

Request for Quotation



From:	DANISH REFUGEE COUNCIL (DRC)	To (Supplier) :	
Adress:	Villa 28 , Intersection venue Habib Bourguiba et avenue de Republic Carthage Tunis, Tunisia	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 : Laptop

Details of the request for quotation (RFQ)			
PR #:	DRC-ALT-TUN-RFQ-2025-001	Quotation currency (3 letters):	TND
RFQ publication date:	18-Aug-25	Validated offer period in days	30 Days
RFQ closing date:	25-Aug-25	Requested delivery date	1-Sep-25
Closing time	12:00 AM	Preferred delivery terms:	DDP
Questions about RFQ	rfq.tun@drc.ngo	Preferred place of delivery:	DRC Tunis-Cathage

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 included TTC	Total Price Included TTC
1			1			
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 sent via email to the following dedicated, secure, and controlled address: 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 [9/29/2025](#)

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.