

# 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 **[Kits for new CFPs in Jalawlaa and Gatoon]** which are listed below:

| Request for Quotation Details |                       |                                  |                      |
|-------------------------------|-----------------------|----------------------------------|----------------------|
| RFQ #:                        | <b>RFQ-IRQ-014891</b> | Currency of Bid (3-letter code): | 1 USD = 1292 IQD     |
| RFQ Issuing Date:             | 22, June, 2023        | Bid Validity Period (days):      | Minimum of 90 Days   |
| RFQ Closing Date:             | 29, June, 2023s       | 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                   | Stainless Steel Water Bottles, 20 Ounce Vacuum Insulated Double Wall Travel Bottle with Leak Proof Lid of Handle, Metal Reusable Standard Mouth Flask Thermoses for works<br><br><a href="#">Picture sample required!</a> | PIEC          | 20                |                          |            |             |
| 2                   | Mugs<br><br><a href="#">Picture sample required!</a>                                                                                                                                                                      | PIEC          | 20                |                          |            |             |
| 3                   | White Cotton Caps<br><br><a href="#">Picture sample required!</a>                                                                                                                                                         | PIEC          | 20                |                          |            |             |

## RFQ INSTRUCTIONS

|                                                      |                                                                |                                                                                   |      |    |  |  |  |
|------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------|------|----|--|--|--|
| 4                                                    | Agenda (Notebook)<br>Picture sample required!                  |  | PIEC | 20 |  |  |  |
| 5                                                    | Recycling bag<br>Picture sample required!                      |  | PIEC | 20 |  |  |  |
| 6                                                    | Flash memory, USB 3 SanDisk (16 G)<br>Picture sample required! |                                                                                   | PIEC | 20 |  |  |  |
| 7                                                    | Asia cell cards (10,000 IQD)<br>Picture sample required!       |                                                                                   | PIEC | 20 |  |  |  |
| <b>Totals</b>                                        |                                                                |                                                                                   |      |    |  |  |  |
| Note: please mention the bid currency (USD or IQD) ! |                                                                |                                                                                   |      |    |  |  |  |

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.
- Please **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**