

Request For Quotation

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|-------------------|---|
| FROM: | DANISH REFUGEE COUNCIL |
| Address 1: | Sassine square-Alfred Naccache street - Above Body Garage Gym |
| Address 2: | Paragon Bldg-3rd floor |
| City: | Achrafieh-Beirut |
| Country: | Lebanon |
| Phone #: | 01-339052/3 |
| E-mail: | LBN-Procurement-RFQ@drc.ngo |

| | |
|-------------------|--|
| TO: | |
| Address 1: | |
| Address 2: | |
| City: | |
| Country: | |
| Phone #: | |
| E-mail: | |

The Danish Refugee Council (DRC) with funding from Different 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. RFQ: **RFQ/BEY/22/12 for Professional Translation Services**”

Request for Quotation Details

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|----------------------|--|----------------------------------|--------------------------------------|
| RFQ #: | RFQ/BEY/2022/12 | Currency of Bid (3-letter code): | USD |
| RFQ Issuing Date: | 20 July,2022 | Bid Validity Period (days): | 15 Days |
| RFQ Closing Date: | 27 July,2022 | Required Delivery Date: | To be effective starting August 2022 |
| RFQ Closing Time: | At 2:00 pm | Required Delivery Destination: | DRC Beirut Office |
| Questions to the RFQ | Via email to: LBN-Procurement-RFQ@drc.ngo | Required Delivery Terms: | DDP (INCOTERMS 2010) |

| Description | Unit | Quantity Required | Offered specification (if different from required) | Quantity Offered | Unit Price without VAT | Total Price without VAT |
|---|------|---|--|------------------|------------------------|-------------------------|
| Professional translation services from English to Arabic and Vice Versa in different formats eg: Training Materials,Manuals,Booklets, Spread sheets,Presentations,Legal papers & others. | Page | Estimated no of pages to be translated during the contract period: 1000 Pages 250 words per page | | | | |

* Expected Duration of service: As a result of this RFQ, DRC will sign a one year framework agreement with the awarded supplier by fixed the above prices per page

* Currency of Bids: USD

- * Payment modality: Fresh USD transfers after completion of each translation request.
- * Translated documents shall be submitted within the time frame set forth in the service requests.
- * Unit price quoted will be valid and cannot be revised in any case during the contract period (12 Months).
- * Sworn Translation Services Company / Individual to be legally registered in Lebanon and provide a copy of the commercial registration certificate and MoF document / financial number for individuals.

Delivery Lead Time (from receipt of DRC Purchase Requisition): (Calendar) days

Bid Validity Period: (Calendar) days

I certify that I have read and understood the DRC General Conditions of Contract for the Procurement of Goods and 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: _____

Position:

Print Name:

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

All Bids received in pencil will be disqualified.

The sealed envelope must be deposited into the DRC Tender Box at the address stated on page one before the RFQ Closing Date and Time. It is the Bidders responsibility to ensure that the sealed envelope is deposited into the Tender Box.

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 [28/7/2022].

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.

Relevant documents needed to be submitted are as follows:

- DRC BID FORM including the offer, signed and stamped
- Signed code of conduct
- Signed General Conditions for procurement of services.

- b) **Technical Evaluation:** All Bids received will undergo 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

d) Contract Award

Under the 'best value for money' principle, DRC will award the contract(s) (DRC Purchase Requisition or Service Contract) 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 the email given in the RFQ Detail's section! All Q&A's will be shared with all invited suppliers.

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.

DRC/Procurement Department

July 2022