

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL	TO: (Company Name)	
Address 1:	New Ba'quobah, Hay Al-Fares, Taboo Street	Address 1:	
Address 2:	District 206, Street 34, House 31	Address 2:	
City:	Diyala	City:	
Country:	Iraq	Country:	
Phone #:		Phone #:	
E-mail RFQ To:	rfq.iqr.diy@drc.ngo	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 **[Clamp meter, Drill, Mixer, Blender, Sewing Machine, and Tools]** which are listed below:

Request for Quotation Details			
RFQ #:	RFQ-IRQ-015411	Currency of Bid (3-letter code):	1 USD = 1307 IQD
RFQ Issuing Date:	14, September, 2023	Bid Validity Period (days):	Minimum of 90 Days
RFQ Closing Date:	18, September, 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	Clamp meter كلامب ميتر جودة عالية جهاز قياس الجهد الكهربائي الفولتميتر المقاومة	PIEC	11			
2	Cordless drill: 12V Cordless Drill / Driver Kit, 3/8-Inch (Maximum Chuck Size 20 Millimeters) with 2 batteries of 12 Volt 1.5 Amp plus the battery charger. (quality and specifications equivalent to Dewalt, Milwaukee, Makita or Bosch brands) ثاقب لاسلكي (دريل شحن) مثقاب و مفك براغي لاسلكي 12 فولت ، 8/3 بوصة (الحد الاقصى لحجم البريمة 20 ملم مع بطاريتين 12 فولت و 1.5 أمبير بالإضافة إلى شاحنة البطارية. Dewallt أو Milwaukee جودة ومواصفات مكافئة لماركات أو Makita أو Bosch)	PIEC	3			
3	Newal MXR-3555 - Bowl Mixer - Stainless Steel عجانة نوال - ستانلس ستيل 7 لتر	PIEC	3			

RFQ INSTRUCTIONS

4	Gosonic 428 2 In 1 Blender and Grinder - Black خلاط وطاحونة جوسونك 2 في 1 - كهربائي	PIEC	12			
5	Sewing Machine - ماكينة خياطة Specifications of Indian butterfly machine: Product type: Butterfly machine complete with box. Brand: BUTTERFLY. Speed: 1000 stitches per minute. Product color: black Material of manufacture: metal. Country of manufacture: India. Accessories attached to the machine: Sewing foot. Additional metal shuttle. Large needle plate screwdriver. Plastic protection box. The oil bottle is empty. 3 extra needles. مواصفات ماكينة فراشة هندي: نوع المنتج : ماكينة فراشة كاملة مع الصندوق العلامة التجارية : BUTTERFLY. السرعة : 1000 غرزة في الدقيقة لون المنتج : اللون الأسود مادة الصنع : المعدن بلد الصنع : الهند : الاكسسوارات الملحقة بالماكينة دواس الخياطة مكوك معدني إضافي مفك برغي كبير للوحة الإبرة صندوق حماية من البلاستيك عبوة الزيت فارغة إبر إضافية 3	PIEC	3			
6	Carton Box contain 7 items as mentioned below: علبة كرتون تحتوي على 7 عناصر كما هو مذكور ادناه 1-sewing thread for sewing machine خيوط الخياطة لآلة الخياطة 2- scissors for fabric - Big size مقص قماش - حجم كبير 3- scissors for fabric - Small size مقص قماش - حجم صغير 4- Embroidery Needles ابر تطريز 5- Sensteel thread Snips مقص خيوط سنستيل (فتاكة) 6- Soft Tape Measure شريط قياس ناعم 7- Steam Iron - مكواة بخاري The specification for each item mentioned in details in the attached file مواصفات كل بند مذكورة بالتفصيل في الملف المرفق	BOX	12			

RFQ INSTRUCTIONS

7	3D green laser level, self levling with 16 lines and 360 degree (horizontal and vertical cross) جهاز ليزر تحديد مستوى 360 درجة , 16 خط	PIEC	3			
8	Ceiling Tiles Kit - عدة السقوف الثانوية - Carton Box contain 6 items as mentioned below: علبة كرتون تحتوي على 6 عناصر كما هو مذكور ادناه 1- break-off knife with slide lock 18 mm كتر موس مع مجموعة من اضافية من الشفرات 2- metal cutters long-straight مقص المنيوم خاص للسقوف الثانوية 3- Hammer Steel Master, Stainless Steel hammer, Medium Size 20 Inches مطرقة ستيل ماستر, مطرقة الحديد المقاوم للصدأ, حجم متوسط 20 انج 4- Measuring tape Measuring tape (Telon) 5 meters شريط قياس شريط قياس (تيلون) 5 متر 5- 30 m Chalk Line Set (the reel with the chalk) خيوط سطمير (خيوط الطباشيرة) لتحديد الخطوط مع ملحقاتها كالطباشيرة الملونة 6- Aluminum water scale, 40 cm ميزان ماء (كبان) المنيوم 40 سم The specification for each item mentioned in details in the attached file مواصفات كل بند مذكورة بالتفصيل في الملف المرفق	BOX	9			
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