



Request For Quotation (RFQ)

Reference: 52/WFP/2023

The Polish Center for International Aid (PCPM) with the support of the World Food Program (WFP) is implementing a project in Akkar Governorate, funded by the German Cooperation BMZ. The project will contribute to the livelihoods' improvement of the most vulnerable communities. The main expected outcome of the project aims at sustainably improving the resilience and wellbeing of individuals, communities and systems that are currently suffering from the economic crises.

PCPM, hereby, invites you to submit a quotation **Agricultural Tools** as specified in 'Schedule of Works and Specifications of Goods / Services', and in accordance with the 'Requirement and Conditions'.

Quotation should be submitted before 11 November 2023, 12:00 pm to the following email address: lebanon.procurement@pcpm.org.pl

We, Polish Center for International Aid, are looking forward to receive your quotation and thank you in advance for your interest in our procurement opportunities.

Prepared by:

Hady Abouraad
Procurement Officer

Approved by:

Maya Kastoun
Project Coordinator







Requirements and Conditions for the Provision of Refreshments

Language of the Quotation	English
Currency of Quotation	United States Dollars (USD)
Deadline for the Submission of Quotation	11 November 2023, 12:00 pm
Estimated time period of the provision of goods	20 November 2023
Mandatory documents to be submitted	<ul style="list-style-type: none">• Quotation Submission Form:<ul style="list-style-type: none">- Form 1: Compliance Sheet to Requirement and Conditions- Form 2: Financial Offer- Form 3: Reference list <p><i>Quotation must be addressed to PCPM</i></p>
Qualification documents to be submitted	<ul style="list-style-type: none">• Business registration document• (شهادة تسجيل في الضريبة على القيمة المضافة) Tax registration certificate• Commercial curricular (<i>if, available</i>)• Official Bank Details (<i>Fresh Fund, USD currency</i>)• Financial Offer• Photos of the proposed items with the brand and country of origin visible in the photo <p><i>All documents should be signed by the company's authorized representative and stamped</i></p>
Quote Validity Period	30 days
Evaluation Criteria	<ul style="list-style-type: none">• Compliance to Schedule of Works and Specifications of Goods / Services and to Requirements and Conditions• Lowest price• Successful reference check



Payment terms	The payment shall be made via bank transfer from PCPM offshore bank account in Poland to the vendor bank account, upon the completion of service. Final price calculated on the basis of the total quantity of days of provision of service.
----------------------	--

Schedule of Works, Specification of Service

LOT	ITEM	DESCRIPTION	UNIT	Photo	Quantity
1	Shovel - رفش	Steel digging shovel (42-29 cm) with wood handle. Heavy Duty	Pcs		231
2	Pick - معول	Steel Pick axe 50cm with wood handle. Heavy Duty	Pcs		231
3	Garden Rake مشط	35 cm, Stick Length 120 with handle Heavy Duty	Pcs		78
4	Sickle منجل	Curved blade with a one-handed wooden handle. Heavy Duty	Pcs		78

5	Agricultural Fork شوكة ضرب	Made of powder-coated steel material resistant to rust, with pointed boron steel tines to easy penetrate hardened soil. With stick Heavy Duty	Pcs		78
6	Agricultural Fork شوكة دعس	Made of powder-coated steel material resistant to rust, with pointed boron steel tines to easy penetrate hardened soil. With stick Heavy Duty			78
7	Manual Spray pump مرشحة ضهر يدوية	Min capacity of 20L Good plastic quality Manual	Pcs		78
8	Trowel - مجرفة	Metal Trowel 20-20cm with wood handle. Heavy Duty	Pcs		231
9	Heavy Duty Gloves	Rubber and cotton heavy duty gloves for construction.	Pcs		693
10	Metal cutter قطاعة -	Wire cutter high carbon steel hand tool cutter 20cm. Heavy Duty	Pcs		153

11	Wheelbarrow عرباية جر -	Heavy duty metal wheelbarrow 76x56cm. Heavy Duty	Pcs		231
12	Iron scraper قارص حديد	70 cm Metal Heavy Duty	Pcs		153
13	Hammer - قنوم	Steel with 30cm wood handle Heavy Duty	Pcs		153
14	Small Finishing Trowel - مسطرين	20 cm x 5 cm Heavy Duty	Pcs		153
15	Medium Finishing Trowel - مالج	30cm x 10 cm Heavy Duty	Pcs		153
16	Construction outfit - وزرة عمار	Leather Heavy Duty	Pcs		153
17	Scale - متر	5 lm Heavy Duty	Pcs		153



QUOTATION SUBMISSION FORM

Form I. Compliance of the supplier to Requirements and Conditions

Requirement and conditions	Supplier Responsiveness		
	We comply	We cannot comply	If you cannot comply, please indicate counter proposal
Readiness to provide and deliver the goods to PCPM warehouses in Qobayat - Akkar 4 days after PO			
Submission of mandatory documents			
Able to submit post-qualification documents			
Offer valid for at least 30 days			
Approval on related requirements and conditions			
Responsiveness to technical specifications of the items			

Please answer by putting X in the corresponding cell.

Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____



Form II – Financial offer

Suppliers are requested to complete the below. The technical specifications are compulsory as minimum standards and will be the only basis for the Contracting Authority to assess the technical compliance of the equipment offered. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Quotations for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

(Price and currency to be inserted by supplier)

LOT	ITEM	UNIT	Quantity	Unit Price	Total Price	Comply (Y/N) If deviations, supplier please describe
1	Shovel - رفش	Pcs	231			
2	Pick - معول	Pcs	231			
3	Garden Rake مشط	Pcs	78			
4	Sickle منجل	Pcs	78			
5	Agricultural Fork شوكة ضرب	Pcs	78			
6	Agricultural Fork شوكة دعس	Pcs	78			
7	Manual Spray pump مرشحة ضهر يدوية	Pcs	78			
8	Trowel - مجرفة	Pcs	231			
9	Heavy Duty Gloves	Pcs	693			
10	Metal cutter - قطاعة	Pcs	153			
11	Wheelbarrow - عرباية جر	Pcs	231			
12	Iron scraper قارص حديد	Pcs	153			
13	Hammer - قدوم	Pcs	153			
14	Small Finishing Trowel - مسطرين	Pcs	153			
15	Medium Finishing Trowel - مالج	Pcs	153			
16	Construction outfit - وزرة عمار	Pcs	153			



17	Scale - متر	Pcs	153		
18				Total Price	
19				Freight cost	
20				Value added tax (VAT)	
21				Total price incl. VAT	

On behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Quotation Form including General Terms and Conditions for Supply Contracts
- Certify that I/we do not support terrorists or terrorism activities, and do not condone the use of terrorism.
- Certify and attest that we meet the eligibility criteria, General Terms and Conditions for Supply Contracts.
- Certify and attest compliance with the PCPM Code of Conduct for Contractors

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Date, signature and stamp of the supplier:

Signed by:

The Contractor

Name of the company:

Address:

Telephone no.:

E-mail:

Name of contact person:

Date:



Form III. Reference list

Please list at least 3 references for services provided in the last 3 years:

Name of company / organization	Focal person name	Contact details (e-mail, phone number)	Date(s) of the services provided	Brief description of provided services

Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____

