



Request For Quotation (RFQ)

Reference: 8/PA/D/2024

The Polish Center for International Aid (PCPM) is a Polish NGO based in Poland, dedicated to providing humanitarian aid and development assistance worldwide. PCPM focuses on a range of areas including emergency response, medical aid, and infrastructure development. In Lebanon, PCPM has been actively involved in addressing the needs of vulnerable communities while focusing on Humanitarian and Development aid in addition to Disaster Risk Reduction.

Funded by the Polish Aid, PCPM is implementing a 3-year project in Lebanon in cooperation with local municipalities and institutions. The aim of the project is to strengthen local communities exposed to the effects of the economic crisis in Lebanon by supporting local governments and other local institutions in providing sustainable public services including disaster management and the implementation of Wash activities among others.

PCPM, hereby, invites you to submit a quotation for **Air Conditioning Units** as specified in Annex I, 'Schedule of Works and Specifications of Goods / Services', and in accordance with the 'Requirement and Conditions'.

Quotation should be submitted before 22 August 2024, 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
Senior Procurement Officer

Approved by:

Rana Gabi
Country Director



Requirements and Conditions for the Provision of Air Conditioning Units

Language of the Quotation	English
Currency of Quotation	United States Dollars (USD)
Deadline for the Submission of Quotation	<u>22 August 2024, 12:00 pm</u>
Estimated time period of the provision of goods	2 days after receiving an order from PCPM
Mandatory documents to be submitted	<ul style="list-style-type: none">- Quotation: Detailed Schedule of Works and Specifications of the Goods / Services and their price- 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 <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.

Annex I. Schedule of Works, Specification of Service and Unit Price

LOT	ITEM + DESCRIPTION	UNIT	Quantity
1	- Supply and install a 9,000 BTU split-type air conditioning unit with inverter drive, including indoor and outdoor units, refrigerant piping, electrical connections, and wall brackets. The unit shall feature energy-efficient inverter technology for precise temperature control, quiet operation, and reduced energy consumption. Complete with remote control, condensate drain, and all necessary fittings for proper installation and operation including wiring and the dismantling of existing unit.	Unit	1
2	- Supply and install a 12,000 BTU split-type air conditioning unit with inverter drive, including indoor and outdoor units, refrigerant piping, electrical connections, and wall brackets. The unit shall feature energy-efficient inverter technology for precise temperature control, quiet operation, and reduced energy consumption. Complete with remote control, condensate drain, and all necessary fittings for proper installation and operation including wiring and the dismantling of existing unit.	Unit	3
3	- Supply and install a 18,000 BTU split-type air conditioning unit with inverter drive, including indoor and outdoor units, refrigerant piping, electrical connections, and wall brackets. The unit shall feature energy-efficient inverter technology for precise temperature control, quiet operation, and reduced energy consumption. Complete with remote control, condensate drain, and all necessary fittings for proper installation and operation including wiring and the dismantling of existing unit.	Unit	1



4	- Dismantling of the non-functional AC outdoor unit on the center's balcony.	Unit	1
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Full Name of company's authorized representative: _____

Position: _____

Date of submission: _____

Signature and stamp: _____

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 the service within 4 days after contract signature			
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.

PS: The supplier is required to provide a comprehensive price that includes all aspects of the service necessary for the successful installation of the new air conditioning units. This includes, but is not limited to:

- 1. Dismantling of Existing Units:** Removal and disposal of the existing air conditioning units.
- 2. Installation of New Units:** Complete installation of the new air conditioning units.
- 3. Materials and Supplies:** All necessary materials for installation, including but not limited to copper piping, electrical wiring, mounting brackets, insulation, and any other required installation components.
- 4. Testing and Commissioning:** Ensure that the new units are fully operational and functioning according to specifications.

All units should come with a minimum one-year guarantee to ensure quality and performance.

LOT	ITEM	UNIT	Quantity	Unit Price	Total Price	Comply (Y/N) If deviations, supplier please describe
1	Supply and install a 9,000 BTU split-type air conditioning unit with inverter drive	Unit	1			
2	Supply and install a 12,000 BTU split-type air conditioning unit with inverter drive	Unit	3			
3	Supply and install a 18,000 BTU split-type air conditioning unit with inverter drive	Unit	1			



4	Dismantling of the non-functional AC outdoor unit on the center's balcony.	Unit	1			
5	Total Price					
6	Freight cost					
7	Value added tax (VAT)					
8	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 stated in article in General Terms and Conditions for Supply Contracts.
- Certify and attest compliance with the PCPM Code of Conduct.

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: _____