

# Request For Quotation



<b>FROM:</b>	<b>DANISH REFUGEE COUNCIL</b>
<b>Address 1:</b>	New Ba'quobah, Hay Al-Fares, Taboo Street
<b>Address 2:</b>	District 206, Street 34, House 31
<b>City:</b>	Diyala
<b>Country:</b>	Iraq
<b>Phone #:</b>	
<b>E-mail RFQ To:</b>	<a href="mailto:rfq.irq.diy@drc.ngo">rfq.irq.diy@drc.ngo</a>

<b>TO: (Company Name)</b>	
<b>Address 1:</b>	
<b>Address 2:</b>	
<b>City:</b>	
<b>Country:</b>	
<b>Phone #:</b>	
<b>E-mail:</b>	

The **Danish Refugee Council (DRC)** with funding from [GAC] hereby request you to submit price quotation(s) for the supply of the item(s) for **[TOT for youth on enterprise development and BDS service/RE-ADVERTISED]** which are listed below:

Request for Quotation Details			
RFQ #:	<b>RFQ-IRQ-014981-RE1</b>	Currency of Bid (3-letter code):	<b>1 USD = 1310 IQD</b>
RFQ Issuing Date:	18, September, 2023	Bid Validity Period (days):	Minimum of 180 Days
RFQ Closing Date:	24, September, 2023	Required Delivery Date:	TBD
RFQ Closing Time:	11:00 PM	Required Delivery Destination:	<a href="#">Iraq / Diyala</a>
Questions to the RFQ	N/A	Required Delivery Terms:	DDP (INCOTERMS 2020)

**Note:** Please refer to the attached annexes before inserting your offered prices.

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price	Total Price
1	Phase 1: Inception meeting: Presentation of methodology	Day	1			
2	Phase 2: ToT (Delivery of the BDST) 1. Conduct need assessment of the participants. 2. Conduct pre-post-tests before and after the training. 3. Delivery of the ToT on BDST. Training report including implementation plan for the participants.	Day	20			
3	Phase 3: BDST (Delivery of BDST to potential entrepreneurs.) The training provider assigns the participants to deliver the business development support to the market actors. Follow up and observe the delivery of the trainings. Participants submit the delivery report to the training provider.	Day	35			
4	Phase 4: Presentation of findings and recommendations in launch workshop	Day	4			
<b>Totals</b>						
<b>Note: Please mention the bid currency IQD or USD !</b>						

## **RFQ INSTRUCTIONS**

Please make sure to complete all the below points:

- All pages must be filled, stamped, and signed.
- No need to submit additional documents, only the RFQ form.
- Please **ONLY** write the **(RFQ Number + Company's name)** in the Subject of the Email !

**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:

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](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:

## RFQ INSTRUCTIONS

- a) **Administrative Evaluation:** Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.

#	Annex #	Document	Instructions
1	N/A	This RFQ bid form	RFQ must be filled, signed, and stamped
2	C	References	Copy of 2 contract for similar project executed within the past 5 years
3	N/A	Company Registration Certificate	Submit the registration certificate
4	N/A	Workplan	Submit your workplan

- 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.

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1	Provide at least 2 previous similar work experience within the past 5 years	[15] %
2	At least master degree in business management, development economics, or other related discipline for the trainer and bachelor of relevant major for the co-trainers.	[20] %
3	Proven experience of minimum 3 years in delivering business development support and relevant training for the trainer and the co-trainers, especially experience in ToTs.	[15] %
4	The training provider is accredited by a recognized national or international entity such as ministry of labor and social affairs, ILO or any other recognized actors.	[20] %
5	The training provider has the authorization to work in Federal Iraq or internationals must have local staff that can travel to federal Iraq to deliver the trainings.	[15] %
6	the training provider provides a detailed mythology and workplan of the trainings to be delivered.	[15] %

- c) **Financial Evaluation:** All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated. Any discrepancy between the unit price and the total price shall be re-computed by DRC, and the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the final price based on DRC's re-computation and correction of errors, its Bid will be rejected. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by DRC after it has received the Offer.

### **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**