

# Request For Quotation

<b>FROM:</b>	<b>DANISH REFUGEE COUNCIL</b>	<b>TO:</b>	
<b>Address 1:</b>	Tunisia Coordination Office Villa Sis, 87 rue Hbib Bourguiba, Carthage, Tunis	<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>City:</b>	Tunis	<b>City:</b>	
<b>Country:</b>	Tunisia	<b>Country:</b>	
<b>Phone #:</b>		<b>Phone #:</b>	
<b>E-mail:</b>		<b>E-mail:</b>	

The Danish Refugee Council (DRC), hereby requests you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'RFQ No. DRC-ALT0TUN-RFQ-2025-006 – Team Building Activities

Request for Quotation Details			
RFQ #:	DRC-ALT0TUN-RFQ-2025-006	Currency of Bid (3-letter code):	TND
RFQ Issuing Date:	03/02/2025	Bid Validity Period (days):	30 Days
RFQ Closing Date:	10/02/2025	Required Delivery Date:	27/02/2025
RFQ Closing Time:	11:59 pm	Required Delivery Destination:	Tunis
Questions to the RFQ	<a href="mailto:Rym.cherif@drc.ngo">Rym.cherif@drc.ngo</a>	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For the Supplier to Complete		
Item #	Description	Unit/Measure	Quantity Required	Quantity Offered	Unit Price TTC	Total Price TTC
1.	Team Building Activity (Indoor)	Session	1			
2.	Team Building Activity (Outdoor)	Session	1			
3.	Bus Rental ( Transportation ) two trip	Trip	2			
4.	Breakfast Service	Per Person	35			
5.	Lunch Service	Per Person	35			
6.	Coffee Breaks for 35 persons	Per Break	2			
7.	Hydration Stations for 35 persons all-day	Station	1			
8.	Custom Backpack	Per Person	35			
9.	Small Indoor Plant	Per Person	32			
10.	Eco-Friendly Office Supplies (for allergies)	Per Person	3			
11.	Team Building Venue (Indoor & Outdoor)	Venue	1			
12.	Indoor Space	Venue	1			
13.	Outdoor Space	Venue	1			

Delivery Lead Time (from receipt of DRC Purchase Order):  (Calendar) 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's Stamp*

# Request For Quotation

## 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 bidder's 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:RFQ.TUN@DRC.NGO)

**THE RFQ BID FORM CAN NOT 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 other than DDP (INCOTERMS 2020).**

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 11/02/2025.

### Evaluation of Bids

All Bids received and accepted will be evaluated on a 'line item' basis as follows:

- a) Administrative Evaluation: Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.
- b) 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.
- c) 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 – the total cost of ownership; cost of ongoing consumables; price vs warranty; and quality vs price.

### RFQ Enquires

All enquiries and questions should be addressed to the email given in the RFQ Detail 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.***

[Insert name]

[Insert position] [Insert date]