

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Sate AlHusari Str, Anshasi square 28
Address 2:	Shmeisani
City:	Amman
Country:	Jordan
Phone #:	+962 (0)6 553 6 303
E-mail:	<rfq.ro02@drc.ngo>

TO:	All Suppliers
Address 1:	
Address 2:	
City:	
Country:	
Phone #:	
E-mail:	

The Danish Refugee Council (DRC) with funding from the chase project for DSP, hereby request you to submit price quotation(s) for the supply of the item(s) listed in below table

Request for Quotation Details			
RFQ #:	RFQ-RO02-0003-2022	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	26 April 2022	Bid Validity Period (days):	90
RFQ Closing Date:	10 May 2022	Required Delivery Date:	15 May 2022
RFQ Closing Time:	13:30 GMT	Required Delivery Destination:	DRC Office
Questions to the RFQ	rfq.ro02@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2010)

For DRC to Complete					
Item #	Description	Unit/ Measure	Quantity Required	Unit Price (include sales tax)	Total Price
1	Facilitator to conduct Focus Group Discussions in Lebanon	Days	10		
*	Kindly see attached TOR				

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

Submission of Bid

RFQ INSTRUCTIONS

You must submit bid & RFQ package by email to the following dedicated, secure & controlled email address:rfq.ro02@drc.ngo .No later than 10 May 2022 time 13:30 GMT . Failure to submit bid within the stated timeframe will disqualify the supplier.

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

*All Bids received in pencil will be disqualified.

DRC accept bids from companies and individual. In case the supplier is an individual, he/she has to be officially registered in the country within the related ministries and declaring relevant taxes for the provided services. DRC will in accordance with the income tax law 144 of 12 June 1959, and specifically articles 41, 42 and 43 take appropriate actions to comply with the relevant obligations stipulated by the above authorities.

Documents to be submitted :

- 1- Financial & technical proposal**
- 2- Signed TOR**
- 3- Company registration & license / tax certificate for individual**
- 4- Supplier code of conduct ,signed and stamped**
- 5- General conditions, signed and stamped**
- 6- Supplier registration form, filled and stamped**

Prices

All Bids must be in USD & include all customs and taxes payable in the country of delivery unless the RFQ specifically requests a Bid is other than DDP (INCOTERMS 2010) .

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 by 15 May 2022 .

Evaluation of Bids

All Bids received and accepted will be evaluated based on technical & financial offer.

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. Deadline for clarifications until 9 May 2022 time 13:30 GMT.

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.
