

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
Phone #:	
E-mail RFQ To:	rfq.irq.diy@drc.ngo

TO: (Company Name)	
Address 1:	
Address 2:	
City:	
Country:	
Phone #:	
E-mail:	

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 **[Lunch break and Refreshments BFMT&EPT]** which are listed below:

Request for Quotation Details			
RFQ #:	RFQ-IRQ-013766	Currency of Bid (3-letter code):	1 USD = 1443 IQD
RFQ Issuing Date:	18, January, 2023	Bid Validity Period (days):	Minimum of 90 Days
RFQ Closing Date:	22, January, 2023	Required Delivery Date:	TBD
RFQ Closing Time:	11:00 PM	Required Delivery Destination:	Diyala / Jalawlaa'
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	Provide lunch meals for the activity of BFMT. The number of meals is 750 in Jalwlaa sub-district. Lunch break will be a meal containing (2 sheesh of Meat Kebab with salad and a can of Pepsi including bottle of water).	ACCY	750			
2	Juice for the BFMT+ Employability Training in Jalwlaa sub-district. Each box should contain 24 pieces and it should be delivered cold and fresh. Important Note: Probably we will not ask for the whole quantities.	BOX	50			
3	Provide cake for the BFMT+ Employability Training in Jalwlaa sub-district. Each box should contain 24 pieces and it should be delivered cold and fresh.	BOX	50			
4	Provide potable water for the BFMT+ EPT in Jalwlaa sub-district. Each box should contain 60 pieces (200 ml, mini cup) and it should be delivered cold and fresh.	BOX	30			
Totals						
Note: please mention the bid currency (USD or IQD) !						

P.S: Note that we will not request the whole amount of the materials at the same time, the quantities will be requested based on the need/No of people who attend. The quantities will be asked to be provided based on a weekly basis. The payment will be made according to the received refreshments

RFQ INSTRUCTIONS

only. A physical samples required for all the items. The Cans of Pepsi that comes with the meal should be 250 ml. the juice should be Glass Juice Bottle , 300 mm , similar to Rani. The expire date of the refreshments should be at least 4 months away. Croissant cake similar to 7days. The duration of the PR shall be within 8 months. During the month of Ramadan we will not ask for any refreshments or lunch meals. The provider is required to provide the quantities according to the need required and according to geographic area.

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.

Supply Chain Department
DRC Diyala
