

Request For Quotation



FROM:	DANISH REFUGEE COUNCIL
Address 1:	Anbar-Fallujah-Hay Nazal
Address 2:	District of Nazal, Street 39, House 201
City:	Al-Anbar
Country:	Iraq
Phone #:	
E-mail:	rfq.iqr.diy@drc.ngo

TO:	
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 [**Venue, lunch & CB for Peace Tech Camp workshop in Baghdad**] which are listed below:

Request for Quotation Details			
RFQ #:	RFQ-IRQ-017672	Currency of Bid (3-letter code):	IQD Only / دينار عراقي
RFQ Issuing Date:	Aug 06, 2025	Bid Validity Period (days):	Minimum of 90 Days
RFQ Closing Date:	Aug 12, 2025	Required Delivery Date:	TBD
RFQ Closing Time:	11:59 PM	Required Delivery Destination:	Baghdad
Questions to the RFQ	N/A	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For Supplier to Complete	
#	Description	Unit/ Measure	Quantity Required	Unit Price دينار عراقي	Total Price دينار عراقي
1	Lunch-open buffet (at least 5 main types including Kabab, Tekka, rice normal and Bryani with sauces, steaks, sea food, at least three types of Salads, not appetizers, two types of Soup, Sweets, juice, soft drink) Delivery address : Baghdad	ACCY	50		
2	A large event hall (45 participants /90 chairs) in Karkh side, Baghdad should be arranged in two different setups at the same time: 1. Theater-style setup: Accommodates 45 people with a stage for speaking. 2. Round-table setup: Four round tables placed far apart from each other, each seating 12 people, with a secondary display screen next to each table. Please see the attached picture about the design needed for the participants. The hall should be secured, easy access location, with PWD facilities Activity Delivery address : Baghdad	Day	1		
3	Coffee break: Coffee break includes Fruit (bananas, apple or grapes, sliced melon), drinks (coffee, tea, soft drink/juice, cake, biscuits or cookies) Lunch break will be provided in two rounds, with each round serving up to 50 people Delivery address : Baghdad	ACCY	100		
4	Badge with holder and lanyard. Please see the attached file and print each color 15 copy, so in total they will be 60 copy Size : 3.38" * 2.13" inch	PIEC	60		
Total Price / بالدينار العراقي					

Note: Please mention the bid currency (IQD) !

يرجى التسعير بالدينار العراقي

Delivery Lead Time (from receipt of DRC Purchase Order): (Calendar) days

Bid Validity Period: (Calendar) days

RFQ INSTRUCTIONS

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 Anbar