

Request For Quotation

Please insert Supplier Details

FROM:	
Address 1:	
City:	
Country:	
Phone #:	
E-mail:	

TO:	DRC TUNIS
Address 1:	Intersection venue Habib Bourguiba et avenue de Republic - Carthage
City:	Tunis
Country:	Tunisia
E-mail:	rfq.tun@drc.ngo

The Danish Refugee Council (DRC) hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'RFQ No. DRC-ALT-TUN-RFQ-2026-001

Request for Quotation Details			
RFQ #:	DRC-ALT-TUN-RFQ-2026-001	Currency of Bid (3-letter code):	TND
RFQ Issuing Date:	03/08/2026	Bid Validity Period (days):	30 Days
RFQ Closing Date:	15/08/2026	Required Delivery Date:	01/09/2026
RFQ Closing Time:	11:59 PM	Required Delivery Destination:	Tunis
Questions to the RFQ	rfq.tun@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price	Total Price
Lot No 1: Women's Hygiene Kits						
1	Sanitary pads – Pack of 8 to 10 units, medium to heavy absorbency	Pack	500			
2	Bath soap – Solid bath soap, 90–100 g	PC	500			
3	Shampoo – Bottle 200–250 ml	PC	300			
4	Toothbrush – Standard	PC	300			
5	Toothpaste – Fluoride toothpaste, tube 75–100 ml	PC	250			
6	Bath towel – 100% cotton or cotton blend, minimum 70 × 140 cm	PC	300			
7	Wet wipes – Resealable pack, minimum 40 wipes	Pack	300			
8	Comb – Standard	PC	250			
Lot No 2: Infant and Child Kits						
1	Baby diapers – 100 newborn, 100 size 3, 100 size 4, 100 size 5	Pack	400			
2	Baby wipes – Hypoallergenic, alcohol-free, pack of 40	Pack	200			
3	Baby wash / shampoo – Gentle tear-free formula, bottle 200 ml	PC	200			
4	Baby bottles – BPA-free, capacity 240–250 ml	PC	50			
5	Child blankets – Fleece or thick cotton, 100 × 150 cm	PC	100			

RFQ INSTRUCTIONS

Lot No 3: Heat / Summer Kit						
1	Lightweight bag – Reusable non-woven or polyester bag, minimum capacity 10 L	PC	300			
2	Reusable water bottle – Capacity 500 to 750 ml, BPA-free food-grade plastic or aluminium	PC	300			
3	Bottled water – Drinking water in 1 to 1.5 L bottle	PC	600			
4	Cap / Sun hat – Lightweight material, sun protection, adjustable size 200 adult and 100 child	PC	300			
5	Sunscreen – Minimum SPF 30 protection	PC	300			
6	Refreshing wipes – Individual or pack body wipes	PC/Pack	600			
7	Snacks – Biscuits, long shelf life	PC	600			
8	Handheld fan – Folding or handheld fan, lightweight, reusable	PC	300			
Lot No 4: Risk Reduction Kit – HIV/STI						
1	Reusable tote bag – Cotton or non-woven tote bag, reusable	PC	300			
2	Male condoms – Natural latex or equivalent condoms, CE/ISO standard, lubricated	PC	3000			
3	Female condoms – Female condoms conforming to CE/ISO standards	PC	600			
4	Personal lubricant – Water-based lubricant, condom compatible, individual sachet or 5–10 ml tube	PC/Pack	600			
5	Bath soap – Solid bath soap, 90 to 100 g	PC	300			
6	Hand sanitizer gel – Alcohol content ≥ 60%, bottle 100 to 250 ml	PC	300			
7	Body wipes – Body hygiene wipes, resealable pack of 20 to 40 units	Pack	300			

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:

Please stamp this Bid Form with your Company Stamp

RFQ INSTRUCTIONS

Submission of Bid

Bidders must submit their complete offer to the dedicated, secure, and controlled email address below. RFQ submissions must not be sent to any other DRC email address. Any bid submitted to another email address may not be considered, please submit your bid to: rfg.lby.tip@drc.ngo with the following documents are mandatory and must be submitted as part of your bid:

1. **Annex A** – Financial Proposal (This Documents)
Completed, signed, and stamped, indicating the total price in TND, inclusive of all applicable taxes and charges.
2. **Annex B** – Technical Proposal
Completed, signed, and stamped (if applicable), in accordance with the requirements outlined in this RFQ.
3. **Annex C** – DRC General Conditions of Contract
Duly acknowledged, signed, and submitted with the bid.
4. **Annex D** – Supplier Code of Conduct
Duly acknowledged, signed, and submitted with the bid.
5. **Annex E** – Supplier Registration Form
Completed, signed, and stamped (if applicable).
6. **Legal Documentation**
The bidder must submit a company profile together with the following supporting documents:
 - Copy of the company's RNE (Registre National des Entreprises) or equivalent business registration certificate.
 - Copy of the company's Tax Registration Certificate (Matricule Fiscal).
 - Copy of the National ID or Passport of the Legal Representative authorized to sign contracts on behalf of the company.
 - Copy of the National ID or Passport of the Deputy / Alternate Legal Representative (if applicable).

Important:

1. Failure to submit any of the above mandatory documents may result in the bid being declared non-compliant and excluded from further evaluation.
2. The Bids must be sent to the DRC Tender mailbox at the address stated above before the RFQ Closing Date and Time. It is the Bidders responsibility to ensure that the bids are sent to the Tender mailbox.
3. Any Bids not received on the official DRC Bid Form, may be disqualified for non-compliance with these RFQ Instructions.

Prices

All Bids must include all customs and taxes payable in the country of delivery unless the RFQ specifically requests a Bid is 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 **25/08/2026**.

Evaluation of Bids

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

RFQ INSTRUCTIONS

- 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 – total cost of ownership; cost of on-going consumables; price vs warranty; quality vs price.

RFQ Enquires

All enquires and questions should be addressed to the email given in the RFQ Detail's 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.

DRC Procurement Department