

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	New Ba'quobah, Hay Al-Fares, Taboo Street
Address 2:	District 206, Street 34, House 31
City:	Diyala
Country:	Iraq
E-mail:	rfq.irq.diy@drc.ngo

TO:	اسم الشركة	
Address 1:	عنوان 1	
Address 2:	عنوان 2	
City:	المدينة	
Country:	الدولة	
Phone #:	رقم الهاتف	
E-mail:	بريد الكتروني	

The **Danish Refugee Council (DRC)** with funding from Variuos donors hereby request you to submit price quotation(s) for the supply of the item(s) listed below with the reference number;

RFQ-IRQ-012322 - Supply and Delivery of Stationery material under Purchase Agreement

DRC is inviting suppliers to bid in order to set up a long term Purchase Agreement (PA) called a Framework Agreement (FWA). A FWA is an agreement with a single supplier (or group of suppliers) to establish terms governing contracts that may be awarded during the period of the FWA. DRC, as contracting authority, does not guarantee any volume of orders under FWAs as all purchases will be based on the needs and activities of DRC. The FWA will set prices for the FWA duration (initially for 6 Months with possibility of extision of extra 12 months).

Note:

- The maximum value may be spent under this FWA is: **36,000 USD/52,500,000 IQD.**

Request for Quotation Details			
RFQ #:	RFQ-IRQ-012322	Currency of Bid (3-letter code):	1 USD = 1457 IQD
RFQ Issuing Date:	06, June, 2022	Bid Validity Period (days):	Minimum of 90 days
RFQ Closing Date:	15, June, 2022	Required Delivery Date:	Within 4 calender days from PO signature date
RFQ Closing Time:	11:00 AM	Required Delivery Destination:	Diyala & Anbar
Questions to the RFQ	rfq.irq.diy@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

This RFQ document contains the following:

- Annex A: Bid Form [**RFQ-IRQ-012322-Supply and Delivery of Stationery material under Purchase Agreement**]
- Annex B: DRC General Conditions of Contract for the Procurement of Goods.
- Annex C: Supplier Code of Conduct- (for your information-do not submit).
- Annex D: Purchase agreement contract. (Sample only – DO NOT SIGN !)
- Annex E Supplier profile and registration.

All of the aboove annex (Except for #4) shall be filled, signed and stamped, therefore, submitting them with the tender documnets.

1. Essential Criteria:

- The supplier shall guranttee that the offered quality is good and will be responsible for any damages happen and will replace it with good one. المزود يضمن نوعية المنتج المقدم ويكون مسؤولا عن اي ضرر يحدث وينتج بسبب رداءة المنتج المزود من قبله

Only if the bids that pass the essential criteria will have the financial offer evaluated using the Award Criteria:

Price 100%

2. RFQ-IRQ-012322 - Supply and Delivery of Stationery material under Purchase Agreement.

RFQ INSTRUCTIONS

For DRC to Complete				For Supplier to Complete
Item #	Description	Unit/	Quantity Required	سعر ثابت للتر الواحد والقطعة الواحدة لمدة سنة بالدينار Fixed unit price for six months in IQD
		Measure		
Lot -1-				
1	Box File	SET	50.00	
2	A4 White Paper (500 pages in a pack)	BOX	150.00	
3	Envelope A4	PACK	70.00	
4	Envelope A3	PACK	70.00	
5	Envelope, Envelope Brown/White (9*4in/102*229mm)	PACK	100.00	
6	Suspension File Packs, A4, Legal size	PACK	70.00	
7	Paper Clips, Small 28 mm	PIEC	150.00	
8	Paper Clips, Medium 50mm	PIEC	150.00	
9	Binder Clip 19mm	SET	50.00	
10	Binder Clip 25mm	SET	50.00	
11	Binder Clip 32mm	SET	50.00	
12	Binder Clip 51mm	SET	50.00	
13	Ballpoint Pens, Blue, Black, Green, Red	SET	100.00	
14	Pencil with Eraser, set of 12	SET	50.00	
15	Pencil Sharpner for Normal Pencil	PIEC	50.00	
16	Eraser	PIEC	200.00	
17	Staple Remover	PIEC	150.00	
18	Staples 24/6	SET	200.00	
19	Stapler, Size 24/6	PIEC	40.00	
20	Notebook with Spring, A4 size	PIEC	150.00	
21	Notebook, Spiral, Lined, A5, 95+ Pages, 100+	PIEC	150.00	
22	Clipboard, Wooden, A4 size	PIEC	100.00	
23	Correction Pen, Class/7ml	PIEC	100.00	
24	Pushpins, 100 Pins	SET	150.00	
25	Highlighter Pen, Yellow, Green, Blue, Orange, Pink	SET	150.00	

RFQ INSTRUCTIONS

26	Permanent Marker, Red, Black, Blue	SET	150.00	
27	Temporary Marker (Whiteboard Marker)	PIEC	150.00	
28	Glue Stick	PIEC	50.00	
29	Tape Dispenser	PIEC	50.00	
30	Rubber Band (Elastic Band), A Box of 100 pcs	SET	100.00	
31	Stamp Pad	PIEC	50.00	
32	Stamp Pad Ink	PIEC	50.00	
33	Hole Puncher, Standard	PIEC	50.00	
34	Packing Tape, Standard	PIEC	150.00	
35	Cellophane Tape	PIEC	150.00	
36	Ruler, Plastic, 30cm	PIEC	100.00	
37	Metal Ruler (pack of 10)	PIEC	100.00	
38	Pen Holder, Metal	PIEC	200.00	
39	Key Ring, Box of 50 pcs	SET	50.00	
40	Box Cutter, Medium Size	PIEC	50.00	
41	Scissors Standard Office Size	PIEC	50.00	
42	Office Calculator, Standard	PIEC	50.00	
43	Document Tray, Three Trays A4 size	PIEC	100.00	
44	Letter Tray, 4 tracks	PIEC	100.00	
45	DVD, 4GB	PIEC	200.00	
46	CD, 700MB	PIEC	200.00	
47	Whiteboard 90 cm x 60 cm	PIEC	50.00	
48	Whiteboard 150 cm x100 cm	PIEC	50.00	
49	Whiteboard 240 cm x 120 cm	PIEC	50.00	
50	Whiteboard Erasers, Magnetic 15*11 cm	PIEC	100.00	
51	Whiteboard Spray Cleaner, 0,5 Liter	PIEC	150.00	
52	Cork board 90x120cm	PIEC	50.00	
53	Cork board 60x90cm	PIEC	50.00	
54	Flipchart Stand	PIEC	50.00	
55	Flipchart Paper, 25 Pages	PIEC	200.00	
56	Sticky Notes, 100PC, 75*100 mm	PIEC	100.00	
57	Sticky Notes, 100PC, 75*120 mm	PIEC	100.00	

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58	Note Paper, 8x8cm, 500 Pages Per Box	BOX	100.00	
59	Wooden Color Pencils, set of 24	SET	100.00	
60	Oil Pastels Color Pens, 24 Colors	SET	100.00	
61	A4 Size Index (Paper Divider), Different Color	PIEC	500.00	
62	Battery AA	SET	100.00	
63	Battery AAA, Remote Battery	SET	100.00	
64	Magnets White Board Color	PIEC	150.00	
65	Graduation Certificate, A4, 4 Color Printing, 100+	PIEC	300.00	
66	ID Holder Lanyard, ID Size	PIEC	500.00	
67	Punched Sheet Protectors, Heavy Duty	SET	150.00	
68	Notebook with Spring, A6 size	PIEC	100.00	
69	Notebook with Spring, A7 size	PIEC	100.00	
70	Notebook with Spring, A8 size	PIEC	100.00	
71	Notebook (DRC branded)	PIEC	150.00	
72	Notepad, Glued Edge, A5, 95+ Pages, 100+	PIEC	100.00	
73	Document Wallet (A4 plastic folder)	PIEC	500.00	
74	Guillotine paper trimmers	PIEC	10.00	
75	Large Archive Box, For Storing Archive Boxes	PIEC	100.00	
76	20-page Manual (10 Pages Double - Sided Glossy)	SET	50.00	
77	Paper shredding machines	PIEC	10.00	
LOT -2-				
1	Asia Cell Credit (5,000 IQD)	PIEC	200.00	
2	Asia Cell Credit (10,000 IQD)	PIEC	200.00	
3	Asia Cell Credit (25,000 IQD)	PIEC	100.00	
4	Zain Credit (5,000 IQD)	PIEC	200.00	
5	Zain Credit (10,000 IQD)	PIEC	200.00	
6	Zain Credit (25,000 IQD)	PIEC	100.00	

RFQ INSTRUCTIONS

3. Please answer by Yes or No:

#	Question/Essential criteria	Supplier to answer Yes or No المزود للإجابة بنعم أو لا	Remarks
1	Do you guarantee that the offered quality is good and shall be responsible for any damages happens to the purchased items during the transporatation, delivery, loading and offloading, and if supplied with a bad quality the supplier will replace it with good ones ?		
2	Do you agree on delivery leadtime period shall be within 4 calender days from PO signature date and the item/s prise shall be fixed within one year?		

Bid Validity Period: (Calendar) days

I certify that I have read and understood the DRC General Conditions of Contract for the Procurement of Goods/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:

Date:

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: [rfq.irq.diy@drc.ngo]

Electronic tendering procedure:

- That the RFQ Number must be entered in the email Subject Heading Line of the Bid Submission email, failure to do this will disqualify the bid submission, as it will not be opened by the Procurement Committee.
- Where the two-envelope tendering process is used the email Subject Heading Line shall state either Technical Envelope or Financial Envelope. Details of documents consisting in the envelope should be written in the email. Failure to include this vital information will disqualify the bid.
- DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.
- DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.
- That bids can still be submitted to the DRC physical Tender Box (New Ba'quobah, Hay Al-Fares, Taboo Street).
- Only the following types of files can be accepted via e-Tender are PDF, JPEG, TIF, or same type of files provided as ZIP files
- The maximum file size that can be attached to the Bid email. Suggest no larger than 2MB.
- If same Bidder has submit bids through e-Tender bid and a physical bid, the physical bid will take the precedence over electronic.
- Bids containing unprotected Word, Excel, or other unprotected files that are attached in support of PDF/JPEG/TIF version of bid are acceptable. However, if no protected version of the bid is submitted, then this bid will be disqualified. In case of an inconsistency between the two, protected file will always take the precedence.

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 within 1 week from bid opening.

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.

DRC reserves the right to split the awards.

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.