**The Danish Refugee Council (DRC) has received a grant for the implementation of the humanitarian aid operation entitled DAPP. Part of this operation is the supply of Rental car services Therefore, the DRC requests you to submit price bid(s) for the supply of the item(s) listed on the attached DRC Bid Form Annex A1 / A2.**

**Submission of Bid**

One bid submission must be sent by email to the following dedicated, secure &controlled email address: **rfq.tun@drc.ngo.**

**THE RFP BID FORM CANNOT BE EMAILED TO ANY OTHERDRC EMAIL ADDRESS**

Any Bids not received on the official DRC Bid Form may be disqualified for non-compliance with these RFP 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 RFP specifically requests a Bid is other than DDP (INCOTERMS 2020).

All Bids must be in the currency stated on the RFP 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 **28/12/2022**

**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 RFP requirements 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 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 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.

**RFP Enquires**

All enquires and questions should be addressed to the email given in the RFP 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.***

**For queries on this RFP, please contact the Procurement Officer, Alaeddine Ben Amara: alaedine.amara@drc.ngo**