

# Request For Quotation

<b>FROM:</b>	<b>DANISH REFUGEE COUNCIL</b>
<b>Address 1:</b>	Boustany Building 4th floor facing BLC Bank
<b>Address 2:</b>	Adlieh
<b>City:</b>	Beirut
<b>Country:</b>	Lebanon
<b>E-mail:</b>	LBN-Procurement-RFQ@drc.ngo

<b>TO:</b>	
<b>Address 1:</b>	
<b>Address 2:</b>	
<b>City:</b>	
<b>Country:</b>	
<b>Phone #:</b>	
<b>E-mail:</b>	

The Danish Refugee Council (DRC) with funding from various donors hereby requests you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'RFQ No. [BEY/25/05 Bulk SMS Service] to establish a one-year Purchase Agreement.

Request for Quotation Details			
RFQ #:	<b>RFQ BEY-2025-04</b>	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	<b>28 January 2025</b>	Bid Validity Period (days):	30 days
RFQ Closing Date:	<b>6 February 2025</b>	Required Delivery Date:	15 February 2025
RFQ Closing Time:	<b>12:00</b>	Required Delivery Destination:	Beirut
Questions to the RFQ	<b>LBN-Procurement-RFQ@drc.ngo</b>	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete			For Supplier to Complete	
Item #	Description	Estimated Quantity	Unit price without VAT	Unit price With VAT
<b>1</b>	<ol style="list-style-type: none"> <li>1. Ability to send to multiple specific users, client-defined by number only.</li> <li>2. Web portal access</li> <li>3. Android app/ability to send from a mobile device</li> <li>4. Guaranteed delivery on any network</li> <li>5. Advance reporting such as:               <ol style="list-style-type: none"> <li>a. Administrator account access allowing to have multiple ID filtering reports.</li> <li>b. User ID account log-in to generate specific ID reports</li> <li>c. Ability to log and export monthly reports into Excel or .txt files</li> </ol> </li> </ol>	1,000 SMS per year.		

	<p>d. Ability to create a group of recipients</p> <p>6. 24/7 technical problem-solving/support service contacts and features.</p> <p>7. Full access to export the report.</p> <p><b>PLEASE INDICATE ANY OTHER ADDITIONAL SERVICES/PACKAGES YOUR COMPANY CAN OFFER</b></p>			
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**Bidders to provide the below documents along with the price list:**

- Company Registration and VAT registration
- Owner ID
- Signed Code of conduct (DRC document)
- Completed RFQ document (DRC document)
- Completed Annex A (DRC document)
- Completed supplier Registration form (DRC document)

**Bid Validity Period:**  **(Calendar) days**

**Delivery Lead-Time / SMS pack per one message in Lebanon:**

I certify that I have read and understood the DRC General Conditions of Contract for the Procurement of Services 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 RFQ BID FORM CANNOT BE EMAILED TO ANY 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 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 [10/02/2025].

## **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.***

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DRC Procurement Department  
January 2025