|  |  |  |
| --- | --- | --- |
|  | **TO:** | **[Please insert Consultant/Company name]** |
|  | **Address 1:** |  |
|  | **Address 2:** |  |
|  | **City:** |  |
|  | **Country:** |  |
|  | **Phone #:** |  |
|  | **E-mail:** |  |

|  |  |  |
| --- | --- | --- |
|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | Avenue de France 23 |
|  | **Address 2:** |  |
|  | **City:** | 1202 Geneva |
|  | **Country:** | Switzerland |
|  | **Phone #:** |  |
|  | **E-mail:** | tender.gva@drc.ngo |

The Danish Refugee Council (DRC) with funding from the FDFA hereby request you to submit price offer(s) for the provision of the service(s) listed in the attached Bidding Form titled RFQ-DKHQ-001711.

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for Quotation Details** | | | |
| RFQ #: | RFQ-DKHQ-001711 | Currency of Bid (3-letter code): | USD |
| RFQ Issuing Date: | 29/04/2022 | Bid Validity Period (days): | 30 |
| RFQ Closing Date: | 13/05/2022 | Required Delivery Date: | TBA – expected to start up by June and during a period of three months |
| RFQ Closing Time: | 17:00 PM | (Required Delivery Destination): | See ToR |
| Questions to the RFQ | Sylvana.maluje@drc.ngo | (Required Delivery Terms): | See ToR |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For DRC to Complete** | | | **For Company to Complete** | |
| Item # | Description | Type of requirement | Offer | |
| 1 | The purpose of this consultancy will be maintenance and several upgrades of the existing mixedmigration.org website as well as the development of a comprehensive training guide for future maintenance and additions/upgrades by MMC staff. | Website maintenance and upgrades. |  | |
|  |  |  |  | |
|  |  |  |  | |
|  | | | **Total Baseline price without tax** |  |
| **TAX/VAT** |  |
| **Total Price:** |  |

**Delivery Lead Time (from receipt of DRC Service Contract):** As outlined in the Terms of Reference.

**Bid Validity Period:** 30 (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 I, as the consultant/company have not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*

**Submission of Bid**

You must submit your offer to the following dedicated, secure & controlled email address: [tender.gva@drc.ngo](mailto:tender.gva@drc.ngo)

Any Offers not received through the dedicated email address, may be disqualified for non-compliance with these RFQ Instructions.

**Procedure for submission of quotation:**

Interested consultants and companies are expected to submit the following documents in response to the Request for Quotation:

- Completed and signed RFQ template

- Signed DRC Supplier code of conduct

- Completed and signed Supplier Registration Form

Note: The selected candidate/company will be requested to submit ID on the majority owner/s and a proof of company registration, prior to signing a contract with DRC.

**Prices**

All Offers must include all customs and taxes payable in the country of delivery.

All Offers must be in the currency stated on the RFQ Bid Form. Offers in any other currency may be disqualified.

DRC reserves the right to correct any incorrect calculations on the Bid Form.

**Validity of Offer**

Your Offer must be valid for the ‘Bid Validity Period´ as stated in this Bid Form. Offers not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all consultants of the outcome of their Quotations by :

**Evaluation of Offers**

All Offers received and accepted will be evaluated on a ‘line item’ basis as follows:

* 1. Administrative Evaluation: Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.
  2. Technical Evaluation: All Offers received will undergo a Technical Evaluation based on ‘best value for money’. Offers that comply with the requested items, specifications, and delivery conditions will be classed as ‘responsive’ (acceptable). Only Offers classed as ‘responsive’ (acceptable) will progress onto the ‘Financial Evaluation’. ‘Non-responsive’ Offers (not-acceptable Bids) will no longer be under consideration at this stage.
  3. Financial Evaluation: All ‘Responsive’ Offers 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; quality vs price, sustainability, environmental considerations, etc.

**RFQ Enquiries**

All enquiries and questions shall be addressed to the email stated in the RFQ. 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.***

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Name: Sylvana Maluje

Title: Supply Chain Coordinator

Date: 28/04/2022