

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 (ECHO,GIZ, TV Collection, DANIDA) 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_09 for Laptops/Accessories,Smart phones & Batteries

Request for Quotation Details			
RFQ #:	RFQ BEY-2024-09	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	16 May 2024	Bid Validity Period (days):	15 days
RFQ Closing Date:	27 May 2024	Required Delivery Date:	1 st of June 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)

Lot 1: Laptops & Accessories

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit	Quantity Required	Quantity Offered	Unit Price	Total Price
1.	<u>Laptop Core I7</u> Laptop Similar to E15 THINKPAD last generation, minimum specs: 15.6" screen size, minimum: CPU Core I7 12th generation, Hard Drive: 500 GB NVME PCIe build from Lenovo, RAM 16 GB DDR4/HDMI Port, 3.0 USB Light Weight, Keyboard English/ Arabic, Charger, Long-lasting battery, 1 or 3 years warranty, European type of AC power plug for the charger or with extension if it has American AC power plug and preferable free wireless mouse and bag.	Pcs	1			
2.	<u>Laptop Core I7</u> Laptop Similar to E14 THINKPAD last generation, minimum specs: 14" screen size, minimum: CPU Core I7 12th generation, Hard Drive: 500 GB NVME PCIe build from Lenovo,	Pcs	3			

	RAM 16 GB DDR4/HDMI Port, 3.0 USB Light Weight, Keyboard English/ Arabic, Charger, Long-lasting battery, 1 or 3 years warranty, European type of AC power plug for the charger or with extension if it has American AC power plug and preferable free wireless mouse and bag.					
3.	<u>Computer Screen monitor 22 Inch</u> 22 inch, High quality and Resolution, FHD, OLED or LED, good for eye care, has Reader Mode, HDMI input with power cable and HDMI cable similar to LG or Samsung	Pcs	6			
4.	<u>Computer Screen monitor 24 Inch</u> 24 inch, High quality and Resolution, FHD, OLED or LED, good for eye care, has Reader Mode, HDMI input with power cable and HDMI cable similar to LG or Samsung	Pcs	2			
5.	<u>Wireless mouse</u> Similar to Lenovo L300	Pcs	30			
6.	<u>Laptop stand</u> For laptops 14 and 15.6 inches/Good quality	Pcs	15			

Lot 2: Smartphones

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit	Quantity Required	Quantity Offered	Unit Price	Total Price
1.	<u>Smartphone</u> Size: 146.5 x 70.9 x 8.4 mm Single SIM or Dual SIM Between 5.5 to 6.5 inches screen size Android 12 OS minimum 64 GB ROM, 4GB RAM Wi-Fi 802.11 b/g/n, Wi-Fi Direct, hotspot micro USB 2.0 ,GPS, Bluetooth Long lasting Battery Similar to Samsung A14	Pcs	10			

Lot 3:

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit	Quantity Required	Quantity Offered	Unit Price	Total Price
1.	<u>Replace batteries for USP</u> Battery from 91.4 Ah to 100 Ah	Pcs	15			

- **Suppliers can apply to one or All Lots.**
- **Suppliers to provide technical specifications for each item and the delivery date.**
- **Note: Certain items within this RFQ covered under ECHO project which is 91.89% VAT exempted.**

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 **[29/5/2024]**.

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
May 2024**