

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.iqr.diy@drc.ngo

TO: (Company 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 **[Stationery / Extended]** which are listed below:

Request for Quotation Details			
RFQ #:	RFQ-IRQ-015571	Currency of Bid (3-letter code):	IQD ONLY !
RFQ Issuing Date:	06, November, 2023	Bid Validity Period (days):	Minimum of 90 Days
RFQ Closing Date:	11, November, 2023 15, November, 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	Clear bag, Plastic Folders for File, Transparent 12.5"x9" inches, Letter/A4 Size, Translucent colored envelope keeps contents visible. Each Set contains 12 pieces of high quality. Physical sample required.	12	SET			
2	Clear bag, Plastic Folders for File, Transparent 12.5"x9" inches, Letter/A4 Size, Translucent colored envelope keeps contents visible. Each Set contains 12 pieces of high quality. Physical sample required.	12	SET			
3	Clear bag, Plastic Folders for File, Transparent 12.5"x9" inches, Letter/A4 Size, Translucent colored envelope keeps contents visible. Each Set contains 12 pieces of high quality. Physical sample required.	5	SET			
4	Shorthand Notebook: size (5" x 8") 70 sheets, set of 12 pieces. Physical sample required.	12	SET			
5	Shorthand Notebook: size (5" x 8") 70 sheets, set of 12 pieces. Physical sample required.	12	SET			
6	Shorthand Notebook: size (5" x 8") 70 sheets, set of 12 pieces. Physical sample required.	5	SET			

RFQ INSTRUCTIONS

7	Ball Point Pens: Blue color, with rubber grip for writing comfort and retractable needle, 0.5 mm size, each Set contains 12 pieces. Physical sample required.	13	SET			
8	Ball Point Pens: Blue color, with rubber grip for writing comfort and retractable needle, 0.5 mm size, each Set contains 12 pieces. Physical sample required.	12	SET			
9	Ball Point Pens: Blue color, with rubber grip for writing comfort and retractable needle, 0.5 mm size, each Set contains 12 pieces. Physical sample required.	5	SET			
10	White Board Marker in a variety of colors, Set contains 12 pieces. Physical sample required.	10	SET			
11	Catalog Envelopes: Dimensions (15.3 x 6.6 x 10.4 inches), Color (Light Brown), Closure (Self-Seal), Shape (Rectangular), Size (10 x 13). The set contains 50 pieces. Physical sample required.	4	SET			
Totals in IQD					IQD	
Note: DRC will accept IQD Offers ONLY !						

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