

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.irq.diy@drc.ngo

TO: اسم الشركة:	
Address 1: عنوان 1:	
Address 2: عنوان 2:	
City: المدينة:	
Country: الدولة:	
Phone #: رقم الهاتف:	
E-mail: بريد الكتروني:	

reby 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-017321** FWA for Refreshment and office supplies.

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 extension of extra 24 months, each time 12 months extension).

Note:

- Firms with nationality of, or goods originating from, prohibited sources as per OFAC sanctions will be disqualified. Winning bidder may be subject to additional compliance .

Request for Quotation Details			
RFQ #:	RFQ-IRQ-017321 - FWA for Refreshment and Office Supply	Currency of Bid (3-letter code):	IQD
RFQ Issuing Date:	15-Apr-2025	Bid Validity Period (days):	30
RFQ Closing Date:	26-Apr-2025	Required Delivery Date:	Within 3 working days from PO signing date
RFQ Closing Time:	11:59 PM	Required Delivery Destination:	Diyala & Balad & Anbar
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-017321** FWA for Refreshment and Office Supply.
- Annex B DRC General Conditions of Contract.
- Annex C Supplier Code of Conduct.
- Annex D Supplier Profile Registration Form.
- Annex E Purchase agreement contract.

RFQ INSTRUCTIONS

1. Admin requirements

- Annex A Bid Form- **RFQ-IRQ-017321** - FWA for Refreshment and Office Supply Items (fill, sign, stamp and submit).
- Annex B DRC General Conditions of Contract (please sign and submit if you are not registered with DRC).
- Annex C Supplier Code of Conduct (please sign and submit if you are not registered with DRC).
- Annex D Supplier Profile Registration Form (please sign and submit if you are registered with DRC).
- Annex E Purchase agreement contract.
- Business Registration/company registration (please provide a copy).

2. Essential Criteria:

- Expiry date for the items must be no less than 4 months.
- Offered spec must meet the requested ones and good quality.
- Supplier to agree on the deliver date within 3 working days from purchase order signing date.

After the opening and evaluation, shortlisted bidder/s may be requested to submit samples to confirm that the offered specs meet the requested ones, failing to submit samples or failing to meet the requested specs will disqualify the bid.

Bidder/s shall quote for all items listed within below bid form, failing to bid for all the items will lead to bid disqualification.
Note:

3. Annex A-Bid Form RFQ-IRQ-017321 - FWA for Refreshment and Office Supply.

Note: Samples required before signing the contract.

For DRC to Complete					For Supplier to Complete		
Item #	Description	الوصف	Unit	Estimated Quantity Required	Offered Brand name/ Specification	Offered Unit Price in IQD	Offered Total Unit Price in IQD
1	White sugar with an expiration date of at least 4 months	سكر ابيض و مع تاريخ صلاحية على نافذ على الأقل لمدة 4 اشهر	Kg	135			
2	Milk good quality 400 gm.	حليب نوعية جيدة 400 غم	Bag	87			
3	Coffee good quality (equivalent to Gold Nestle) 100 gm	قهوة نوعية جيدة (مكافئ لنوعية نستلي كولد), 100 غم	Can	100			
4	Coffee good quality (equivalent to Bun Al-Amed) 225gm	قهوة نوعية جيدة (مكافئ لنوعية بن عميد), 220 غم	Can	60			
5	Black tea bags good quality (Packet contains 25 small tea bags).	شاي اسود اكياس صغيرة (باكيت يحتوي 25 كيس شاي صغير)	Box	250			
6	Green tea bags good quality (Packet	شاي اخضر اكياس صغيرة (باكيت	Box	20			

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	contains 25 small tea bags)	يحتوي 25 كيس (شاي صغير)					
7	Black tea big bag equivalent to CIHAN tea,200 gm	شاي كيس كبير مكافئ لنوعية شاي جيهان, 200 غم	PCS	20			
8	Nescafe	نسكافيه	Box	20			
9	cappuccino	كابتشينو	Box	100			
10	Coffee mate (equivalent to Nestle), 400 gm	مبيض قهوة (مكافئ لنوعية نستلي), 400 غم	Can	30			
11	Plastic teaspoon	ملعق شاي بلاستيك	Box	300			
12	Plastic tea cups)Size of 200 ML ,Set of 50 Cups , Good Quality)	أكواب شاي جاهزة (حجم 200 مل، مجموعة 50 ، نوعية جيدة)	SET	830			
13	Plastic Water Cups)Size of 200 ML ,Set of 50 Cups , Good Quality)	أكواب ماء بلاستيك (حجم 200 مل، سيت يحتوي على 50 كوب، نوعية جيدة)	SET	119			
14	A large water bottle of 20 liters, sterilized with ozone, sealed to protect from dust, and licensed by the Health Department. The bottle contains a label with full details, such as expiry date, packaging company, etc.	بطل ماء كبير 20 لتر معقمة بالاوزون و محكمة الاغلاق و مغلفة لحماية من الاتربة و مرخصة من دائرة الصحة و البطل يحتوي على ملصق بكامل التفاصيل كمثال تاريخ الصلاحية و شركة التعبئة والخ	PCS	400			
15	Water drinking cups carton contain 60 Pce	أكواب ماء شرب صغيرة كارتون يحتوي 60 كوب	SET	50			
16	Water bottles size of 500ML each set of 6 bottles	سيت عبوة ماء حجم 500 مل كل سيت يحتوي على 6 بطل ماء	SET	700			
17	Air freshener (equivalent to ecco), 260 ml	معطر جو نوع جيد (260 ملل)	PCS	100			
18	Multipurpose cleaner (fas)	منظف متعدد الاستعمالات فاس	PCS	50			
19	Super Gel cleaner (equivalent to Imlaq), 1000 gm	جل منظف (مكافئ لنوعية العملاق), 1000 غم	PCS	60			
20	Plastic garbage Black bags big size	أكياس نايلون للقمامة سوداء و ملونة حجم كبير	Roll Roll	170			

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21	Plastic garbage Black bags medium size	اكياس نايلون للقمامة سوداء و ملونة حجم وسط	Roll	150			
22	Dish washing liquid (equivalent to fery), 1 lt	سائل غسيل الاواني (مكافئ لنوعية فيري), 1 لتر	PCS	80			
23	Toilet paper equivalent to selpak (Big set of 48 roll)	ورق حمام نوعية مكافئ لسيل باك) سيت كبير يحتوي على 48 رولة	SET	100			
24	Paper tissue good quality equivalent to massafi (carton box set of 30)	محارم ورقية نوعية جيدة مكافئ لنوعية مسافي ذو علبة كارتون (كارتون يحتوي على 30 علب)	Box	50			
25	Paper roll for kitchen (big set of 24 rolls)	رولة محارم ورقية للمطبخ (امتصاص عالي للدهون) (سيت كبير يحتوي على 24 رولة)	SET	20			
26	Gloves for kitchen (Latex)	كف مطاط للمطبخ ابيض (مكافئ لنوعية فالكون)	Box	5			
27	Washing machine powder (Equivalent to Arial), 3 Kg	مسحوق غسيل للغسالة (مكافئ لنوعية اريال او برسيل) 3 كغم	PCS	20			
28	Washing machine shampoo (equivalent to Comfort), 1 lt	معطر او منعّم ملايس مكافئ لنوعية كمفرت, 1 لتر	PCS	30			
29	Scented Hand wash liquid 400 ml	صابون سائل معطر 400 مل	PCS	90			
30	Sterile solid soap equivalent to Dettol, 120 gm (set of 4)	صابون معقم قطع مكافئ 120 غم (سيت يحتوي على 4)	SET	10			
32	Ground cleaning brush	فرشاة تنظيف للارضية	PCS	10			
33	Battery (s) and (m) (set of 4)	بطارية حجم وسط وصغير سيت يحتوي على 4	SET	20			
34	Waste basket medium size	سلة مهملات حجم وسط	PCS	10			
35	Table cleaning swab	ممسحة قماش صفراء للطبلاط	SET	10			
36	Pail with two basin good quality	سطل حوضين وممسحة نوعية جيدة	PCS	8			
37	Scissor mid size	مقص مكتبي حجم وسط	PCS	10			
38	Cooking pot equivalent to Tefal (set of 3)	قدر للطبخ غير لاصق مكافئ لنوعية	SET	2			

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		تيفال (سيت يحتوي 3 قطع)					
41	Mid size Knife stainless steel for cutting meat	سكين ستانلس ستيل متوسط الحجم لتقطيع اللحوم	PCS	4			
44	Mid size Knife stainless steel for cutting vegetables	سكين ستانلس ستيل متوسطة الحجم لتقطيع الخضار و الفواكه	PCS	4			
48	Spoons steel (set of 12)	ملاعق ستيل (سيت 12 قطعة)	SET	5			
50	Electric wire extensio 13 Ams	سيار كهربائي 13 امبير	PCS	15			
51	Glass cleaner liquid, 500 ml	سائل تنظيف الزجاج 500 مل	PCS	30			
52	Disposable Nylon cover for tables	سفرة سفري	Roll	10			
53	Water wiper with wooden handle	ماسحة ماء مع ايد خشبية	PCS	10			
54	Cleaning Wiper with handle Iron or Plastic	ممسحة تنظيف بمقبض حديد أو بلاستيك	PCS	10			
55	Kitchen Dishwashing Sponge	جلافة غسيل مواعين اسفنجية	PCS	150			
58	Cotton Floor Cleaning Cloth Mop	ممسحة قطنية لتنظيف الأرضيات	PCS	10			
62	A sterile liquid equivalent to Dettol quality, 500 ml	سائل معقم مكافئ لنوعية ساراتول 500 مل	PCS	20			
68	cleaner for floor (equivalent to Easy, 1 Ltr	منظف للأرضيات مكافئ لنوعية ايزي 1 لتر	PCS	100			
69	Cake good quality (box of 24 pcs)	كيك نوعية جيدة (الكارتون يحتوي على 24 قطعه)	Box	400			
70	Biscuit wafer (equivalent to wave up), set of 24	بسكت ويفر (مكافئ لنوعية ويف اب) كارتون يحتوي على 24 قطعة	Box	300			
71	Fruit juice carton can (box of 36)	عصير فاكهة كرتونية نوعية جيدة (الكارتون يحتوي على 36 علبة)	Box	400			
72	Fruit Juice glass can equivalent to Rani, 200 ml (set of 24)	عصير فاكهة زجاجة, 200 مل نوعية جيدة مكافئ لنوعية عصير راني (الكارتون يحتوي على 24 قطعة)	Box	20			
74	Plastic Water Hose with excellent quality (roll of 30 m)	خرطوم ماء بلاستيكي (صونده)	Roll	2			

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		نوعية ممتازة (رولة 30 متر)					
77	cleaner (equivalent to Dasty), 1 Lt	منظف (مماثل الى داستي) حجم لتر	Each	60			
78	Clothes washing powder equivalent to Tide	مسحوق غسيل مكافئ لتايد غسيل	Kg	20			
79	disposable plates, different sizes	ماعون سفري (احجام مختلفه)	SET	10			
80	disposable tea spoons	ملاعق شاي يمكن التخلص منها (سفري)	SET	10			
81	disposable food eating spoons	ملاعق طعام يمكن التخلص منها (سفري)	SET	10			
82	Disposable forks	شوكة طعام (جطل) للاستعمال مرة واحدة (سفري)	SET	10			
83	Anti rusting stainless-steel tea pot size of 1.5 Litre	إبريق شاي من الستانلس ستيل بسعة 1.5 لتر مع غطاء	PCS	2			
84	Sugar, Tea, and Coffee 3 Piece Kitchen Canister Set	طقم مكون من 3 علب مطبخ (حافظة) للسكر والشاي والقهوة	SET	2			
85	Good quality stainless steel spoon for serving food (serving rice).	ملعقة كبيرة لتقديم الطعام (تقديم الرز) ستانلس ستيل ذات نوعية جيدة	PCS	2			
86	A large spoon for serving food (use for pouring broth and liquids) of good quality stainless steel	ملعقة كبيرة لتقديم الطعام (استعمال في سكب المرق و السوائل) ستانلس ستيل ذات نوعية جيدة	PCS	2			
90	Garbage Bin 10L (with foot opener): Pedal Garbage Bin High Quality, with Manual foot lever	سلة قمامة سعة 10 لتر (مزود بفتاحة قدم): صندوق قمامة بدواسة عالي الجودة ، مع رافعة للقدم	PCS	10			
93	Air fresher equivalent to air wick	معطر جو نوعية ممتازة	SET	10			
94	Dustpan	مكرافة	PCS	4			
96	Liquid toilet bowl cleaner- 750 ml (Similar to Harpic) set of 6 Pieces	منظف حمامات يشبه هاربك سيت يحتوي على 6 قطع	SET	30			
98	Disposable plastic Garbage bags: Bags of (extra large	أكياس قمامة بلاستيكية يمكن التخلص منها:	Set	20			

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	size) up to 60 Litre of size each set contains 30 Pieces	تحتوي الحقائق (الكبيرة جدًا) التي يصل حجمها إلى 60 لترًا على 30 قطعة					
99	Floor mopping towel	منشفة مسح الأرضية	Each	50			
101	Multipurpose Cleaner Gel:multi-purpose cleaning super gel with refreshing natural scents 1 Kilogram of weight or 1000 millilitres	جل منظف متعدد هلام الأغراض: التنظيف الفائق متعدد الأغراض مع روائح طبيعية منعشة 1 كيلوغرام من الوزن أو 1000 مليلتر	PCS	50			
103	Toilet Paper tissue roll 12-in-1 set- (160 pulls per roll)	لفة مناديل ورق التواليت 12 في 1 مجموعة - (160 سحبًا لكل لفة)	Set	20			
104	towels for the kitchen (set of 3)	مناشف للمطبخ (مجموعة من 3)	Set	50			
	Cocoa Powder 100 g	مسحوق الكاكو 100 غرام	PCS				
	Facial Tissue High Quality & Healthy 500 3ply whiye tissue (similor to Dove ,Set contean 12 PCS)	كلنس نوعية جيدة كل قطعه تحتوي على 500 سحبه (مشابهه لنوعية دوف وسيت يحتوي على 12 كيس)	Set	100			
105	Zain Phone credit cards type of 5,000 IQD	رصيد هاتف محمول من شركة زين فئة 5,000 دينار عراقي	Pc	600			
106	Zain Phone credit cards type of 10,000 IQD	رصيد هاتف محمول من شركة زين فئة 10,000 دينار عراقي	pc	600			
107	Zain Phone credit cards type of 35,000 IQD	رصيد هاتف محمول من شركة زين فئة 35,000 دينار عراقي	pc	60			
108	Aciacell Phone credit cards type of 5,000 IQD	رصيد هاتف محمول من شركة اسياسيل فئة 5,000 دينار عراقي	pc	20			
109	Aciacell Phone credit cards type of 10,000 IQD	رصيد هاتف محمول من شركة اسياسيل فئة 5,000 دينار عراقي	pc	450			
110	Aciacell Phone credit cards type of 25,000 IQD	رصيد هاتف محمول من شركة اسياسيل فئة 25,000 دينار عراقي	pc	10			

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	Total in IQD
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4. 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 to offer items with expiry date no less than 4 months? هل توافق على تقديم مدة صلاحية لاتقل عن أربعة اشهر ؟		
2	Do you agree on delivery leadtime within period of 3 working days from PO signing ? هل توافق على التوريد ضمن مدة لاتزيد عن ثلاثة ايام ؟		

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, mailed or delivered by courier services, or alternatively send by email to the following dedicated, secure & controlled email address rfq.irq.diy@drc.ngo

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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.
- 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 (Diyala-New Baquba).
- 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.

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.

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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.

DRC Supply Chain