

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL	TO: اسم الشركة:	
Address 1:	New Ba'quobah, Hay Al-Fares, Taboo Street	Address 1: عنوان 1:	
Address 2:	District 206, Street 34, House 31	Address 2: عنوان 2:	
City:	Diyala	City: المدينة:	
Country:	Iraq	Country: الدولة:	
Phone #:	07719969071	Phone #: رقم الهاتف:	
E-mail:	rfq.irq.diy@drc.ngo	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 on the attached Bidding Form titled Annex A-Bid Form- **RFQ-IRQ-014691_ FWA For Refreshment & Office Supply -Diyala**.

DRC is inviting suppliers to bid in order to set up a long term purchase agreement 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 1 Year with possibility of extension of extra 2 Years).Note:

- The maximum value may be spent under this FWA is 35,000 USD/45,307,500 IQD.

Request for Quotation Details			
RFQ #:	RFQ-IRQ-014691_ - FWA For Refreshment & Office Supply	Currency of Bid (3-letter code):	IQD
RFQ Issuing Date:	9-5-2023	Bid Validity Period (days):	90
RFQ Closing Date:	27-5-2023	Required Delivery Date:	Within 4 day from PO signing date
RFQ Closing Time:	11:00 PM	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-014691_FWA For Refreshment & Office Supply** -(fill, sign, stamp and submit).
- Annex B Specification for Items
- Annex C DRC General Conditions of Contract for the Procurement of Goods-(for your information-do not submit).
- Annex D Supplier Code of Conduct-(for your information-do not submit).
- Annex E Purchase agreement contract.
- Supplier profile and registration.

RFQ INSTRUCTIONS

1. Annex A-Bid Form -RFQ-IRQ-014691 FWA For Refreshment & Office Supply.

LOT-1-

For DRC to Complete				For Supplier to Complete
Item #	Description	Unit/ Measure	Quantity Required	سعر ثابت القطعة الواحدة لمدة Fixed unit price for 1 Year in IQD
1	FWA for provide Refreshment & Office Supply , according attached Annex A عقد تجهيز مرطبات و مستلزمات مكتب, حسب الملف المرفق	ACCY	1	

-We may award each Lot to different a Bidder.

2. Please answer by Yes or No:

#	Question/Essential criteria	Supplier to answer Yes or No المزود للإجابة بنعم أو لا	Remarks
1	Do you agree on delivery leadtime within period of 4 day from PO signing ? هل توافق على التوريد ضمن مدة لاتزيد عن 4 يوم؟		
2	Do you agree to supply the materials to the office of Diyala or Anbar or both? هل توافق على تجهيز المواد الى مكتب ديالى او الانبار او كليهما؟		

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: _____

Date: _____

Please stamp this Bid Form with your Company Stamp

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]

RFQ INSTRUCTIONS

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.