

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 Furniture/Equipment Move to establish a works contract, as detailed in the attached Annex A (BoQ).

Request for Quotation Details			
RFQ #:	RFQ/BEY/24/17	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	30/08/2024	Bid Validity Period (days):	30 days
RFQ Closing Date:	11/09/2024	Required Delivery Date:	24/09/2024
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	Moving of furniture, Assets, and other items from Ashrafieh (Paragon Building) to Ashrafieh/Adlieh (Boustany Building)	

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

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

- Signed & Stamped RFQ template.
- 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.
- Insurance falls under the liability of the supplier/moving company.
- Bidder to provide an overview of how packaging will be done, and the handling of fragile equipment.
- Transferring of equipment from old location to new location is managed by the contractor.
- Possibility of working during the weekends.
- Site visits are scheduled for September 5th at 11:00 am. Interested bidders who wish to participate should confirm their attendance by filling out this form: <https://forms.office.com/e/xX9bc4GCaV>

- Office video:
<https://drive.google.com/drive/folders/1vc11dahaaYOBwT047AZwvnXyEaFUdQZT?usp=sharing>

Locations:

- Current Office: Beirut, Ashrafieh, Paragon Building (1st, and 2nd floor) – Location: <https://maps.app.goo.gl/yhuLaVN6DNMHmAae9>
- New Office: Beirut, Adlieh, Boustany Building (4th Floor) <https://maps.app.goo.gl/yhuLaVN6DNMHmAae9>

Conditions:

- A Carpenter will be provided for the disassembling and reassembling of all items that need to be disassembled.
- Packing of all the items mentioned in the estimate using special covers.
- Transportation will be done using a suitable pickup truck along the target location.
- The company holds full responsibility for any damages that may occur to the furniture during the moving process.
- Providing a working team of skilled and well-qualified employees for the disassembling, packing, removing, and reassembling processes

List of Items:

Item	Description	Quantity
Cabinet	2 doors white canbinet	3
Cabinet	Small size- 2 doors-	1
Cabinet	2 doors grey	3
Cabinet	3 shelves and 2 doors brown	1
Cabinet	6 doors	1
Cabinet	brown wood 2 doors medium	2
Cabinet	Brown 2 doors large	4
cabinet	beige, medium 2 doors	3
cabinet	metallic 2 doors	1
Cabinet	steel 2 doors	2
Cabinet	2 doors	2
Cabinet	big white, 6 doors	1
cabinet	4 doors light brown	2

RFQ INSTRUCTIONS

Chair	black chair	6
Chair	grey regular chair	17
Chair	Movable chairs	40
Chair	leather and steal black	2
Chair	black chairs for the meeting room	6
chair	leather black chair	4
coat rack	coat rack	1
coffee table	brown	5
Corkboard	brown corkboard small	4
Desk	Grey Desks	19
Desk	brown desk	14
Desk	white	16
Drawer	3 brown drawers	3
Drawers	White archiving cabinet 4 drawers	5
fan	fan	1
fire extinguisher	10 FE 6 kg, 4 FE 12 kg	14
Key box	Key box grey	2
ladder	ladder	1
Lamp	lamp	2
microwave		2
Projector	Projector	1
Projector Screen	Projector Screen	1
refrigerator	Medium size	2
Round table	grey	4
Shelve	Wooden shelves (glass + wood)	1
Shelve	wooden white shelves - 2	16
Shelve	4 grey shelves	1
Shelve	6 brown shelves	1
Shelve	3 shelves brown	1
Shelve	6 shelves gray	1
shelves	5 shelves of light brown	1
Shredder	white shredder- Atlas CC940	1
Shredder	black shredder	2
Sofa	2 seat sofa	1
Sofa	single sofa	2
table	big beige table	1
Smart TV	large	1
TV Screen	TV Screen	1
water cooler		2
whiteboard	small	8
whiteboard	large	6
Whiteboard	Whiteboard stand	2
whiteboard	medium	1

RFQ INSTRUCTIONS

Archive boxes 32.5 x44 x29 includes files	Size 32.5 x44 x29 includes files	120
Heavy duty Printers		2
Trash bin		43
Table	wood brown table for terrace	2
Tissue dispenser	bathroom tissue dispenser	8
Shredder		4
Portraits		10
Frames	glass frames	10
chair	bar chairs for kitchen	3
Baby foot		1
Benches	wood brown benches	8
Cabinet	2 doors small white	2

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 20/09/2024

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**