

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	

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-017501-FWA** For Rental Hall , Lunch Meals and Coffee break

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 24 months).

Note:

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

Request for Quotation Details			
RFQ #:	RFQ-IRQ-017501-FWA For Rental Hall ,Lunch Meals and Coffee break	Currency of Bid (3-letter code):	IQD
RFQ Issuing Date:	16-6-2025	Bid Validity Period (days):	60
RFQ Closing Date:	22-6-2025	Required Delivery Date:	Within 3 days from PO signing date
RFQ Closing Time:	11:59 PM	Required Delivery Destination:	Diyala & Balad
Questions to the RFQ	rfq.irq.diy@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

This RFQ document contains the following:

- Annex A **RFQ-IRQ-017501-FWA** For Rental Hall , Lunch Meals and Coffee break. (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.
- Annex E Purchase agrement contract.

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.

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Annex – A –

Lot- 1- Rental Hall

#	Item description	Unit	Estimation Quantity	Offerd Unit price	Offerd Total price
1	Rental for Hall (conference) for 50 or More than 50 Person, With Seats, Tables, an air-conditioned, comfortable and private place ,Projector Device& any other device needed for meeting in Baquba. تأجير قاعة (مؤتمرات) لـ 50 أو أكثر من 50 شخصاً، مع مقاعد وطاولات ومكان مكيف ومريح وخاص وجهاز عرض وأي جهاز آخر مطلوب للاجتماع في بعقوبة.	Day	1		
	Rental for Hall (conference) for 50 or More than 50 Person, With Seats, Tables, an air-conditioned, comfortable and private place ,Projector Device& any other device needed for meeting in Balad. تأجير قاعة (مؤتمرات) لـ 50 أو أكثر من 50 شخصاً، مع مقاعد وطاولات ومكان مكيف ومريح وخاص وجهاز عرض وأي جهاز آخر مطلوب للاجتماع في بلد.				
2	Rental for Hall (conference) for 300 or More than 300 Person, With Seats, Tables, an air-conditioned, comfortable and private place ,Projector Device& any other device needed for meeting in Baquba. تأجير قاعة (مؤتمرات) لعدد 300 أو أكثر من 300 شخص، مع مقاعد وطاولات ومكان مكيف ومريح وخاص وجهاز عرض وأي جهاز آخر مطلوب للاجتماع في بعقوبة.	Day	1		
3	Renting a conference hall in a restaurant with lunch for 25-50 people, with chairs, tables, a comfortable and private air-conditioned area, a projector and any other equipment required for the meeting in Baqubah. Renting the hall with meals in the restaurant (please note Lot 2 for separate pricing of lunches) تأجير قاعة في مطعم لعقد المؤتمرات مع تناول وجبة الغداء فيها لعدد 25-50 شخص مع مقاعد وطاولات ومكان مكيف ومريح وخاص وجهاز بروجكتور وأي جهاز آخر مطلوب للاجتماع في بعقوبة. إيجار القاعة مع وجبات الاكل في المطعم (الرجاء ملاحظة لوت 2 لتسعير وجبات الغداء بشكل منفصل)	Day	1		
4	Rental for Hall (conference) for 100 or More than 100 Person, With Seats, Tables, an air-conditioned, comfortable and private place ,Projector Device& any other device needed for meeting in Khanaqin تأجير قاعة (مؤتمرات) لـ 100 أو أكثر من 100 شخص، مع مقاعد وطاولات ومكان مكيف ومريح وخاص وجهاز عرض وأي جهاز آخر مطلوب للاجتماع في خانقين	Day	1		

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5	Rental for Hall (conference) for 100 or more than 100 Person, With Seats, Tables, an air-conditioned, comfortable and private place ,Projector Device& any other device needed for meeting in Jalwlaa. تأجير قاعة (مؤتمرات) لـ 100 أو أكثر من 100 شخص، مع مقاعد وطاولات ومكان مكيف ومريح وخاص وجهاز عرض وأي جهاز آخر مطلوب للاجتماع في جلولا	Day	1		
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Lot- 2- Lunch in Baquba.

#	Item description	Unit	Quantity	Offerd Unit price	Total price
1	Meal chicken Shawarma(وجبة شاورما دجاج مع فنكر وصوص)	Meal	1		
2	Plate of four types of Appetizers. (Salad, Hamees, Tabbouleh, pickles) صحن من أربعة أنواع من المقبلات (سلطة، حمص، تبولة، مخلل)	PEIC	1		
3	Plate of Potato Finger Chips فنكر وسط	PEIC	1		
4	Meal Burger good qualityوجبة برجر ذات جودة جيدة	PEIC	1		
5	Meal Fast food (Rizzo) ريزو	PEIC	1		
6	Meal Burger sandwiches French fries potato وجبة برجر ساندويشات بطاطس مقالية بطاطس	Meal	1		
7	Meal 2 sheesh of Meat Kebab 2 شيش كباب لحم	PEIC	1		
8	Meal 1 sheesh of Tekka Meat 1 شيش تكة لحم	PEIC	1		
9	Meal 1 sheesh of Tekka chicken Meat 1 شيش تكة دجاج	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. صحن كبير من الأرز يكفي لشخص واحد مع قطعة لحم وزنها 400 جرام، ثلاث أنواع مختلفة من الحساء، طبق سلطة واحد، طبق مقبلات.	Meal	1		
11	Mandi meat مندي لحم	Meal	1		
12	Chicken Mandi دجاج مندي	Meal	1		

Note: The food should deliver on time and fresh and in good quality inside Baquba city.

RFQ INSTRUCTIONS

Lot- 3 - Lunch in Balad.

#	Item description	Unit	Quantity	Offerd Unit price	Total price
1	Meal chicken Shawarma (وجبة شاورما دجاج مع فنكر, وصوص)	Meal	1		
2	Plate of four types of Appetizers. (Salad, Hamees, Tabbouleh, pickles) صحن من أربعة أنواع من المقبلات (سلطة، حمص، تبولة، مخلل)	PEIC	1		
3	Plate of Potato Finger Chips فنكر وسط	PEIC	1		
4	Meal Burger good quality وجبة برجر ذات جودة جيدة	PEIC	1		
5	Meal Fast food (Rizzo) ريزو	PEIC	1		
6	Meal Burger sandwiches French fries potato وجبة برجر ساندويشات بطاطس مقلية بطاطس	Meal	1		
7	Meal 2 sheesh of Meat Kebab 2 شيش كباب لحم	PEIC	1		
8	Meal 1 sheesh of Tekka Meat 1 شيش تكة لحم	PEIC	1		
9	Meal 1 sheesh of Tekka chicken Meat 1 شيش تكة دجاج	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. صحن كبير من الأرز يكفي لشخص واحد مع قطعة لحم وزنها 400 جرام، ثلاث أنواع مختلفة من الحساء، طبق سلطة واحد، طبق مقبلات	Meal	1		
11	Mandi meat لحم مندي	Meal	1		
12	Chicken Mandi مندي دجاج	Meal	1		

Note: The food should deliver on time and fresh and in good quality inside Balad city.

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Lot- 4 - Lunch in Khanagin.

#	Item description	Unit	Quantity	Offerd Unit price	Total price
1	Meal chicken Shawarma(وجبة شاورما دجاج مع فنكر ,وصوص)	Meal	1		
2	Plate of four types of Appetizers. (Salad, Hamees, Tabbouleh, pickles) (صحن من أربعة أنواع من المقبلات (سلطة، حمص، تبولة، مخلل)	PEIC	1		
3	Plate of Potato Finger Chips فنكر وسط	PEIC	1		
4	Meal Burger good qualityوجبة برجر ذات جودة جيدة	PEIC	1		
5	Meal Fast food (Rizzo) ريزو	PEIC	1		
6	Meal Burger sandwiches French fries potato وجبة برجر ساندويشات بطاطس مقلية بطاطس	Meal	1		
7	Meal 2 sheesh of Meat Kebab 2 شيش كباب لحم	PEIC	1		
8	Meal 1 sheesh of Tekka Meat 1 شيش تكة لحم	PEIC	1		
9	Meal 1 sheesh of Tekka chicken Meat 1 شيش تكة دجاج	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. صحن كبير من الأرز يكفي لشخص واحد مع قطعة لحم وزنها 400 جرام، ثلاث أنواع مختلفة من الحساء، طبق سلطة واحد، طبق المقبلات.	Meal	1		
11	Mandi meat لحم مندي	Meal	1		
12	Chicken Mandi دجاج مندي	Meal	1		

Note: The food should deliver on time and fresh and in good quality inside Khanaqin city.

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Lot- 5 - Lunch in Jalawla

#	Item description	Unit	Quantity	Offerd Unit price	Total price
1	Meal chicken Shawarma(وجبة شاورما دجاج , مع فنكر وصوص)	Meal	1		
2	Plate of four types of Appetizers. (Salad, Hamees, Tabbouleh, pickles)) طبق من أربعة (أنواع من المقبلات (سلطة، حمص، تبولة، مخلل	PEIC	1		
3	Plate of Potato Finger Chips فنكر وسط	PEIC	1		
4	Meal Burger good quality وجبة برجر ذات جودة جيدة	PEIC	1		
5	Meal Fast food (Rizzo) ريزو	PEIC	1		
6	Meal Burger sandwiches French fries potato وجبة برجر ساندويشات بطاطس مقلية بطاطس	Meal	1		
7	Meal 2 sheesh of Meat Kebab 2 شيش كباب لحم	PEIC	1		
8	Meal 1 sheesh of Tekka Meat 1 شيش تكة لحم	PEIC	1		
9	Meal 1 sheesh of Tekka chicken Meat 1 شيش تكة دجاج	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. طبق كبير من الأرز . يكفي لشخص واحد مع قطعة لحم وزنها 400 جرام، ثلاث أنواع مختلفة من الحساء، طبق سلطة واحد، طبق مقبلات.	Meal	1		

Note: The food should deliver on time and fresh and in good quality inside Jalawla city.

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Coffee break items					
1	Orange Glass Juice Bottle , 300 mm , similar to Rani زجاجة عصير برتقال زجاجية، 300 مم، مشابهة لرائي	PEIC	1		
2	Orange Glass Juice Bottle , 330 mm , similar to Rani زجاجة عصير برتقال زجاجية، 300 مم، مشابهة لرائي (Set of 24 PEIC)	Set	1		
3	Bottled drinking water with 330 ml similar to lulua or certified by the ministry of health مياه شرب معبأة بحجم 330 مل مماثلة للألؤلؤة أو معتمدة من وزارة الصحة (Set of 24 or 20 PEIC)	Set	1		
4	Bottled drinking water with 330 ml similar to AQUAFINA or certified by the ministry of health مياه شرب معبأة بحجم 330 مل مماثلة لأكوافينا أو معتمدة من وزارة الصحة (Set of 24 PEIC)	Set	1		
5	Coca Cola (Pepsi Cola) 330 ml بيبسي 330 مل	PEIC	1		
6	potable water contain 60 pieces/Box (200 ml, mini cup) كارتون ماء يحتوي 60 كاسه	Box	1		
7	Black tea bag similar to Lipton, each box contain 100 bag. أكياس الشاي الأسود مماثلة لشاي. ليبتون، كل صندوق يحتوي على 100 كيس	Box	1		
8	white sugar, good quality, each box contain 100 bag. سكر أبيض نوعية جيدة كل علبة تحتوي على 100 كيس.	Box	1		
9	3 in 1 Nescafe, good quality, each box contain 100 bag. نسكافيه 3 في 1، ذات جودة جيدة، كل صندوق. يحتوي على 100 كيس.	Box	1		
10	Piece of Cake (simelar PopCake) 24*Box كعكة (بوب كيك مشابه) علبة ٢٤ قطعة	Box	1		
11	Pettifor cookies are pastries with a sweet taste, which are in different shapes بسكويت بيتيفور هو عبارة عن معجنات ذات مذاق حلو، وهي بأشكال مختلفة	Kg	1		
12	cake — a three-tiered sponge cake with two layers of cream filling, topped with a rich blend of chocolate and caramel — Each piece should be individually packaged in a paper or plastic	PEIC	1		

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	مكونة من ثلاث كعكة. مغطاة بمزيج غني طبقات مع طبقتين من حشوة الكريمة، ومغطاة بمزيج غني من الشوكولاتة والكراميل - يجب تعبئة كل قطعة بشكل فردي في حاوية من الورق أو البلاستيك وتتضمن شوكة. 				
13	puff pastry is crispy salty باس تري معجنات الباف باس تري مقرمشة ومالحة	Kg	1		
14	big dish of mixed fruit contains of Banana, Apple, grape and peach صحن كبير من الفواكه المختلطة يحتوي على الموز والتفاح والينب والخبوخ او غيرها	4Kg	1		
15	Electrical steel teapot for boiling tea, two LTR capacity. Good quality. إبريق شاي كهربائي من الفولاذ. لغلى الشاي، سعة 2 لترين. جودة عالية	PEIC	1		
16	Disposal Cups & Spon for Tea 50/Set أكواب وملعقة شاي للاستخدام مرة واحدة 50/مجموعة	Set	1		
17	Pen 10/Set قلم حبر	Set	1		
18	notebook A5 12/Set مذكرة	Set	1		
19	Disposal Dishes 100/Set ماعون سفري/مجموعة 100	Set	1		
20	Disposal Plastic Spon, fork & knife 3/Set ملعقة وشوكة وسكين بلاستيكية للاستخدام مرة واحدة، 3 قطع	Set	1		

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

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 لاتزيد عن 3 يوم ؟		

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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؟		
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Note: You can send your questions or clarifications to the following email: bidqueries.iqr.diy@drc.ngo

Note: Please mention the bid currency (IQD) !

يرجى التسعير بالدينار العراقي

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

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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.

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.