Request for Quotation



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|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | Astree building les berges du lac  |
|  | **Address 2:** |  |
|  | **City:** | tunis |
|  | **Country:** | tunisia |
|  | **Phone #:** | +216 58 510 827 |
|  | **E-mail:** | Tender.lby@drc.ngo |

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| --- | --- | --- |
|  | **TO:** |  |
|  | **Address 1:** |  |
|  | **Address 2:** |  |
|  | **City:** |  |
|  | **Country:** |  |
|  | **Phone #:** |  |
|  | **E-mail:** |  |

The Danish Refugee Council (DRC) hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled ‘RFQ No TUN 923’

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| **Request for Quotation Details** |
| RFQ #: | TUN 923 | Currency of Bid (3-letter code): | TND |
| RFQ Issuing Date: | 5/1 /2020 | Bid Validity Period (days): | 30 |
| RFQ Closing Date: | 10/01/2020  | Required Delivery Date: | Upon request  |
| RFQ Closing Time: | 10/1/2020 23.59 PM | Required Delivery Destination: | DDP |

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| --- | --- |
| **For DRC to Complete** | **For Supplier to Complete** |
| Item # | Description | Unit/Measure | Quantity Required | Quantity Offered | Unit Price | Total Price |
|  | déchiqueteuse papier  | piece | 1 |  |  |  |
|  | calculatrice  | piece | 1 |  |  |  |
|  | stylo Fluorescent  | box | 1 |  |  |  |
|  | Stylo bleu (Reynolds) | box | 1 |  |  |  |
|  | Porte clé  | box | 1 |  |  |  |
|  | Papers A4 | box | 1 |  |  |  |
|  | bloc-note  | piece | 1 |  |  |  |
|  | Stylo noir( Reynolds)  | box | 1 |  |  |  |
|  | Stylo Rouge ( Reynolds ) | Box | 1 |  |  |  |
|  | Stylo Vert ( Reynolds ) | Box | 1 |  |  |  |
|  | Batteries AA | piece | 1 |  |  |  |
|  | Batteries AAA | piece | 1 |  |  |  |
|  | [Effaceur tableau magique](https://www.cdiscount.com/arts-loisirs/papeterie-fournitures-scolaires/effaceur-a-sec-magnetique-staples/f-161030314-sta5060030291972.html%22%20%5Cl%20%22mpos%3D0%7Cmp) | Piece | 1 |  |  |  |
|  | Liquide de nettoyage pour tableau blanc  | Piece | 1 |  |  |  |
|  | bâton de colle  | Piece | 1 |  |  |  |
|  | produit de nettoyage pour ecran PC  | Piece | 1 |  |  |  |
|  | multiprise de longeur 2 metre ou plus et avec 4 ports ou plus  | Piece | 1 |  |  |  |
|  | Papiers de séparation de couleur  | Piece | 1 |  |  |  |
|  | Pinces à papier de petite taille  | box | 1 |  |  |  |
|  | Pinces à papier de moyenne taille | Box | 1 |  |  |  |
|  | Pinces à papier de grande taille | piece | 1 |  |  |  |
|  | Cartouche d’encre pour ricoh SP 211) | piece | 1 |  |  |  |
|  | Bande Elastique  | Piece | 1 |  |  |  |
|  | Cartouche d’encre pour Konica Minolta Biz Hub 227  | Piece | 1 |  |  |  |
|  | Trombones  | Piece | 1 |  |  |  |
|  | Agrafeuse  | Piece | 1 |  |  |  |
|  | Agrafes  | Piece | 1 |  |  |  |
|  | Boite d’archive grande taille  | Piece | 1 |  |  |  |
|  | Boite d’archive moyenne taille  | Piece | 1 |  |  |  |
|  | Note collante grande taille  | Piece | 1 |  |  |  |
|  | Note collante petite taille  | Piece | 1 |  |  |  |
|  | Dégrafeur  | Piece | 1 |  |  |  |
|  | Poches perforées  | set | 1 |  |  |  |
|  | Scotch  | Piece | 1 |  |  |  |
|  |  Scotch d’emballage  | Piece | 1 |  |  |  |
|  | Effaceur  | piece | 1 |  |  |  |
|  | Envelope ( Grande taille ) | piece | 1 |  |  |  |
|  | Envelope ( Moyenne taille ) | piece | 1 |  |  |  |
|  | Envelope ( petite taille ) | piece | 1 |  |  |  |
|  | Chemise craft | piece | 1 |  |  |  |
|  | Regle 20 cm | Piece | 1 |  |  |  |
|  | Papier A3  | Piece | 1 |  |  |  |
|  | CD Vierge | piece | 1 |  |  |  |
|  | Encre pour espon L 382 | Piece | 1 |  |  |  |
|  | Encre pour canon F166400 | piece | 1 |  |  |  |
|  | perforatrice | Piece | 1 |  |  |  |
|  | qwerty stickers pour le clavier | Piece | 1 |  |  |  |
|  | Azerty stickers pour le clavier | Piece | 1 |  |  |  |
|  | bloc notes grande taille | Piece | 1 |  |  |  |
|  | les classeurs de classement ( petite taille) | Piece | 1 |  |  |  |
|  | les classeurs de classement ( grande taille) |  |  |  |  |  |
|  | kit de rangement bureautique | Set | 1 |  |  |  |
|  | Encre pour HP 4675 Noir | Piece | 1 |  |  |  |
|  | Encre pour HP 4675 tri color | Piece | 1 |  |  |  |
|  | Encre pour HP MFP M176n ( noir ) | Piece | 1 |  |  |  |
|  | Encre pour HP MFP M176n ( Jaune ) | Piece | 1 |  |  |  |
|  | Encre pour HP MFP M176n ( rouge ) | Piece | 1 |  |  |  |
|  | Encre pour HP MFP M176n ( Bleu ) | Piece | 1 |  |  |  |
|  | Encre pour espon L382 ( Noir 664M ) | Piece | 1 |  |  |  |
|  | Encre pour espon L382 ( jaune 664M) | Piece | 1 |  |  |  |
|  | Encre pour espon L382 ( Magenta 664M ) | Piece | 1 |  |  |  |
|  63 | Encre pour espon L382 ( Noir 664M ) | Piece | 1 |  |  |  |

7

**Delivery Lead Time (from receipt of DRC Purchase Order): \_\_\_\_\_\_\_\_\_\_\_\_\_ (Calendar) days**

30

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*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 RFQ BID FORM CANNOT BE EMAILED TO ANY 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 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 [insert date].

**Evaluation of Bids**

All Bids 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 Bids received will under go 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.
3. 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 Order 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: tender.lby@drc.ngo

***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.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert name]

[insert appointment]

[insert date]