

# Request For Quotation



<b>FROM:</b>	<b>DANISH REFUGEE COUNCIL</b>
<b>Address 1:</b>	New Ba'quobah, 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 RFQ To:</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 [EcRec. MSD Training Session two] which are listed below:

Request for Quotation Details			
RFQ #:	<b>RFQ-IRQ-014079</b>	Currency of Bid (3-letter code):	1 USD = 1427 IQD
RFQ Issuing Date:	21, February, 2023	Bid Validity Period (days):	Minimum of 90 Days
RFQ Closing Date:	25, February, 2023	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	Renting a small hall to host 12 members of the economic recovery team and 3 trainers to conduct the MSD training for 5 days in new Baqubah from 12th until 16th of March.2023. The hall should be equipped with facial tissue, a table, chairs, data show with a white screen, A/C units, electricity, and functional W.C. for both genders. In addition one bottle of water with 330 ml similar to AQUAFINA for each participant. The time of the training shall be from 08:30 AM until 15:30 PM. The electricity should be available during the training time. The economic recovery should verify the hall before signing the contract. <a href="#">Sample pictures of the venue is required.</a>	DAYS	5			
2	Provide lunch for 15 persons for 5 days (total quantity of 75 meals, per day 15 meals), address in new Baqubah. From 12 until 16 of March.2023. The lunch should be delivered hot and fresh at the time that we will schedule accordingly and to the hall that will be rented Lunch Iraqi Quzi should contain beef 400 grams in each meal. Each meal should contain the following 1. Medium-size plate of Pickles. 2. Medium-size plate of Salad, 3. Medium-size plate of Hummus, 4. Medium-size plate of Tabbuleh. 5. Bottle of water, and a can of Pepsi. Note: Payment will be made based on the actual number of attendees. <a href="#">Picture sample of the meal is required.</a>	PIEC	75			

## RFQ INSTRUCTIONS

3	<p>Provide coffee breaks for 15 persons for 5 days, address in new Baqubah. The date is from 12 until 16 of March.2023. The coffee breaks should be delivered fresh at the time that we will schedule accordingly and to the hall that will be rented. The quantity that is delivered should be sufficient enough to cover whole participants. The coffee break should contain the following:</p> <ol style="list-style-type: none"> <li>1. Fruits 5 Kg (2 Kg of Banana, 1 Kg of Apple, 1 Kg of Orange, 1 Kg of Kiwi).</li> <li>2. Nuts 1.5 Kg (0.5 Kg of walnut, 0.5 Kg of almonds, 0.5 Kg of Raisin).</li> <li>3. Bakeries 5 Kg (1 Kg of croissant, 1 Kg of cookies, 1 Kg of biscuits, 1 Kg of doughnut, and 1 Kg of wafel).</li> </ol> <p>Note: Payment will be made based on the actual number of attendees. <a href="#">A picture sample of the coffee break is required.</a></p>	DAYS	5		
4	<p>Provide iced coffee can with 240 ml similar to MR. BROWN for 15 persons for 5 days (total amount 75, 15 per day) address in new Baqubah.The date is from 12 until 16 of March.2023. The iced coffee should be delivered fresh at the time that we will schedule accordingly and to the hall that will be rented. Note: Payment will be made based on the actual number of attendees. <a href="#">A Picture sample of the coffee break is required.</a></p>	PIEC	75		
<b>Totals</b>					
<b>Note: please mention the bid currency (USD or IQD) !</b>					

Please make sure to complete all the below points:

- All pages must be filled, stamped, and signed.
- No need to submit additional documents, only the RFQ form.
- Don't forget to **ONLY** write the **(RFQ Number + Company's name)** in the Subject of the Email !

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**