

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Al- Furat Street
Address 2:	Balad
City:	Salah Aldin
Country:	Iraq
Phone #:	07734891382
E-mail:	rfg.irq-diy@drc.ngo

TO:	
Address 1:	
Address 2:	
City:	
Country:	
Phone #:	
E-mail:	

The Danish Refugee Council (DRC) with funding from Various Donors hereby requests you to submit price quotation(s) for the item(s) listed on the attached Bidding Form **for RFQ-IRQ-016791 Maintenance printer Canon model C3520i**

Request for Quotation Details			
RFQ #:	RFQ-IRQ-016791 Maintenance printer Canon model C3520i	Currency of Bid (3-letter code):	IQD only
RFQ Issuing Date:	17 Nov 2024	Bid Validity Period (days):	Minimum 30 Days Preferred
RFQ Closing Date:	23 Nov 2024	Required Delivery Date:	28 Sep 2024
RFQ Closing Time:	11:59 PM	Required Delivery Destination:	DRC Balad office -Aziz Balad
Questions to the RFQ	Hayder.turki@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2010)

For DRC to Complete				For Supplier to Complete	
#	Description	Unit/ Measure	Quantity Required	Unit Price	Total Price
1.	Printer Maintenance - (Canon model C3520i), including providing a new hard drive plus installing a new OS with configuring it. (Including, two way transportation fees for the company's staff and hardware)	ACCY	1		
Total					

RFQ INSTRUCTIONS

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:

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]

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 2010).

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.

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.

17/Nov/2024

Supply Chain Department