

Request For Quotation



FROM:	DANISH REFUGEE COUNCIL
Address 1:	Plot No: / Block No1
Address 2:	Hay Almattar

City: Port Sudan

TO:	
Address 1:	
Address 2:	
City:	
Country:	
Phone #:	

E-mail:

The Danish Refugee Council (DRC) with funding from the Donors hereby request you to submit price quotation(s)

for the Financial Audit. listed below titled RFQ NO **SDN- PZU-25-011- For Financial Audit Services**

Request for Quotation Details

RFQ #:	SDN-PZU-25-011	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	14-April-2025	Bid Validity Period (days):	30 days
RFQ Closing Date:	19 April 2025	Required Delivery Date:	3days after signing PO
RFQ Closing Time:	4:00 pm	Required Delivery Destination:	Port Sudan
Questions to the RFQ	muhammad.shoaib@drc.ngo	Required Delivery Terms:	DDP/ DPU (INCOTERMS 2020)

For DRC to Complete

For Supplier to Complete

Item #	Description	Unit/ Measure	Quantity Required	Specifications Offered	Unit Price	Total Price
1-	Statutory Audit Services for year 2024 as per attached (TORs) and Criteria as follows below	Audit	1			

All sealed quotations are required to be submitted on or before Thursday 19th April-2025 4:00 pm local time pursuant to the mentioned instruction for submitting a quotation and be returned to DRC Postal address

Port Sudan , Block No. 1, Hay Almattar

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 Services 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

Submission of Bid

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 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 & controlled email address: 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 DPU (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.

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.

Technical Criteria as follows:

- a. **Experience**
 - a. Demonstrable experience in auditing, atleast 5 years in operation (include Certificate of Registration) (Technical)
 - b. Geographical Location
 - c. Based in Sudan or willingness to travel to Sudan and ability to work under challenging circumstances. DRC Sudan has 3 field offices in Central Darfur, Gedaref and South Kordofan where most of the implementation takes place [Technical]
 - b. **Qualification**
 - a. Audit Firm must demonstrate adequate staff with appropriate professional qualifications and suitable experience in auditing the accounts of INGOs. Audit staff should have at the minimum a degree in Financial Accounting or its equivalent. A chartered certificate would be highly valuable. A firm profile and the Curriculum vitae (CVs) of the firm's partners should be provided to DRC Sudan (Technical)
 - b. Dememonstratable affiliation and registration with Chartered Proffessional accounting and Auditing boards
 - c. **Reporting Skills**
 - a. Ability to produce high quality Audit Report in a professional format. Submitted documents should be written in correct English as per attached (TORs)
- c) **Financial Evaluation:** All 'Responsive' Bids will undergo a Financial Evaluation
 - a. Demonstrable & extensive experience in conducting past statutory audits (5 clients with atleast 2 INGOs Financial Audits) [Financial]

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 ongoing 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
14th April 2025