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 #:	07719969071
	E-mail:	rfq.irq.co@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 service (s) listed on the attached Bidding Form titled Annex A-Bid Form- RFQ-IRQ-018221-Supply of a Vehicle Rental Service with Drivers under Framework Agreement
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 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 12 months). Only registered companies can submit their quote for this RFQ.

Request for Quotation Details			
RFQ #:	**RFQ-IRQ-018241**	Currency of Bid (3-letter code):	**IQD Only / دينار عراقي**
RFQ Issuing Date:	16-July-2026	Bid Validity Period (days):	Minimum of 90 Days
RFQ Closing Date:	21-July-2026	Required Delivery Date:	TBD
RFQ Closing Time:	11:59 PM	Required Delivery Destination:	Diyala
Questions to the RFQ	N/A	Required Delivery Terms:	DDP (INCOTERMS 2020)

1. General Introduction:

- **DRC is seeking to establish Framework Agreement for the duration of 12 months (with the possibiloity f extension)for the rental of vehicles including driver to serve DRC's operations across various locations in Iraq and be available to the rental 8 hours (usually from 8:00 AM to 4:00 PM, But this may be adjusted as per DRC needs) per day, 5 days per week, 8 hours a day for monthly rental,However, the initial rental service contract will be issued for a period of three (3)'Months and may be extended based on DRC's needs..**
- **In case of working more than 8 hours per a day, or to work during Saturdays/Fridays, the extra hours/days will be compensated during public holiday or by giving off day/hours based on the number of the extra service hours when the work schedule allows.**
- **Extra working time is counted only when the service provider stays beyond the actual working hours which is (8 hours per a day) by more than 60 minutes per each day, only the time over the extra 60 minutes will be compensated when the work schedule allows.**
- **In case of vehicle break down, the service provider shall provide a replacement for the vehicle, otherwise DRC will deduct the cost of each day of non-availability from the monthly rate based on the service provider offered daily rate.**

RFQ INSTRUCTIONS

- **The availability is for 5 days per a week (40 hours), if it happened a public holiday occurred during the 5 days per a week and there is a need for the service, the bidder/service provider will be requested to be available for the service.**
- **After the award is being granted, the service provider shall notify DRC fleet manager for any absence at least two days in advance and shall provide a replacement for covering the gab. The maximum number of absence days allowed is 10 days during the contract period.**

- **All service providers should ensure that financial offers are accurately calculated. If errors are discovered during the evaluation process, the unit price will be considered. If the unit price is unclear, the Selection Committee may decide to reject the offer.**
- **This Tender does not commit Danish Refugee Council to execute a contract or pay any costs incurred in the preparation and submission of proposals. Furthermore, Danish Refugee Council reserves the right to reject all proposals if such action is presumed to be in Danish Refugee Council's best interests.**
- **When vehicles are proposed or sent to us, they will be inspected in accordance with Danish refugee council inspection requirements. Any Vehicle does not Fit the inspection requirements will be rejected immediately.**
- **If the vehicle is rented for less than one month for some reasons and due to any change in scope of work or any outreach circumstances, the payment fees will be calculated based on the actual working days.**

2. This RFQ contains the following documents:

- **Annex A Bid Form RFQ-IRQ-018221**

3. Admine requirements:

- **Annex A Bid Form RFQ-IRQ-018221**
- **Valid vehicle registration (Provide a copy).**
- **Valid Driving License (Provide a copy).**
- **Company registration license (Provide a copy).**

4. Technical Criteria :

- **Applications are strictly limited to officially registered companies**
- **Any offer submitted by individuals or unregistered entities will be rejected**
- **Proposed vehicle model not less than 2020**

The technical evaluation will be based on pass/fail criteria, all bids that pass the Technical Evaluation will proceed to the Financial Evaluation.

The ward will be based on lowest quote technically compliant.

5. Pre award Criterial

RFQ INSTRUCTIONS

DRC reserves the right to interview, vet, and test drivers before hiring . DRC will conduct vehicle inspection and driving test for the shortlisted bidder/s, DRC reservs the right to disqualify bidder/s at this stage in case it has been found that the vehicle is not in safe-good physical condition and the driver is not skilled.
The service provider is entitled to provide a signed and stamped backup-drivers list with all the required info.
DRC reserves the right to test and interview the replacement drivers before hiring

Annex A-Bid Form- RFQ-IRQ-018221- Supply of a Vehicle Rental Service with Drivers under Framework Agreement:

	For DRC to Complete			For Supplier to Complete
Item #	**Item Required**	**Specification**	**Required Quantity/Unit**	**Unit Price at Month دينار عراقي**
1	**Provision of one vehicle rental service under monthly contract, with an estimated 1000 - 2000 KM running out each month.** **Rental of SUV with Driver Similar to** **(KIA Sorento & Sportage, Nissan Rouge, Toyota RAV 4و Hyundai Tucson,etc.)** **Operating in Diyala governorate with travels sometimes around Kirkuk, Baghdad,Anbar and Tikrit to work during daytime monthly, 5 days a week, 8 hours a day** **The quoted price must include:** **Fuel** **Maintenance** **Driver** **vehicle insurance**	1. Engine Size 2400cc and above or 2.5L capacity 2. Manual transmission / Automatic 3.1+4 passengers and 4. installed A/C 5. The vehicle model year shall be 2020 or newer 6. Total mileage not more than 80,000km 7. ABS/ESP Installed. 8.Min 2 airbags for driver and passenger 9. Type of Fuel (Diesel or Gasoline)	**1 Vehicle**	
2	**Provision of one vehicle rental service under monthly contract, with an estimated 1000 - 2000 KM running out each month.** **Rental of SUV with Driver Similar to**	1. Engine Size 2400cc and above or 2.5L capacity 2. Manual transmission / Automatic 3.1+4 passengers and 4. installed A/C 5. The vehicle model year shall be 2020 or newer	**1 Vehicle**	

	(KIA Sorento & Sportage, Nissan Rouge, Toyota RAV 4و Hyundai Tucson,etc.) **Operating in Anbar governorate with travels sometimes around Kirkuk, Baghdad,Diyala and Tikrit to work during daytime monthly, 5 days a week, 8 hours a day** **The quoted price must include:** **Fuel** **Maintenance** **Driver** **vehicle insurance**	6. Total mileage not more than 80,000km 7. ABS/ESP Installed. 8.Min 2 airbags for driver and passenger 9. Type of Fuel (Diesel or Gasoline)		
	Total Price / بالدينار العراقي			

ESSENTIAL SERVICE FUNCTIONS:

- The transportation service provider will be managed in his day-to-day activities by Supply chain team
- The transportation service provider may be assigned duties on weekends, holidays, and after normal working hours if required subject to the Contractor's discretion.
- The transportation service provider will provide a vehicle(s) in roadworthy condition, and will regularly check engine, brakes, air condition, tires, etc. and repair or replace as needed. Vehicles will be subject to regular inspection by Danish Refugee Council. Danish Refugee Council reserves the right to reject any vehicle or service which does not meet its agreed specifications.
- Danish Refugee Council will not be responsible for any damage, accident or any cost related to the vehicle.
- The transportation service provider must be respectful to Danish Refugee Council passengers, ensure passengers are provided with the maximum comfort levels possible (e.g., using heaters and A/C when appropriate)
- Service providers are expected to respect DRC standards in interacting or dealing with clients, staff, and partners (When transported or happens to be in the same location)
- Service provider is expected to respect the confidentiality of information shared during rides, personal information of staff and partners, ensuring no information leakage is practiced from his/her side
- Service providers are expected to move from point A to B (starting and end points) and in between when needed and if the schedule is changed due to emergency or others.
- Service providers not to interact with security focal points at check points, clients, other staff members, unless if support was requested, alternatively, DRC staff (passengers) might lead the different communications per the need and seek for support if relevant.
- No weapons or illegal materials/goods may be carried in the vehicle at any time.
- The transportation service provider will retain sole responsibility for any injuries, death, loss or damage sustained to third parties resulting from the operation of vehicles under hire by Danish Refugee Council.
- The vehicle must have third party insurance

RFQ INSTRUCTIONS

- The transportation service provider must adhere to Danish Refugee Council Safety and Security procedures as explained by Safety and Security Department.

General Requirements Bidder to Answer by yes or No.

1	General Requirements	Please indicate YES or NO	Remarks
1	**Minimum Safety Equipment**		
1.1	The service provider guarantees to do all the routine services and maintenances without any extra cost including but not limited to all fluids, windows wipers, worn out tires, faulty or burnt out headlights, lights signals.		
1.2	In case of breakdowns or routine services the Service Provider will provide a replacement vehicle immediately (within 2-4 hours).		
1.3	All vehicles/vans preferred to have in light color such as white-grey (black or dark colored vehicle may rejected if we do get option of light color).		
1.4	Each vehicle must be in a standard factory design, no post-factory customization applied.		
1.5	The service provider has to provide vehicles in clean outseen must be in good shape and in a safe mechanical operating condition.		
1.6	Accessories like seat belt, functional AC, first aid kit, emergency tools, spare tire, lift jack and emergency triangle wit		
2	**Insurance (Each car should be insured with a full coverage which includes the following minimum requirements). Respective copy of valid insurance has to be submitted at the contracting stage.**		
2.1	Will you provide Full comprehensive insurance coverage in case you have been awarded?		
3	**Service Coverage-8 hours a day** from 8:00 AM to 4:00 PM **this may be shifted based on the need.**		
3.1	8 hours a day as per DRC working Hrs/5 days a week / 40 hours a week.		

Note: Please mention the bid currency (IQD) !

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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: _____ _____

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.co@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 Diyala