

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Paragon bld, Alfred Naccache str, 3rd floor
Address 2:	Achrafieh
City:	Beirut
Country:	Lebanon
Phone #:	01-339052
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 **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-2024-06** for Kitchen Supplies and Refreshments.

Request for Quotation Details			
RFQ #:	RFQ BEY-2024-06	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	4 April 2024	Bid Validity Period (days):	15 days
RFQ Closing Date:	26 April 2024	Required Delivery Date:	May, 2024
RFQ Closing Time:	At 2:00 pm	Required Delivery Destination:	Beirut
Questions to the RFQ	LBN-Procurement-RFQ@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For Supplier to Complete	
Item #	Description	Unit	Quantity Required	Quantity Offered	Unit Price
1.	<p><i>Bidders can submit their quotation for one or two lots.</i></p> <p><i>Please Refer to Annex A and Annex B for further details.</i></p>				

Thank you for your interest in supplying our offices in Lebanon (Beirut, Zahle, and Tripoli) with the necessary supplies. To ensure a smooth and efficient procurement process, we have outlined specific delivery conditions that we expect vendors to adhere to. Your compliance with these conditions will greatly contribute to our ability to meet the needs of our offices effectively. Please review the following delivery conditions carefully:

- 1. Delivery Timeframes:** We expect timely delivery of orders to our area offices. Please specify expected delivery times for different locations or types of items (if any)
- 2. Delivery Location:** DRC offices: **Beirut, Zahle, and Tripoli.**

3. **Delivery Fees and Discounts:** Please clarify any **Additional Delivery Fees** or discounts based on order volume, frequency, to ensure transparency and encourage cost-saving measures.
4. **Delivery Flexibility:** We value vendors who can accommodate flexible delivery schedules to align with our office hours and staff availability. Please provide options for scheduling deliveries on specific days or times.
5. **Split Shipments:** In cases where not all items are available immediately, we appreciate vendors who can provide partial shipments to ensure prompt delivery of urgent items.
6. **Delivery Confirmation:** We require vendors to provide confirmation of delivery, including date, time, and recipient signature, to ensure accountability and track shipments accurately.
7. **Packaging and Handling:** Please ensure that items are properly packaged and handled to arrive in good condition. We prioritize vendors who use eco-friendly packaging materials and handle fragile items with care.
8. **Returns and Exchanges:** We expect vendors to have clear procedures for returns or exchanges of damaged, incorrect, or unsatisfactory items, including responsibility for return shipping costs and processing refunds or replacements.

The above conditions can be provided in a separate sheet, your adherence to these delivery conditions will contribute to a successful partnership between your company and DRC. We appreciate your attention to these details and look forward to receiving your proposals.

Delivery Lead Time (from receipt of DRC Purchase Order):

(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 Ethics. 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

Submission of Bid

You must submit one original of the RFQ Bid Form in a sealed envelope, clearly marked with the RFQ number and the Bidders name. The bid can be delivered directly to the tender box, mailed or delivered by courier services, or alternatively send by email to the following dedicated, secure & controlled email address: LBN-Procurement-RFQ@drc.ngo

THE RFQ BID FORM CANNOT BE EMAILED TO ANY OTHER DRC EMAIL ADDRESS

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.

Any Bids not received on the official DRC Bid Form, or in a sealed envelope may be disqualified for non-compliance with these RFQ Instructions.

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 2020).

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 03/05/2024].

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 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

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.
