

# Request for Quotation



<b>FROM:</b>	<b>DANISH REFUGEE COUNCIL</b>
<b>Address 1:</b>	Paragon Building, Alfred Naccache Street, 3rd floor
<b>Address 2:</b>	Achrafieh
<b>City:</b>	Beirut
<b>Country:</b>	Lebanon
<b>Phone #:</b>	01-339052/3
<b>E-mail:</b>	LBN-Procurement-RFQ@drc.ngo

<b>TO:</b>	
<b>Address 1:</b>	
<b>Address 2:</b>	
<b>City:</b>	
<b>Country:</b>	
<b>Phone #:</b>	
<b>E-mail:</b>	

The Danish Refugee Council (DRC) with funding from various donors hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled "RFQ No.BEY/2022/13 For Taxi Transportation Services Within Beirut".

## Request for Quotation Details

RFQ #:	BEY/2022/13	Currency of Bid (3-letter code):	<b>USD</b>
RFQ Issuing Date:	22 <sup>nd</sup> of July 2022	Bid Validity Period (days):	15
RFQ Closing Date:	<b>29<sup>th</sup> of July 2022</b>	Required Starting Date:	1 <sup>st</sup> Week of August 2022
RFQ Closing Time:	<b>11:00am</b>	Required Delivery Destination:	Beirut Area

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit	Quantity Required	Quantity Offered	Unit Price without VAT	Total Price without VAT
1	Taxi Services for DRC staff as per attached <b>Annex A</b> . All rates should be included in Annex A as attached with this document.	N/A	N/A	N/A	N/A	N/A

Bidders to provide the below documents along with the price list:

- Company Registration and VAT registration
- Owner ID
- Signed Code of conduct (DRC document)
- Completed RFQ document (DRC document)
- Completed Annex A (DRC document)
- Completed supplier Registration form (DRC document)

Bid Validity Period:  (Calendar) days

I certify that I have read and understood the DRC Code of Conduct. I further certify that the above mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Signed: \_\_\_\_\_

Contact person/Appointment:

Print Name:

Date:

**Please stamp this Bid Form with your Company Stamp**

# **RFQ INSTRUCTIONS**

## **Submission of Bid**

**You must submit THE RFQ BID FORM TO DRC EMAIL ADDRESS: [LBN-Procurement-RFQ@drc.ngo](mailto:LBN-Procurement-RFQ@drc.ngo)**

All Bids received in pencil will be disqualified.

## **Prices**

All Bids must include all customs and taxes payable in the country of delivery unless the RFQ specifically requests a Bid is other than DDP (INCOTERMS 2010).

All Bids must be in the currency stated on the RFQ Bid Form. Bids in any other currency may be disqualified.

DRC reserves the right to correct any incorrect calculations on the Bid Form.

## **Validity of Offer**

Your Bid must be valid for the 'Bid Validity Period as stated on the Bid Form. Bids not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all suppliers of the outcome of their Quotations by 1<sup>st</sup> of August 2022

## **Evaluation of Bids**

All Bids received and accepted will be evaluated on a 'line item' basis as follows:

- a. Administrative Evaluation: Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.
- b. Technical Evaluation: All Bids received will under go a Technical Evaluation based on 'best value for money'. Bids that comply with the requested items, specifications, and delivery conditions will be classed as 'responsive' (acceptable). Only Bids classed as 'responsive' (acceptable) will progress onto the 'Financial Evaluation'. 'Non-responsive' bids (not-acceptable Bids) will no longer be under consideration at this stage.
- c. Financial Evaluation: All 'Responsive' Bids will undergo a Financial Evaluation

## **Contract Award**

Under the 'best value for money' principle, DRC will award the contract(s) 6 months Framework Agreement to the 'lowest responsive bid' except where other considerations are warranted. These other considerations can be – total cost of ownership; cost of on-going consumables; price vs warranty; quality vs price.

## **RFQ Enquires**

All enquires and questions should be addressed to: [LBN-Procurement-RFQ@drc.ngo](mailto:LBN-Procurement-RFQ@drc.ngo)

***Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.***

Best regards,  
Procurement Department 2022