

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 your quotation for Rehabilitation of Office Space to establish a works contract, as detailed in the attached Annex A (BoQ).

Request for Quotation Details			
RFQ #:	RFQ/BEY/24/14	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	01/08/2024	Bid Validity Period (days):	30 days
RFQ Closing Date:	14/08/2024	Required Delivery Date:	10/09/2024
RFQ Closing Time:	14:00 Beirut time	Required Delivery Destination:	Beirut Office
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	Total Price USD Excl Vat
1	Rehabilitation of DRCs office space in Beirut.	

For Supplier to Complete	
1	Number of days needed to complete the works

- Bidders to provide the below documents along with the price list:
 - Detailed breakdown (Please indicate if any further details needs to be taken into consideration in the costing)
 - Signed & Stamped RFQ Template
 - Completed Annex A document
 - Company Registration and VAT registration
 - Owner ID
 - Signed Code of conduct (DRC document)
 - Completed supplier Registration form (DRC document)
 - Company portfolio

RFQ INSTRUCTIONS

General Points:

- Bidders should account for all potential costs in their submitted quotations. No additional payments will be made during the contracting period unless the Danish Refugee Council specifically requests additional work.
- Possibility of working during the weekends.
- Site visits are scheduled for August 7th and 8th at 11:00 am. Interested bidders who wish to participate should confirm their attendance by filing this form: <https://forms.office.com/e/qfgghwxFTG?origin=lprLink>
- Location: Beirut, Adlieh, Boustany Building, 4th Floor.
- Possibility of working during the weekends.

Coordinates: <https://maps.app.goo.gl/xnSQMHh9BfdCqeLDA>

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

RFQ INSTRUCTIONS

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 15/08/2024

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
August 2024**