

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**

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 2010).

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

All bids must submitted there offers with all tax included (TTC).

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 :

21/06/2026

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.