Q-DKHQ\_PR\_00188782 RTR Afghanistan

|  |  |  |
| --- | --- | --- |
|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | Borgergade 10 |
|  | **Address 2:** | 3rd Floor |
|  | **City:** | Copenhagen 1300 K |
|  | **Country:** | Denmark |
|  | **Phone #:** | NA |
|  | **Contact e-mail:** | alexander.kjaerum@drc.ngo. |

|  |  |  |
| --- | --- | --- |
|  | **TO:** | **[Please insert Supplier]** |
|  | **Address 1:** |  |
|  | **Address 2:** |  |
|  | **City:** |  |
|  | **Country:** |  |
|  | **Phone #:** |  |
|  | **E-mail:** |  |

The Danish Refugee Council (DRC) hereby requests you to submit offer(s) for the following goods/service(s)

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for Quotation Details** | | | |
| RFQ #: | RFQ-DKHQ-EKL- PR\_00196482 | Currency of Bid (3-letter code): | USD or DKK |
| RFQ Issuing Date: | 24-05-2022 | Bid Validity Period (days): | 30 |
| RFQ Closing Date: | 07-05-2022 | Required Delivery Date for services: | 15-07-2022 |
| RFQ Closing Time: | 23:59 local CEST = 21:59 GMT | Required Delivery Destination: | N/A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For DRC to Complete** | | | **For Consultant/**  **Company to Complete** | |
| Item # | Description | QTY | Total Price | |
| 1 | Blueprint paper for Slow-Onset Drought-Induced Displacement Model | See Annex B TOR |  | |
|  |  |  |  | |
|  |  |  |  | |
|  | |  | **Total price without tax** |  |
|  | **TAX/VAT** |  |
|  | **Total Price:** |  |

I certify that I have read and understood the DRC General Conditions of Contract and the DRC Supplier Code of Conduct. 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 your offer by email to the following dedicated, secure & controlled email address: **rfq.dkhq@drc.ngo**

**THE RFQ BID FORM CANNOT BE EMAILED TO ANY OTHER DRC EMAIL ADDRESS**

**Procedure for submission of quotation:**

Interested candidates/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 Bids must include all customs and taxes payable in the country of delivery.

All Bids must be in the currency stated on the RFQ Bid Form: **DKK or USD**. Bids in any other currency may be disqualified.

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

**VAT:**

• Rules for goods/services procured in Denmark: The offer and invoice shall include the consultants/companys VAT number and DKK VAT 25%

• Rules for goods/services procured in EU: The offer shall not contain VAT. The invoice shall include the consultants/companys national VAT number, but shall not contain information on VAT rate and VAT amount. Further, the invoice must state that the delivery is exempt from Danish VAT – for example by stating that the invoice is “zero-rated”. The following text shall be visible at the invoice: Reverse charge.

• Rules for goods/services procured outside EU: The offer shall not contain VAT. The invoice shall not contain VAT.

**Validity of Offer**

Your Bid must be valid for the ‘Bid Validity Period´ as stated in the RFQ. Bids not meeting the Bid Validity Period may be disqualified.

**Evaluation of Bids**

All Bids received and accepted will be evaluated on the following basis:

* 1. Administrative Evaluation: Evaluated to ensure compliance in terms of the documents to be submitted and to ensure that all Bids and calculations are readable and acceptable.
  2. Technical Evaluation: All Bids received will undergo a Technical Evaluation based on ‘best value for money’. Bids that comply with the requested services, TOR, 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 after this stage.
  3. Financial Evaluation: All ‘Responsive’ Bids will undergo a Financial Evaluation

**RFQ Enquires**

All enquires and questions should be addressed to the email given in the Contact detail section.

***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.***

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

Name: Taina Piippola

Title: Procurement Specialist, 23.05.2022