

# Request For Quotation



<b>FROM:</b>	<b>DANISH REFUGEE COUNCIL</b>
<b>Address 1:</b>	New Ba'qobah, Hay Al-Fares, Taboo Street
<b>Address 2:</b>	District 206, Street 34, House 31
<b>City:</b>	Diyala
<b>Country:</b>	Iraq
<b>Phone #:</b>	
<b>E-mail:</b>	<a href="mailto:rfq.irq.diy@drc.ngo">rfq.irq.diy@drc.ngo</a>

<b>TO: (Comapany Name)</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 request you to submit price quotation(s) for the supply of the item(s) for **[Stationary and Print BFMT materials-RE1]** which are listed below:

Request for Quotation Details			
RFQ #:	<b>RFQ-IRQ-013324-RE1</b>	Currency of Bid (3-letter code):	1 USD = 1458 IQD
RFQ Issuing Date:	02, November, 2022	Bid Validity Period (days):	Minimum of 90 Days
RFQ Closing Date:	06, November, 2022	Required Delivery Date:	TBD
RFQ Closing Time:	11:00 PM	Required Delivery Destination:	<b>Diyala</b>
Questions to the RFQ	N/A	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price	Total Price
1	Printing BFMT Materials - Printing materials for Business Financial Management Training, size of paper A4, Type of paper white standard paper. Black and white print. You can find the file attached it is called (Business plan). Each one must be pressed separately.	PIEC	75			
2	Colored printing. Printing BFMT Materials - Printing materials for Business Financial Management Training, size of paper A4, Type of paper white standard paper. You can find the file attached it is called (Handout). Each one must be pressed separately.	PIEC	175			
3	Black and white printing. Printing BFMT Materials - Printing materials for Business Financial Management Training, size of paper A4, Type of paper white standard paper. You can find the file attached it is called (post-test). Each one must be pressed separately.	PIEC	125			

## RFQ INSTRUCTIONS

4	Black and white printing. Printing BFMT Materials - Printing materials for Business Financial Management Training, size of paper A4, Type of paper white standard paper. You can find the file attached it is called (pre-test). Each one must be pressed separately.	PIEC	125			
5	Printing BFMT Materials - Printing materials for Business Financial Management Training, size of paper A4, Type of paper white normal paper. Handout 175 copies. You can find the file attached it is called (post-test). Each one must be pressed separately.	PIEC	150			
6	Clear bag, Plastic Folders for File, Transparent 12.5"x9" inches, Letter/A4 Size, Translucent colored envelope keeps contents visible. Each Set contains 12 pieces. sample required.	SET	10			
7	Clear bag, Plastic Folders for File, Transparent 12.5"x9" inches, Letter/A4 Size, Translucent colored envelope keeps contents visible. Each Set contains 12 pieces. sample required.	SET	10			
8	Shorthand Notebook: size (5" x 8") 70 sheets, set of 12 pieces. sample required.	SET	15			
9	Shorthand Notebook: size (5" x 8") 70 sheets, set of 12 pieces. sample required.	SET	15			
10	Ball Pens: Blue color, with rubber grip for writing comfort and retractable needle, 0.5 mm size, each Set contains 12 pieces - sample required.	SET	20			
11	Ball Pens: Blue color, with rubber grip for writing comfort and retractable needle, 0.5 mm size, each Set contains 12 pieces - sample required.	SET	20			
12	White Board Marker in a variety of colors, Set contains 12 pieces. Sample required.	SET	5			
13	White Board Marker in a variety of colors, Set contains 12 pieces. Sample required.	SET	5			
Totals						

**Note: please mention the bid currency (USD or IQD) !**

## 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:

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: [\[rfq.irq.diy@drc.ngo\]](mailto:rfq.irq.diy@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 at the closing date.

## **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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**Supply Chain Department**  
**DRC Diyala**