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

|  |  |  |
| --- | --- | --- |
|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | Immeuble ASTREE, 3e etrage sis Rue du lac d’Annecy Les Berges du Lac, 1053 Tunis |
|  | **Address 2:** |  |
|  | **City:** | Tunis |
|  | **Country:** | Tunisia |
|  | **Phone #:** | +216 56 056 375 |
|  | **E-mail:** | [rfq.tun@drc.ngo](mailto:rfq.tun@drc.ngo) |

The Danish Refugee Council (DRC) would like request you to submit price quotation for the supply of the item listed on the attached Bidding Form titled RFQ No. **RFQ/04/TUN-CO/2023 (Annex A) for Establishing a framework agreement for Stationary.**

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| **Request for Quotation Details** | | | |
| RFQ #: | RFQ/04/TUN-CO/2023 | Currency of Bid (3-letter code): | TND |
| RFQ Issuing Date: | 26-05-2023 | Bid Validity Period (days): | 30 days |
| RFQ Closing Date: | 02-06-2023 | Required Delivery Date: | - |
| RFQ Closing Time: | 17:00 (GMT +1) | Required Delivery Destination: | DRC Office |
| Questions to the RFQ | alaedine.amara@drc.ngo | Required Delivery Terms: | DDP (INCOTERMS 2010) |

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| **For DRC to Complete** | | | | **For Supplier to Complete** | | |
| Item # | Description | Unit | Max Quantity Per Year | Description | Unit Price  (Including VAT) | Total Price (Including VAT) |
| 1 | A4 Paper | Set | 70 |  |  |  |
| 2 | Sticky Notes | Set | 200 |  |  |  |
| 3 | Sticky Note Arrows | Set | 100 |  |  |  |
| 4 | Envolope A5 | Piece | 200 |  |  |  |
| 5 | Envolope A4 | Piece | 300 |  |  |  |
| 6 | Ball Pen Black \*50 | Set | 15 |  |  |  |
| 7 | Ball Pen Blue \*50 | Set | 15 |  |  |  |
| 8 | Ball pen Red \*50 | Set | 15 |  |  |  |
| 9 | Ball Pen Green \*50 | Set | 15 |  |  |  |
| 10 | Pencil \*12 | Set | 5 |  |  |  |
| 11 | Pencil Sharpener Metal | Set | 20 |  |  |  |
| 12 | Eraser 5\*2\*1 CM | Set | 20 |  |  |  |
| 13 | Highlighter Pen- Assorted Colours \*4 | Set | 50 |  |  |  |
| 14 | Permanent Marker- Assorted Colours \*4 | Set | 10 |  |  |  |
| 15 | Whiteboard Marker- Assorted Colours | Set | 50 |  |  |  |
| 16 | Paper Correction Pen | Piece | 10 |  |  |  |
| 17 | Box File 8CM | Piece | 20 |  |  |  |
| 18 | Box File 4CM | Piece | 20 |  |  |  |
| 19 | A4 Folder - 2Rings Binder | Piece | 80 |  |  |  |
| 20 | A4 dividers Plastic 6 Colours | Set | 50 |  |  |  |
| 21 | Elastic bands 1KG | Pack | 1 |  |  |  |
| 22 | A4 Plastic Sleeves \*100 | Set | 100 |  |  |  |
| 23 | A4 Hole Puncher | Piece | 10 |  |  |  |
| 24 | Stapler | Piece | 10 |  |  |  |
| 25 | Staples \*1000 | Pack | 15 |  |  |  |
| 26 | Staple Remover | Piece | 25 |  |  |  |
| 27 | Genmes binder clip 19mm | Set | 100 |  |  |  |
| 28 | Genmes binder clip 41mm | Set | 100 |  |  |  |
| 29 | Paper Clip Steel 28 | Set | 100 |  |  |  |
| 30 | Paper Clip Steel 33 | Set | 100 |  |  |  |
| 31 | Cork Board Pins | Pack | 20 |  |  |  |
| 32 | Tape Dispenser | Piece | 20 |  |  |  |
| 33 | Adhesive tape 1.5cm | Piece | 20 |  |  |  |
| 34 | Adhesive tape wide | Piece | 10 |  |  |  |
| 35 | Glue Stick 8G | Piece | 10 |  |  |  |
| 36 | Scissors medium 17cm | Piece | 20 |  |  |  |
| 37 | White Note Paper 76/76 | Set | 50 |  |  |  |
| 38 | Paper folder A4 inside sleeve Piece | Piece | 100 |  |  |  |
| 39 | Ruler Plastic 30CM | Piece | 10 |  |  |  |
| 40 | Magnet - round 20mm | Set | 20 |  |  |  |
| 41 | Whiteboard - Magnetic 120\*150CM | Piece | 10 |  |  |  |
| 42 | Whiteboard Eraser - Magnetic | Piece | 15 |  |  |  |
| 43 | Cork Board 90\*120CM | Piece | 10 |  |  |  |
| 44 | Flip Chart Stand | Piece | 5 |  |  |  |
| 45 | Flip Chart paper | Piece | 30 |  |  |  |
| 46 | Desk Set 3 tarys A4 paper, pen Holder cylinder, paper note holder mesh, All In Metal | Set | 30 |  |  |  |

**Important Information regarding this RFQ :**

* **This RFQ is launched for the purpose of establishing a framework agreement for Stationary for two years from contract issuing date .**

**PS: After the administration evaluation, the winning bidder needs to provide a simples of all the articles requested, these simples will be returned ones the contract is ended.**

**Delivery Lead Time (from receipt of DRC Purchase Order): \_ \_\_\_\_\_\_\_\_\_\_\_\_ (Working) 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*

**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 bid can be delivered directly to the tender box, mailed or delivered by courier services, or alternatively send by email to the following dedicated, secure & controlled email address: [rfq.tun@drc.ngo](mailto:tender.ro06@drc.ngo)

**THE RFQ BID FORM CANNOT BE EMAILED TO ANY OTHER 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 06/06/2023.

**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 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.

**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.

***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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