

Request For Quotation



FROM:	DANISH REFUGEE COUNCIL
Address 1:	40 St, Al Quthat neighborhood, Tikrit
Address 2:	40 M St, MRF Quattro
City:	Block A, F10- Erbil
Country:	Iraq
Phone #:	07729971518
E-mail:	irq-sad-rfq@drc.ngo

TO:	[Please insert Supplier]
Address 1:	
Address 2:	
City:	
Country:	
Phone #:	
E-mail:	

The Danish Refugee Council (DRC) with funding from the [Shared cost TBD] hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'RFQ No. [RFQ-IRQ-TIK-21-001 Renting vehicle on-call]

Request for Quotation Details- RFQ-IRQ-TIK-21-001			
RFQ #:	RFQ-IRQ-TIK-21-001	Currency of Bid (3-letter code):	IQD
RFQ Issuing Date:	15 April 2021	Bid Validity Period (days):	60 Days
RFQ Closing Date:	21 April 2021	Required Delivery Date:	1 Day after signing the contract
RFQ Closing Time:	1:00 PM Iraq Time	Required Delivery Destination:	Tikrit, Iraq
Questions to the RFQ	irq-tik-rfq@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2010)

1. Administrative Criterias:

- A copy of valid driving license shall be submitted with the bid. إرفاق صورة من رخصة القيادة سارية المفعول مع العطاء
- A copy of the driver Iraqi Card shall be submitted with the bid. إرفاق نسخة من البطاقة الجنسية العراقية للسائق مع العطاء
- A copy of valid vehicle registration shall be submitted with the bid إرفاق نسخة من سنوية السيارة سارية المفعول مع العطاء
- A copy of Power of attorney (The vehicle shall be registered under name of the driver if not the driver shall provide a copy of power of attorney from the owner). إرفاق نسخة من التوكيل الرسمي من مالك السيارة للسائق في حال لم تكن السنوية باسم السائق
- Copy of vehicle insurance will be needed in case of referred FWA to chosen vehicle . تقديم نسخة من شهادة تأمين السيارة فيما لو تم حالة العقد الى السيارة المختارة.

2. Essential Criterias:

- All Vehicles should have the following safety equipment inside the vehicles including: seat belts on all seats, both side airbag, fire extinguisher, first aid kit, Spare wheel / tires, jack and tools to change, Warning / Hazard Triangle, tow rope, jump starter. يجب أن تحتوي جميع المركبات على معدات السلامة داخل المركبات بما في ذلك: أحزمة الأمان لجميع المقاعد ، الوسادة الهوائية الجانبية ، وطفاية حريق ، ومجموعة الإسعافات الأولية ، والعجلة الاحتياطية / الإطارات ، والرافعة وأدوات التغيير ، ومثلث التحذير / الخطر ، وحبل السحب ، كيبيل شحن بطارية السيارة.
- The manufacturing date for the offered vehicle shall not be less than 2016. يجب ألا يقل تاريخ تصنيع السيارة المعروضة (الموديل) عن 2016
- The driver should be speak and write Arabic. يتوجب على السائق ان يتحدث ويكتب باللغة العربية

RFQ INSTRUCTIONS

- Shortlisted bidders will be requested to present the vehicle for the physical test and to do the driving test, failing in the driving test or failing to meet the essential criterias will disqualify the bid.
سيطلب من مقدمي العطاءات المختارين تقديم السيارة للاختبار الفيزيائي وإجراء اختبار القيادة ، وسيؤدي الفشل في اختبار القيادة أو عدم استيفاء المعايير الأساسية إلى استبعاد العطاء
- The average vehicle mileage should not be less than 90,000 KM.
يجب ألا يقل متوسط المسافة المقطوعة بالسيارة عن 90.000 كم.

Notes:

- The FWA will set prices for period of 8 months with possibility of extension for 12 months by a request from the purchaser (DRC).
سيحدد العقد الأسعار لمدة 8 أشهر مع إمكانية التمديد لمدة 12 شهرًا بناءً على طلب من المشتري (منظمة اللاجئين الدنماركية).
- The vehicle with the driver might be needed several days during a month , in that case the daily rate will be the monthly rate divided by 30 days.
ربما تطلب السيارة مع السائق للعمل لعدة أيام خلال الشهر ، وفي هذه الحالة يكون السعر اليومي هو السعر الشهري مقسومًا على 30 يومًا
- whenever there is a need for the service DRC will send a notice to the service provider and the service provider shall be available within 1 day from DRC notice.
كلما كانت هناك حاجة للخدمة ، سترسل (منظمة اللاجئين الدنماركية) إشعارًا إلى مزود الخدمة ويجب أن يكون مزود الخدمة (السائق والسيارة) متاحًا في غضون يوم واحد من استلام إشعار المنظمة.

Bid Form RFQ-IRQ-TIK-21-001-Transportation Service - Renting vehicle on-call.

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price	Total Price
1	Renting vehicle on-call, SUV with good condition, manufactured year 2016 or above. Type of KIA,Ford, Nissan, Toyota or equivalent . Capacity 7 seat . Driver,fuel and maintenance included. Location based in Salah Al Din governorate and cover needed movement to DRC offices in Baghdad, Erbil,Ninewah and Kirkuk. Working on daily basis. تأجير سيارة تحت الطلب ذات الدفع الرباعي بحالة جيدة سنة الصنع 2016 فما فوق. نوع كيا ، فورد ، نيسان ، تويوتا أو ما يعادلها. تتسع 7 مقاعد . تشمل السائق والوقود والصيانة مقرها في محافظة صلاح الدين وتغطي التنقلات المطلوبة الى مكاتب المنظمة الدنماركية للاجئين في بغداد وأربيل ونيوى وكركوك. العمل بشكل يومي	month	8			

RFQ INSTRUCTIONS

2	Renting vehicle on-call, SUV with good condition, manufactured year 2016 or above. Type of KIA,Ford, Nissan, Toyota or equivalent . Capacity 7 seat . Driver,fuel and maintenance included. Location based in Salah Al Din governorate and cover needed movement to DRC offices in Baghdad, Erbile,Ninewah and Kirkuk. Working on daily basis. استئجار سيارة عند الطلب بحالة جيدة ، سنة الصنع 2016 فما فوق ، نوع هيونداي ستاركس أو ما يعادلها. سعة 11 مقعد تشمل السائق والوقود والصيانة . مقرها في محافظة صلاح الدين وتغطي التنقلات المطلوبة لمكاتب المنظمة الدنماركية للاجئين في بغداد وأربيل ونيوى وكركوك العمل بشكل يومي	month	8			
3	Renting vehicle on-call ,Minivan with good condition ,manufactured year 2016 or above, type of Hyundai Starex or equivalent . Capacity 11 seat. Driver,fuel and maintenance included. Location based in Salah Al Din governorate and cover needed movement to DRC offices in Baghdad, Erbile,Ninewah and Kirkuk. Working on daily basis. استئجار سيارة عند الطلب بحالة جيدة ، سنة الصنع 2016 فما فوق ، نوع هيونداي ستاركس أو ما يعادلها. سعة 11 مقعد تشمل السائق والوقود والصيانة . مقرها في محافظة صلاح الدين وتغطي التنقلات المطلوبة لمكاتب المنظمة الدنماركية للاجئين في بغداد وأربيل ونيوى وكركوك العمل بشكل يومي	month	8			
4	Renting vehicle on-call ,Minivan with good condition ,manufactured year 2016 or above, type Hyundai Starex or equivalent . Capacity 11 seat. Driver,fuel and maintenance included. Location based in Salah Al Din governorate and cover needed movement to DRC offices in Baghdad, Erbile,Ninewah and Kirkuk. Working on daily basis. استئجار سيارة عند الطلب بحالة جيدة ، سنة الصنع 2016 فما فوق ، نوع هيونداي ستاركس أو ما يعادلها. سعة 11 مقعد تشمل السائق والوقود والصيانة . مقرها في محافظة صلاح الدين وتغطي التنقلات المطلوبة لمكاتب المنظمة الدنماركية للاجئين في بغداد وأربيل ونيوى وكركوك العمل بشكل يومي	month	8			

Total:

RFQ INSTRUCTIONS

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

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: irq-sad-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 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 [20 May 2021].

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.

[Insert name]

[Insert position] [Insert date]