

Request for Quotation

From:	DANISH REFUGEE COUNCIL (DRC)	To (Supplier) :	
Adress:	Avenue Habib Bourguiba et Avenue de Republic Carthage Tunis	Adress:	
City:	TUNIS	City:	
Country:	TUNISIA	Country:	
Phone:	21658510824	Phone:	
Email:	rfq.tun@drc.ngo	Email:	

The Danish Refugee Council (DRC) hereby requests you to submit your quotation(s) for the supply of the items mentioned on the quotation form below.

Type of items / services :

Details of the request for quotation (RFQ)

PR #:	DRC-ALT-TUN-RFQ-2024-006-1	Quotation currency (3 letters):	TND
RFQ publication date:	06/11/2024	Validated offer period in days	30 Days
RFQ closing date:	20/11/2024	Requested delivery date	01/12/2024
Heure de cloture	12:00 AM	Preferred delivery terms:	DDP
Questions about RFQ	nourddine.benhassine@drc.ngo	Preferred place of delivery:	DRC Tunis-Catrhage

To be completed by the DRC

To be completed by the supplier

#	Item description (Including technical specifications)	Unit of measurement	Quantity required	Quantity offered	Price per unit	Total Price
1	Multi-purpose liquid soap	صابون سائل متعدد الاستخدامات	Piece	10		
2	Paper dispenser	موزع الورق	Piece	1		
3	Kitchen paper	ورق المطبخ	Set	10		
4	Bleach	مبيض	Piece	10		
5	Hand liquid soap	صابون سائل لليدين	Piece	10		
6	Dishwashing liquid soap	صابون سائل للأطباق	Piece	10		
7	Office air freshener	معطر جو للمكتب	Piece	10		
8	Dish sponge	إسفنج الأطباق	Piece	20		
9	Glass cleaner	منظف زجاج	Piece	10		
10	Toilet blocks	أقراص للمرحاض	Piece	20		
11	Insecticide	مبيد حشري	Piece	10		
12	Toilet paper	ورق المرحاض	Set	10		
13	Mop	ممسحة اضيات قماش	Piece	1		
14	Dishwashing sponge	إسفنج لغسل الأطباق	Piece	10		
15	Green scrub pad	إسفنج تنظيف خضراء	Piece	10		
16	Cloth towels	مناشف قماشية	Piece	10		
17	Dishcloth	قماش للتنظيف	Piece	10		
18	Toilet brush	فرشاة المرحاض	Piece	5		
19	Dustpan	سلة قمامة	Piece	5		
20	Trash bag 100L	كيس قمامة 100 لتر	Roll	10		
21	Trash bag 50L	كيس قمامة 50 لتر	Piece	10		
22	Trash bag 30L	كيس قمامة 30 لتر	Piece	10		
23	Gloves	فقايزات	Pair	5		
24	Broom	مكسة	Piece	5		
25	Squeegee	مساحة	Piece	5		
26	Drain cleaner	منظف أنابيب	Piece	5		
27	Laundry detergent (Omo)	مسحوق غسيل (أومو)	Piece	5		
28	Fabric softener	منعم الأقمشة	Piece	5		
29	Wood polish	ملمع خشب	Piece	5		
30	Cockroach repellent	طارد للصراصير	Piece	5		
31	Window cleaner	منظف نوافذ	Piece	5		
32	Duster	منفضة غبار	Piece	3		
33	Drinking water refilling service	خدمة تعبئة المياه للشرب	Services	25		
34	Coffee (ground)	قهوة (مطحونة)	Kilo	5		
35	Coffee mate	مبيض قهوة	Piece	5		
36	Coffee instant	قهوة سريعة التحضير	Piece	5		
37	Coffee ground	قهوة مطحونة	Kilo	5		
38	Tea bags (green)	أكياس شاي (أخضر)	Piece	5		
39	full skimmed milk	حليب كامل الدسم	Piece	10		
40	Sugar (white)	سكر (أبيض)	kilo	5		
41	Sugar (brown)	سكر (بني)	Pack	5		
42	Dish rack (if reusable items are used)	رف الأطباق (في حالة استخدام أدوات قابلة لإعادة الاستخدام)	Piece	1		
43	Cleaning towels	مناشف تنظيف	Piece	10		
44	Sets Knife Fork Spoon	طقم أدوات مائدة (سكين، شوكة، ملعقة)	Set	15		
				TOTAL		

Delivery time (from receipt of DRC purchase order) :

days (calendar)

Period of validity of the offer :

days (calendar)

I certify that I have read and understood the DRC General Conditions of Contract for the Purchase of Goods and the DRC Supplier Code of Conduct. I also certify that the above-mentioned company is not involved in any corrupt, fraudulent, collusive or coercive practices in order to obtain or execute any contract whatsoever.

Signature of supplier:

Position:

Name of supplier:

Date:

Please stamp the form with your company stamp.

Instructions - Request for quotation

Quotation submission

The original bid submission form must be submitted in a sealed envelope, clearly marked with the SDC number and the bidder's name. The tender can be deposited directly in the tender box or sent by post or courier service or, alternatively, sent by e-mail to the following dedicated, secure and controlled address:

By email to the following address: rfq.tun@drc.ngo
or in a sealed envelope in the tender box at the [Avenue Habib Bourguiba et Avenue de Republic Carthage Tunis](#)

THE SUBMISSION FORM MUST NOT BE SENT TO ANY OTHER DRC EMAIL ADDRESS

The sealed envelope must be deposited in the DRC bid box at the address shown on page 1, before the DDC closing date and time. The bidder is solely responsible for ensuring that the sealed envelope is deposited in the bid box. Any bid not submitted on the DRC bid form or in a sealed envelope may be disqualified for non-compliance with instructions.

Prices

All bids must include all customs duties and taxes due in the country of delivery, unless the DRC has specifically requested delivery terms other than DDP (Incoterms 2020).

All bids must be submitted in the currency indicated on the DRC bid form. Bids submitted in any other currency will be disqualified.

The DRC reserves the right to correct calculation errors in bid forms.

Validity of the offer

Your offer must be valid during the validity period specified in the submission form. Bids that do not meet this condition will be disqualified. The DRC will endeavour to inform all bidders of the outcome of their bid on :

25/11/2024

Evaluation of offers

All tenders received and accepted will be evaluated on an item-by-item basis as follows:

- a) Administrative evaluation: bids are evaluated to ensure that they comply with all SDC requirements and to ensure that bids and calculations are legible and acceptable.
- b) Technical evaluation: all tenders are subject to a technical evaluation based on the principle of best value for money. Tenders that satisfy the conditions relating to the items requested, the specifications and the delivery conditions are classified as "compliant" (acceptable). Only those bids classified as "compliant" (acceptable) proceed to the financial evaluation stage. At this stage, bids deemed "non-compliant" (unacceptable) are no longer taken into account for the rest of the procedure.
- c) Financial evaluation: all "compliant" bids are subject to a financial evaluation.

Award of the contract

Based on the principle of best value for money, the DRC will award the contract(s) (purchase order or DRC service contract) to the lowest priced compliant offer, unless other considerations need to be taken into account. Such considerations may relate in particular to the overall costs of the products, the costs of standard consumables or the relationship between price and guarantee or quality and price.

Information requests

All requests for information and questions should be sent to the e-mail address listed in the "Request for Quotation Details" section above! All questions and answers will be shared with all invited suppliers.

In accordance with the DRC's anti-corruption policy, all bidders are expected to adhere to the highest ethical standards during the award and performance of contracts. The DRC reserves the right to reject any tender selected for the award of a contract if the tenderer is found to have been involved in corrupt or fraudulent practices or collusive or coercive practices in obtaining or performing the contract.