

# Request For Quotation

|                   |                                                              |
|-------------------|--------------------------------------------------------------|
| <b>FROM:</b>      | <b>DANISH REFUGEE COUNCIL</b>                                |
| <b>Address 1:</b> | Al-Shurta Neighborhood                                       |
| <b>Address 2:</b> | Fallujah                                                     |
| <b>City:</b>      | Anbar                                                        |
| <b>Country:</b>   | Iraq                                                         |
| <b>Phone #:</b>   | 07734891382                                                  |
| <b>E-mail:</b>    | <a href="mailto:rfg.irq-diy@drc.ngo">rfg.irq-diy@drc.ngo</a> |

|                   |  |
|-------------------|--|
| <b>TO:</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 requests you to submit price quotation(s) for the item(s) listed on the attached Bidding Form **for RFQ-IRQ-014621 Case Management training**

## Request for Quotation Details

|                      |                                                                |                                  |                                   |
|----------------------|----------------------------------------------------------------|----------------------------------|-----------------------------------|
| RFQ #:               | <b>RFQ-IRQ-014621 Case Management training</b>                 | Currency of Bid (3-letter code): | 1 USD= 1,359.74 IQD               |
| RFQ Issuing Date:    | 27 Apr 2023                                                    | Bid Validity Period (days):      | <b>Minimum 30 Days Preferred</b>  |
| RFQ Closing Date:    | 1 May 2023                                                     | Required Delivery Date:          | <b>7 May 2023</b>                 |
| RFQ Closing Time:    | 04:00 PM                                                       | Required Delivery Destination:   | <b>DRC Anbar- BZBZ sub-office</b> |
| Questions to the RFQ | <a href="mailto:Hayder.turki@drc.ngo">Hayder.turki@drc.ngo</a> | Required Delivery Terms:         | DDP (INCOTERMS 2010)              |

| For DRC to Complete |                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                      | For Supplier to Complete |            |             |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------|--------------------------|------------|-------------|
| #                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                  | Unit/<br>Measure | Quantity<br>Required | Quantity<br>Offered      | Unit Price | Total Price |
| 1.                  | Hall rent for 4 days to conduct training in Fallujah, the hall must be enough for 20 people who will be participating in the training from 8:30 am to 3:30 pm, The hall must also contain amenities (air conditioning, clean sanitary bathrooms, and TV screen to show the presentation).                                                                                                                                    | ACCY             | 4                    |                          |            |             |
| 2.                  | Coffee break for the training and include the following items daily: tea-back 60 pieces, milk 1 kilo, Nescafe 3in1 two boxes each box containing 30 pecs, natural juice of class bottle 1 box with 24 pecs, biscuit one box with 24 pecs, crossan one box of 24 pecs, two-kilo salty pastries, two-kilo Cream puff, 60 water bottle with size 250 ml. all above refreshments items will be used per one day of the workshop. | DAYS             | 4                    |                          |            |             |

## RFQ INSTRUCTIONS

|       |                                                                                                                                                                                                                                                                                                                                                    |      |    |  |  |  |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|--|--|--|
| 3.    | lunch meal for 84 person ( 21 person for 4 days), the meals contain tikka and Kebab chicken and meat, all meals should be high quality and from famous restaurants like as (Hajai Hussien , Badiea, Zarzor, and ets..) also need to provide cold Pepsi can size 250 ml and cold water bottle size 250 ml with each meal.22 lunch mea per one day . | PIEC | 84 |  |  |  |
| 4.    | diary notebook 2023 with leather cover                                                                                                                                                                                                                                                                                                             | PIEC | 21 |  |  |  |
| 5.    | Ballpoint Pens, Blue (set of 10)                                                                                                                                                                                                                                                                                                                   | SET  | 2  |  |  |  |
| 6.    | Dry tissues - Wipes and soft paper similar to (Fine)                                                                                                                                                                                                                                                                                               | PIEC | 6  |  |  |  |
| 7.    | Flipchart Paper, 25 Pages                                                                                                                                                                                                                                                                                                                          | PIEC | 2  |  |  |  |
| 8.    | Sticky Notes, 100PC, 75*100 mm multi-colored                                                                                                                                                                                                                                                                                                       | PIEC | 4  |  |  |  |
| 9.    | Permanent Marker, Red, Black, Blue,(set of 12)                                                                                                                                                                                                                                                                                                     | SET  | 2  |  |  |  |
| 10.   | Whiteboard Marker, Red, Black, Blue,(set of 4) good quality                                                                                                                                                                                                                                                                                        | SET  | 4  |  |  |  |
| Total |                                                                                                                                                                                                                                                                                                                                                    |      |    |  |  |  |

**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: [ [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 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.

## **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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**27/04/2023**

**Supply Chain Department**