

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 #:	07734888598	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-016051 -FWA for Supply Hall & Lunch.

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 12 Months with possibility of extision of extra 12 months).

Note:

The maximum value may be spent under this FWA is 45,000,000 IQD.

Request for Quotation Details			
RFQ #:	RFQ-IRQ-016051 -FWA for Supply Hall & Lunch.	Currency of Bid (3-letter code):	IQD
RFQ Issuing Date:	2.May.2024	Bid Validity Period (days):	60
RFQ Closing Date:	8.May.2024	Required Delivery Date:	Within 3 days from PO signing date
RFQ Closing Time:	11:00 PM	Required Delivery Destination:	Diyala
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-016051 -FWA for Supply of Supply of Hall & Lunch. (fill, sign, stamp and submit).
- Annex B DRC General Conditions of Contract for the Procurement of Goods.
- Annex C Supplier Code of Conduct.
- Annex D Supplier profile and registration.
- Purchase agrement contract.

1. Essential Criteria:

- The supplier shall gurantee that the offered quality is good and will be responsible for any damages happen during the transportation.
- Only if the bids that pass the essential criteria will have the financial offer evaluated using the Award Criteria.
- The hall should be fully prepared within 3 days after signing the PO.

RFQ INSTRUCTIONS

2. Annex A-Bid Form- RFQ-IRQ-016051 -FWA for Supply of Hall & Lunch.

Lot – 1- Hall

#	Item description	Unit	Estimation Quantity	Offerd Unit price	Offerd Total price
1	Rental for Hall (conference) for More than 50 Person, With Seats, Tables, an air-conditioned, comfortable and private place ,Projector Device& any other device needed for meeting in Baquba .	Day	1		
2	Rental for Hall (conference) for More than 50 Person, With Seats, Tables, an air-conditioned, comfortable and private place ,Projector Device& any other device needed for meeting in Muqdadia	Day	1		
3	Rental for Hall (conference) for More than 50 Person, With Seats, Tables, an air-conditioned, comfortable and private place ,Projector Device& any other device needed for meeting in Jalwlaa .	Day	1		

Lot- 2- Lunch in Baquba.

#	Item description	Unit	Quantity	Offerd Unit price	Total price
Lunch					
1	Meal chicken Shawarma	PEIC	1		
2	Plate of four types of Appetizers. (Salad, Hamees, Tabbouleh, pickles)	PEIC	1		
3	Plate of Potato Finger Chips	PEIC	1		
4	Meal Burger good quality	PEIC	1		
5	Meal Fast food (Rizzo)	PEIC	1		
6	Meal Burger sandwiches French fries potato	PEIC	1		
7	Meal 2 sheesh of Meat Kebab	PEIC	1		
8	Meal 1 sheesh of Tekka Meat	PEIC	1		
9	Meal 1 sheesh of Tekka chicken Meat	PEIC	1		
10	large plate of rice is sufficient for one person with a piece of meat weighing 400 grams ,three different types of soup , one salad dish, Appetizer dish.	PEIC	1		

Lot- 3- Lunch in Muqdadiyah.

#	Item description	Unit	Quantity	Offerd Unit price	Total price
Lunch					
1	Meal chicken Shawarma	PEIC	1		
2	Plate of four types of Appetizers. (Salad, Hamees, Tabbouleh, pickles)	PEIC	1		
3	Plate of Potato Finger Chips	PEIC	1		
4	Meal Burger good quality	PEIC	1		
5	Meal Fast food (Rizzo)	PEIC	1		
6	Meal Burger sandwiches French fries potato	PEIC	1		
7	Meal 2 sheesh of Meat Kebab	PEIC	1		
8	Meal 1 sheesh of Tekka Meat	PEIC	1		
9	Meal 1 sheesh of Tekka chicken Meat	PEIC	1		
10	large plate of rice is sufficient for one person with a piece of meat weighing 400 grams ,three different types of soup , one salad dish, Appetizer dish.	PEIC	1		

RFQ INSTRUCTIONS

Lot- 4- Lunch in Jalawla.

#	Item description	Unit	Quantity	Offerd Unit price	Total price
1	Meal chicken Shawarma	PEIC	1		
2	Plate of four types of Appetizers. (Salad, Hamees, Tabbouleh, pickles)	PEIC	1		
3	Plate of Potato Finger Chips	PEIC	1		
4	Meal Burger good quality	PEIC	1		
5	Meal Fast food (Rizzo)	PEIC	1		
6	Meal Burger sandwiches French fries potato	PEIC	1		
7	Meal 2 sheesh of Meat Kebab	PEIC	1		
8	Meal 1 sheesh of Tekka Meat	PEIC	1		
9	Meal 1 sheesh of Tekka chicken Meat	PEIC	1		
10	large plate of rice is sufficient for one person with a piece of meat weighing 400 grams ,three different types of soup , one salad dish, Appetizer dish.	PEIC	1		
Coffee break items					
1	Orange Glass Juice Bottle , 300 mm , similar to Rani	PEIC	1		
2	Bottled drinking water with 330 ml similar to AQUAFINA or certified by the ministry of health	PEIC	1		
3	Coca Cola (Pepsi Cola)	PEIC	1		
4	potable water contain 60 pieces/Box (200 ml, mini cup)	Box	1		
5	Oat Biscuits - 24 Pieces per each box, 28.6 gm. similar to McVitie's Hoppnobs	Box	1		
6	Black tea bag similar to Lipton, each box contain 100 bag.	Box	1		
7	white sugar, good quality, each box contain 100 bag.	Box	1		
8	3 in 1 Nescafe, good quality, each box contain 100 bag.	Box	1		
9	Piece of Cake (simelar PopCake) 24*Box	Box	1		
10	Pettifor cookies are pastries with a sweet taste, which are in different shapes	Kg	1		
11	puff pastry is crispy salty	Kg	1		
12	big dish of mixed fruit contains of Banana, Apple, grape and peach	2Kg	1		
13	Electrical steel teapot for boiling tea, two LTR capacity. Good quality.	PEIC	1		
14	Disposal Cups & Spon for Tea 50/Set	Set	1		
15	Pen 10/Set	Set	1		
16	notebook A5 12/Set	Set	1		
17	Disposal Dishes 100/Set	Set	1		
18	Disposal Plastic Spon, fork & knife 3/Set	Set	1		

- We will ask a samples during the awarding process.
- The supplier can apply for only one lot.

RFQ INSTRUCTIONS

3. 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 lead time within a period of 3 days from PO signing? هل توافق على التوريد ضمن مدة لا تزيد عن 3 يوم ؟		
2	Are you able to guarantee the food quality and clean hall? Are you able to guarantee the food quality and clean hall? هل انت قادر على ضمان جودة الطعام ونظافة القاعة؟		

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:

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 in Diyala office, mailed or delivered by courier services, or alternatively send by email to the following dedicated, secure & controlled email address: [rfq.iqr.diy@drc.ngo]

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.

RFQ INSTRUCTIONS

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.

Procurement team.