

DATE: 18/2/2025

REQUEST FOR QUOTATION: No. RFQ/ SHAB-RK001

Refreshments for Project Beneficiaries

QUOTATION TO BE RECEIVED BY: 21/2/2025 COB

Development for People and Nature Association (DPNA) requests your price quotation for refreshments for project beneficiaries specified in this Request for Quotation (RFQ).

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

- RFQ completed and stamped (attached)
- Previous Experience
- Company Profile
- Commercial Register Certificate
- Certificate of Registration at Ministry of Finance
- Not subject to legal proceedings from the court (Clean Judicial Record)
- Copy of the ID of the representative of the company

OTHER REQUIREMENTS:

- Quote Validity Period;

The File should have the company name stated on the file from outside with the RFQ number;

QUOTE SUBMISSION DEADLINE:

Date: 21/2/2025 **Time:** 3 PM

MODE OF SUBMISSION OF QUOTE:

Applicants should submit their applications request in a sealed envelope (hard copy) to Development for People and Nature Association (DPNA) Office:

Name: Ali Basst – DPNA Procurement Unit
Address: Center Romanos, 2 nd floor, Saida Jizzine street, Lebaa, Lebanon
Email: procurement@dpna-lb.org
Phone: +96170128016

SPECIAL CONDITIONS

VALIDITY OF QUOTES

Quotes submitted shall remain valid for a minimum of 6 months from the last date specified for receipt of quotes.

BASIS OF SELECTION

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Service Agreement will be issued to the responsible Bidder that is judged to be most advantageous to Development for People and Nature Association (DPNA) in terms of quality of service and cost. DPNA may accept any item or group of items of a bid. DPNA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

DPNA may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. DPNA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate DPNA to award a contract. DPNA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

EVALUATION AND SELECTION CRITERIA:

Evaluation and Selection criteria will be divided as follows: Technical 60%, Financial 40%.

The Technical evaluation will be scored versus the below grid:

Technical evaluation		Maximum Points
Expertise of the Candidate submitting proposal		
1	Previous experience with at least 2-3 NGOs or companies	40
2	Company profile/Official Documents showing registration	20
Total Technical Score		60

ITEM SELECTION

As part of “Winterization Emergency Response for IDPs in South Lebanon” project under Shabakeh II, DPNA in partnership with Expertise France is requesting price offer for up to 200 refreshment kits/session for a total of 8 sessions for kids. Information regarding the Bid are mentioned below. Suppliers interested in applying should submit the required documents.

- Total number of sessions requested is 8 sessions from February 26th to March 31st, 2025 (Schedule will be assigned on agreement signature)

Snack Pack Items include:

- Fresh fruits: Each pack will contain one fruit, such as an apple or banana
- Water: Each pack will include a 330 ml bottle of water.
- Juice: We will provide Mr. Juicy apple or orange juice in 180 ml servings.
- Fresh Healthy raw nuts: Kritika brand, with each pack containing 20 grams.
- Biscuit wafer: Vanilla or strawberry-flavored star wafers.

Line-item no. رقم المادة	Description of goods/services وصف المواد/الخدمات المطلوبة	Unit الوحدة	Quantity required الكمية المطلوبة	Currency العملة	For Supplier to fill in: يتم تعبئتها من قبل المزود		
					Unit Price سعر الوحدة	Total Price السعر الكامل	Availability Date تاريخ التوفر
1	Refreshment kits	kit	1600	USD			
					Subtotal /Package		المجموع
					Other charges (If applicable)		تكاليف اخرى (ان وجدت)
					Total		المجموع الكامل

Additional Information required from supplier: معلومات اخرى مطلوبة من المزود	
(1) Quote validity period مدة صلاحية عرض السعر	
(2) Copy of ID Card for all the supplier is required نسخة عن البطاقة الشخصية للمزود	

Supplier confirmation of offer تأكد المزود لعروض السعر		Supplier Stamp – ختم المزود
Name/الاسم		
Title/المهنة		
Signature/التوقيع		

RESPONSE TO REQUEST FOR QUOTES (SAMPLE TO BE FILLED, PRINTED, AND SIGNED)

SUPPLIER NAME: معلومات المزود:		RETURN QUOTATION TO: DPNA ارجاع المناقصة الى:	
Contact Name: الاسم		Contact Name: الاسم	Ali Basst
Email: البريد الالكتروني		Email: البريد الالكتروني	procurement@dpna-lb.org
Phone: الهاتف		Phone: الهاتف	+96170128016
Fax: الفاكس		Fax: الفاكس	
Mobile: موبايل		Mobile: موبايل	
Address: العنوان		Address: العنوان	Center Romanos, 2 nd floor, Saida Jizzine street, Lebaa, Lebanon