

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: (Comapany 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 meals and hall rent]** which are listed below:

Request for Quotation Details			
RFQ #:	RFQ-IRQ-015262	Currency of Bid (3-letter code):	1 USD = 1311 IQD
RFQ Issuing Date:	17, August, 2023	Bid Validity Period (days):	Minimum of 90 Days
RFQ Closing Date:	22, August, 2023	Required Delivery Date:	TBD
RFQ Closing Time:	11:00 PM	Required Delivery Destination:	Diyala
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	Rent hall for market linkage. The number of invited people is 138. The time of the workshop is from 9 AM until 3 PM. The hall should be provided with the necessary equipment such as an AC unit, ceiling fan, and lights. The electricity should be available during the workshop time which is six hours from 9 AM until 3 PM. The generator capacity should be enough to operate all AC units. The hall should contain 23 tables, on each table tissue, and among each table 6 chairs. Provide a speaker and projector.	DAYS	1			
2	Hot and fresh lunch meals for the activity of the market linkage workshop. The number of meals is 150. The lunch for one person should contain A large plate of rice sufficient for one person with a piece of meat, broth, and one salad dish, and provide a cold can of Pepsi with 185 ml and a bottle of water with 330 ml. Probably DRC will not ask for the whole quantities, the quantities will be requested based on the people who attend. And the payment will base on the actual number of meals provided. A physical sample is required.	PIEC	150			

RFQ INSTRUCTIONS

3	Fresh juice similar to Rani with 250 ml for 150 participants who will attend the market linkage workshop. The juice should be cold and valid for one year from production. The juice shall be served to the participants in the hall at 10:30 AM. Note: DRC will probably not ask for the whole quantities, the quantities will be requested based on the attendance of participants workshop and payment will be made based on the actual number of juice received. A physical sample is required.	PIEC	150			
4	Provide 150 pieces of cake for the participants. The cake must be freshly prepared one day before the workshop as a maximum. A physical sample is required. The number mentioned is an estimate but the real number depends on the attendance of people, the people who attended may be less than 150. Payment will be made based on the actual number. A physical sample is required.	PIEC	150			
5	Provide potable water of 150 bottles. Put one bottle of water in front of each participant it should be cold. The number mentioned is an estimate but the real number depends on the attendance of people, the people who attended may be less than 150. The decision on the number will be made on the day of training. Payment will be made based on the actual number. A physical sample is required.	PIEC	150			
Totals						
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.

Supply Chain Department
DRC Diyala