

Request For Quotation



FROM:		TO:	
Address 1:	DRC Gedaref Office.	Address 1:	
Address 2:	Almahrouga Area, Block 15, House NO 63	Address 2:	
City:	Gedaref	City:	

The Danish Refugee Council (DRC) with funding from the **SHF** hereby request you to submit price quotation(s) for **Capacity Building Training (as per the attached TOR)**.the supply of listed below titled **RFQ-SDN- GED-25- 039** for Quotation to be delivered - to **DRC Gedaref Office.**

Request for Quotation Details

RFQ #:	RFQ-SDN-GED-25-039	Currency of Bid (3-letter code):	USD	to Complete
RFQ Issuing Date:	13/5/2025	Bid Validity Period (days):	15 days	
RFQ Closing Date:	20/5/2025	Required Delivery Date:	From 4 Untill 25 Jun 2025	
RFQ Closing Time:	4:00	Required Delivery Destination:	DRC Gedarif	
Questions to the RFQ	muhammad.shoaib@drc.ngo	Required Delivery Terms:	DDP/ DPU (INCOTERMS 2020)	

16

Item #	Description	Specifications Offered	Unit/ Measure	Quantity Required	Unit Price	Total Price
1	Design and Optimization of Solar Powered Water Systems Training in Gedaref, in accordance with the Term of References Attached.		ACCY	1		
2	Case-Area Targeted intervention (CATI) and Hygiene Promotion Training in Emergencies, in accordance with the attached Term of		ACCY	1		

References.					
Grand Total including VAT					

All sealed quotations are required to be submitted on or before **the 20^{ed} May 2025, 4:00 pm local time .**

pursuant to the mentioned instruction for submitting a quotation and be returned to DRC Postal address.

Block No: 15 / House No. 63 - Grade 1, Almahroga Area, Gedaref
Delivery Lead Time (from receipt of DRC Purchase Order):

(Calendar) day

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 Stamp

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 Bidders 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 rfq.sudan@drc.ngo

THE RFQ BID FORM CANNOT 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 is other than DDP/ DPU (INCOTERMS 2020).

All Bids must be in the currency stated on the RFQ Bid Form. Bids in any other currency may be disqualified.

All Bids must be included with applicalbel Value added tax (VAT)

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 30 days].

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 Requisition 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.

Supply Chain Department

11- May-2025