

# Request for Quotation



<b>From:</b>	Danush Refugee Council (DRC)		<b>To (Supplier) :</b>
<b>Adress 1 :</b>	Tunisia Coordination Office, Villa Sis, 87 rue Hbib Bourguiba Carthage, Tunis - Tunisia		<b>Adress 1:</b>
<b>Adress 2 :</b>	Ghouli Mall 1st Floor Office N° 106, Djerba Road Zarzis, Tunisia		<b>Adress 2 :</b>
<b>City:</b>	TUNIS & Zarzis		<b>City:</b>
<b>Country:</b>	TUNISIA		<b>Country:</b>
<b>Phone:</b>	21658510824		<b>Phone:</b>
<b>Email:</b>	<a href="mailto:rfg.tun@drc.ngo">rfg.tun@drc.ngo</a>		<b>Email:</b>

The "Fondation Tunisie pour le Développement" (FTD) hereby requests you to submit your quotation(s) for the supply of the items mentioned on the quotation form below.

**Type of items / services : IT Equipment and Services**

### Details of the request for quotation (RFQ)

PR #:	DRC-ALT-TUN-RFQ-2025-001	Quotation currency (3 letters):	TND
RFQ publication date:	22/01/2025	Validated offer period in days	30 days
RFQ closing date:	30/01/2025	Requested delivery date	N/A
Heure de cloture	12h00	Preferred delivery terms:	DDP (Incoterms 2020)
Questions about SDC	<a href="mailto:iheb.hammami@drc.ngo">iheb.hammami@drc.ngo</a> <a href="mailto:rabie.elmajri@drc.ngo">rabie.elmajri@drc.ngo</a>	Preferred place of delivery:	DRC Tunis & Zarzis

To be completed by the DCR				To be completed by the supplier		
#	Item description (See Annex A Specifications)	Unit of measurement	Quantity required	Quantity offered	Unit price incl. VAT	Total price incl. VAT
<b>Lot # 1</b>						
1.1	Toner pour KONICA MINOLTA BIZHUB 227 (TN323)	Pièce	1			
1.2	Toner pour K ONICA MINOLTA INEO 227 (TN323)	Pièce	1			
1.3	Toners pour imprimante Kyocera (TK5270)	Pièce	1			
1.4	Toners pour imprimante HP Color LazerJet Pro MFP M281fdw	Pièce	1			
1.5	Toners pour imprimante Kyocera Ecosys M5521cdw. Reference Toner : TK-5230	Pack de 4 couleurs	1			
1.6	Toners pour Photocopieuse Kyocera Ecosys M8130cidn. Reference Toner : TK-8115	Pack de 4 couleurs	1			
1.7	Imprimante EPSON ECOTANK L15150 Multifonction	Pièce	1			
1.8	Ensemble de bouteilles d'encre pour imprimante EPSON ECOTANK L15150	Pièce	1			
1.9	Upon request Maintenance et réparation des imprimantes Modèles d'imprimantes: 2 x Kyocera Ecosys M6230cidn 2 x Konica Minolta bizhub 227 1 x Konica Minolta ineo 227 1 x HP Color LazerJet Pro MFP M281fdw	Service	1			
					<b>TOTAL</b>	
<b>Lot # 2</b>						
2.1	Laptop with Back bag	Pièce	1			
2.2	Back Bag	Pièce	1			
2.3	Wireless Mouse	Pièce	1			
2.4	Monitor 24" full HD	Pièce	1			
2.5	Monitor 27" full HD	Pièce	1			
2.6	Portable Touch Screen 15.6"	Pièce	1			

2.7	Portable Touch Screen 17.3"	Pièce	1			
2.8	Câble HDMI vers HDMI 4K robuste - Longueur: 1.5 Mètres	Pièce	1			
2.9	Head set (Micro-casque)	Pièce	1			
2.10	Wireless keyboard with mouse	Pièce	1			
2.11	Laptop Cooling Mat	Pièce	1			
2.12	Docking Station (Station d'accueil)	Pièce	1			
2.13	Mini Docking Station (Mini Station d'accueil)	Pièce	1			
2.14	USB Flash Driver 64 GB	Pièce	1			
2.15	External Hardisk Driver 1 TB	Pièce	1			
2.16	AAA Batteries (Pack Piles AAA ) Pack = 10 PCs	Pack	1			
2.17	AA Batteries (Pack Piles AA ) Pack = 10 PCs	Pack	1			
2.18	Set of 2 AA USB Rechargeable Batteries	Set	1			
2.19	LASER POINTER	Pièce	1			
2.20	Head set wireless	Pièce	1			
2.21	Maintenance, repair and upgrade contract for laptops and monitors Upon request	Service	1			

**TOTAL**

**Lot # 3**

3.1	Smartphone Samsung A2xx à double carte SIM	Pièce	1			
3.2	Tablette avec clavier	Pièce	1			
3.3	Chargeur et cable type C	Pièce	1			
3.4	réparation pour les téléphones mobiles et les tablettes upon request	Service	1			

**TOTAL**

**Lot # 4**

4.1	Multiprise 6 Prises Avec Interrupteur	Pièce	1			
4.2	Adaptateur secteur (du Royaume-Uni vers la norme européenne)	Pièce	1			
4.3	Adaptateur secteur universel	Pièce	1			
4.4	Destructeur de papier	Pièce	1			
4.5	Onduleur Puissance 1600 Watts Puissance en VA 2000 VA	Pièce	1			
4.6	Onduleur Puissance en VA 800 VA	Pièce	1			
4.7	Câble Ethernet	Pièce	1			

**TOTAL**

**Lot # 5**

5.1	Vidéo Projecteur	Pièce	1			
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**TOTAL**

Delivery time (from receipt of DRC purchase order) :  days (calendar)

Period of validity of the offer :  days (calendar)

To be completed by DRC	To be completed by supplier	
RFQ evaluation criteria:	Compliant offer?	Supplier proposal
<b>Administrative evaluation</b>		
<b>Annex B:</b> DRC Supplier Code of Conduct : Mandatory Sign, stamp and submit		
<b>Annex C_</b> General Conditions of Contract		
<b>Annex D_</b> Supplier profile and registration form: Mandatory Sign, stamp and submit		
<b>Copy of supplier's identity card or pass:</b> Mandatory		
<b>Tax registration</b> or other documents proving tax status in accordance with applicable legislation. : Mamdatory		
<b>Technical evaluation</b>		
Provide complete technical documentation for the equipment listed in the specifications, (Mandatory Sign, stamp and submit (in the		
Guarantee delivery of equipment within five (05) working days of receipt of purchase order,		
Provide the various warranty terms for the equipment listed in the specifications,		
<b>Financial valuation</b>		
<b>Tender form (financial offer):</b> Mandatory Sign, stamp and submit		

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](mailto:rfq.tun@drc.ngo)

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

#### 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 :

30/02/2025

#### 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.***