4 cores, 8 threads, up to 1.90 GHz Turbo, 15 W) Windows 11 Pro, English, French, Spanish 16 GB: LPDDR3, 2133 MT/s (onboard) 512 GB, M.2, PCIe NVMe, SSD, Class 40 WLAN Chassis No NFC 11.6 FHD 1000 nit Outdoor-Readable Glove-Capable Touchscreen w/Gorilla Glass	15
Central UPS		Riello MCT 20 KVA with SNMP card internal Batteries to provide Standard back up time	1
	Brand	Grandstream	
IPBX		2x IP PBX (redundancy) 8 FXO ports (CO lines) 8 FXS (analog ports) 8 FXO ports gateway	
	IP Sets	8X IP Desk Phone with 3 SIP lines and 8 speed dial/multipurpose keys	