REQUEST FOR QUOTATION

Supply, Install, and Commission Classroom Furniture and IT Devices in Lebanon

To:	Potential IT Equipment and Furnishing Suppliers
From:	ARK Group DMCC (ARK)
Subject:	Request for Quotation (RFQ) No. ARKLB1284
RFQ Issue Date:	20 February 2024
Deadline for Questions	23 February 2024
RFQ Closing Date:	28 February 2024
RFQ Closing Time:	Beirut local time 18:00hrs (GMT+2)
RFQ Correspondence	procurement@arkgroupdmcc.com

Quotations must be received by the Procurement Department by the time and date stated. Late or incomplete quotations may not be considered.

Interested suppliers are requested to provide an expression of interest (EOI) to notify ARK of their intention to quote so that we may inform you of any changes to the RFQ process that may occur. Please send an informal email to procurement@arkgroupdmcc.com and state your interest.

1. **Description of Entity**

ARK is a stabilisation and development company committed to empowering local communities and beneficiaries in conflict, post-conflict, and fragile regions of the world through the provision of evidence-based programmatic interventions, policy recommendations, research and capacity-building. Working with local communities, ARK seeks to understand and then mitigate the negative effects of conflict and instability, enhancing social cohesion and resilience whist promoting human security, development, and economic opportunity. ARK is registered in the United Arab Emirates with branch offices in the Middle East and Europe.

2. **Purpose**

ARK is seeking to purchase IT equipment and furniture from experienced and reliable Lebanese suppliers for delivery and installation (supply and fit) to schools located across three regions of Lebanon. The specification for goods is provided in section 5 and must be delivered to each location no later than March 25, 2024.

3. **Procedures for Submitting Quotations**

Complete the template in Annex 1 and send to procurement@arkgroupdmcc.com.

    a. Quotations must be submitted via email to procurement@arkgroupdmcc.com**.** The subject heading should state: RFQ ARKLB1284

b. Quotations must be received before the closing deadline, but you are encouraged to submit your quotation as soon as possible.

c. All questions for this RFQ are to be sent by email to procurement@arkgroupdmcc.com Please quote the RFQ number in all correspondence.

4. RFQ Format

Quotations must be submitted on the template in Annex 1.

The quotation must include the cost of goods, tax, transport, handling and all other costs and fees. Prices will not be negotiated after the tender closes and so you should offer your best price upfront.

5. Goods Required

ARK requires the following IT equipment and Furniture.

A. Desktop Computer with monitor screen, keyboard, and mouse. Preinstalled Windows and Office. core i5, 12GB DDR4, 512 GB SSD, 12GB VGA, 22". Lenovo or similar

B. UPS stations + power cables/extension. PCE 6KVA

C. LCD projector + white screen 3800 lumens xga. Viewsonic or similar

D. Classroom whiteboard, 2.5 x 1.5m

E. AC: 12000 btu with installation + warranty. Midea or similar

F. Office Desks/Tables H75, W60 x L120cm. Colour: Black, White, Wood

G. Desk H75, W80x150+cm. Colour: Black, White, Wood

H. Desk / table H75, W60 x L60cm) - (adults size). Colour: Black

I. Chairs for the desks/tables. Colour: Black, White, Wood

J. Integrated double desk and chairs. Colour: Wood

K. Photocopier BLACK & WHITE only A4/A3 with 4 spare cartridges. Canon or similar

L. Printer/photocopier B&W/Colour A4/A3 with 4 spare cartridges. HP Officejet 7740 or similar

M. Printer: small printer only Black & White A4/A3 with supplied 4 extra cartridges. HP Officejet 7740 or similar

RFQ- ARKLB1284

6.   Requirements and Qualifications

    A.   All goods must be delivered to ARK's handling agents at Chadra, Herrmel, and Aita/Ablah by 25 March 2024.

    B.   Suppliers must be a registered business entity in Lebanon and hold a United States Dollar bank (USD) account.

    C.   Lead time and delivery costs must be provided with each quotation.

    D.   **Your quotation must include all costs and fees including taxes, shipping, and handling.**

7.   Selection

Selection will be based on the quotation which is judged to be the most advantageous in terms of quality, speed of delivery, and cost.

8.   Payment Terms

All payments will be paid from ARK's UAE bank account into the bank account of the supplier. The payment currency is USD. Payments to overseas bank accounts are permitted as long as they are registered to the company.

Payment terms will be discussed and agreed prior to the issue of the purchase order but ARK.

RFQ- ARKLB1284

ark

Annex 1. Quotation Form

RFQ: ARKLB1284

Company Name:		Registration Number:	
Contact Name		Email	
Company Address:		Telephone	
Website			

Serial	Description	Unit	Quantity	Colour	Make	Model	Unit Price	Total price
Location 1 - CHADRA - School IT Classroom - Classroom size 6 x 4,5 m								
1	Desktop Computer with monitor screen, keyboard, and mouse. Preinstalled Windows and Office. core i5, 12GB DDR4, 512 GB SSD, 12GB VGA, 22". Lenovo or similar	piece	15	N/A				
2	PCE 6KVA UPS online station + power cables/extension	piece	1	N/A				
3	Office Desks/Tables H75, W60 x L120cm. Colour: Black, White, Wood	piece	14					
4	Desk H75, W80x150+cm. Colour: Black, White, Wood	piece	1					

5	Chairs (to be used with items 3 and 4. Colour: Black, White, Wood	piece	15					
6	LCD projector + white screen 3800 lumens xga. Viewsonic or similar.	piece	1	N/A				
7	Classroom whiteboard, 2.5 x 1.5m	piece	1	N/A				
8	AC: 12000 btu with installation + warranty. Midea or similar	piece	2					
Location 2 - Hermel - School IT Classroom - Classroom size 7x6m								
9	Desktop Computer with monitor screen, keyboard, and mouse. Preinstalled Windows and Office. core i5, 12GB DDR4, 512 GB SSD, 12GB VGA, 22" Lenovo or similar	piece	11	N/A				
10	PCE 6KVA UPS online station + power cables/extension	piece	1	N/A				
11	Office Desks/Tables H75, W60 x L60cm) - (adults size) Colour: Black, White, Wood	piece	10					
12	Desk H75, W80x150+cm) - (adults size) Colour: Black, White, Wood	piece	1					
13	Chairs (to be used with items 11 and 12) Colour: Black, White, Wood	piece	11					
14	LCD projector + white screen 3800 lumens xga. Viewsonic or similar	piece	1	N/A				
15	Classroom whiteboard (2.5 x 1.5m)	piece	1	N/A				
16	AC 12000 btu with installation + warranty. Midea or similar	piece	1					
17	Cob board, storage Colour: Black, White, Wood	piece	5					
18	Photocopier A4/A3 BLACK & WHITE only with 4 spare cartridges. Canon or similar	piece	1	N/A				

RFQ- ARKLB1284

19	Integrated double desk and seats. Colour: Beige, Wood	piece	100					

Location - School IT Classroom - Classroom size 5m x 5m

20	Desktop Computer with monitor screen, keyboard, and mouse. Preinstalled Windows and Office. core i5, 12GB DDR4, 512 GB SSD, 12GB VGA, 22"	piece	10	N/A				
21	PCE 6KVA UPS online station + power cables/extension	piece	1	N/A				
22	Office desk/table (H75, W60 x L60cm) - (adults size). Colour: Black, White, Wood	piece	9					
23	Desk (H75, W80x150+cm) - (adults size). Colour: Black, White, Wood	piece	1					
24	Chairs adult size (to be used with items 22 and 23). Colour: Black, White, Wood	piece	10					
25	Classroom whiteboard (2.5 x 1.5m)	piece	1					
26	Printer: small printer A4/A3 only Black & White with supplied extra cartridges. HP Officejet 7740 or similar	piece	1					
27	Printer/photocopier A4/A3 B&W/Colour. HP Officejet 7740 or similar	piece	1					
28	Photocopier A4/A3 BLACK & WHITE only with 4 spare cartridges. Canon or similar	piece	1					

Total				
VAT				
Grand Total				
Delivery Date				

RFQ- ARKLB1284