|  |  |  |
| --- | --- | --- |
|  | **TO:** |  |
|  | **Address 1:** |  |
|  | **Address 2:** |  |
|  | **City:** |  |
|  | **Country:** |  |
|  | **Phone #:** |  |
|  | **E-mail:** |  |

|  |  |  |
| --- | --- | --- |
|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | Sarahi Baghche Gulha, District 3 Herat |
|  | **Address 2:** |  |
|  | **City:** | Herat |
|  | **Country:** | Afghanistan |
|  | **Phone #:** | 0202510141 |
|  | **E-mail:** | Afg-procurement@drc.ngo |

The Danish Refugee Council (DRC), with funding from various donors, requests you to submit price quotations for the supply of the items listed in the attached Bidding Form titled **‘RFQ No. RFQ-AFG-HEA-018-2025 - PR\_00346133: Supply and Delivery of Raisin Tool Kits for the West Area Office** covering Herat and Farah provinces.

The RFQ is divided into two lots for Herat and Farah provinces. Bidders are welcome to quote for one or both lots; however, partial lot submissions will be disqualified.

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for Quotation Details** | | | |
| RFQ #: | RFQ-AFG-HEA-018-2025 | Currency of Bid (3-letter code): | AFN |
| RFQ Issuing Date: | 15-05-2025 | Bid Validity Period (days): | 30 working days |
| RFQ Closing Date: | 22-05-2025 | Required Delivery Date: | One day after signing the PO |
| RFQ Closing Time: | 10:00 AM | Required Delivery Destination: | Herat, Guzara district, Farah Center, Pusht e road district and Bala Bluck district. |
| Questions for the RFQ | afg-procurement@drc.ngo | Required Delivery Terms: | DDP (INCOTERMS 2020) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **For DRC to Complete** | | | | **For the Supplier to Complete** | | | |
| Item # | Description or Specification | Unit/  Measure | Quantity Required | Offered Description/  Specification | Quantity Offered | Unit Price | Total Price |
|  | Supply and delivery of Raisin Toolkits for Herat province as per the attached Annex A.1  تهیه و تحویل جعبه ابزار کشمش در ولایت هرات | Lot | 1 |  |  |  |  |
|  | Supply and delivery of Raisin Toolkits for Farah province as per the attached Annex A.2  تهیه و تحویل جعبه ابزار کشمش در ولایت فراه | Lot | 2 |  |  |  |  |
| Total Price | | | | | | |  |

**Delivery Lead Time (from receipt of DRC Purchase Order): \_ \_\_\_\_\_\_\_\_\_\_\_\_ (Calendar) days**

30 days

**Bid Validity Period:**  **\_\_\_\_\_\_\_\_\_\_\_\_ (Calendar) days**

I certify that I have read and understood the DRC General Conditions of Contract and the Supplier Code of Conduct. I certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or executing, any Contracts.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*

**Submission of Bid**

Bids can be submitted in two ways, electronically or in hard copy; however, we encourage suppliers and vendors to submit their bids digitally in alignment with our commitment to going green and sustainable procurement.

* For digital sending purposes, you may send your bid by email to the following dedicated, secure, and controlled email address: [rfq.afg@drc.ngo](mailto:rfq.afg@drc.ngo)
* And the RFQ number **RFQ-AFG-HEA-018-2025** shall be inserted in the Subject Heading of the email.
* Hard copy of bids with the exact name and title of **RFQ-AFG-HEA-018-2025**  can be delivered to: **DRC-Afghanistan--Sarahi Baghche Gulha, District 3 Herat.**

**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 Bidder's 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 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, and the basis for this correction will be based on the unit price offered, only. No changes to the unit price offered are allowed.

**Validity of Offer**

Your bid must remain valid for the 'Bid Validity Period' as stated on the Bid Form. Bids that do not meet the Bid Validity Period may be disqualified. DRC will make an effort to notify all suppliers of the outcome of their quotations within **30** days after the closing date.

**Evaluation of Bids**

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

* 1. Administrative Evaluation: Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Annex #** | **Document** | **Instructions** |
| 1. | A.1 | Technical Bid Form for lot # 1 and 2 | Template provided by DRC with this RFQ – Bidder must complete ALL sections in full, sign, stamp and submit and provide document evidence to sustain their answer of each Technical Criteria.  **MANDATORY** |
| 3. | A.2 | Financial Bid Form | Template provided by DRC with this RFQ – Bidder must complete ALL sections in full, sign, stamp and submit. Absences/missing this document will result in the disqualification of your bid.  **MANDATORY** |
| 5. | B | General Conditions of Contract | Template provided by DRC with this RFQ – Bidder must complete ALL sections in full, sign, stamp and submit \_ **MANDATORY** |
| 6. | C | Supplier Code of Conduct | Template provided by DRC with this RFQ – Bidder must complete ALL sections in full, sign, stamp and submit \_ **MANDATORY** |
| 7. | D | Supplier Profile and Registration Form | Template provided by DRC with this RFQ – Bidder must complete ALL sections in full, sign, stamp and submit \_ **MANDATORY** |
| 8. | N/A | Two copies of Previous experiences or similar documents | Suppliers are required to provide evidence of previous experience to demonstrate that the bidder has relevant experience to support these claims.  Examples of acceptable evidence include:   * 2 Copies of past contracts   2 Supplier work completion certificates Submission of Documents are **MANDATORY** |
| 9. | N/A | Copy of company’s financial statement or balance sheets for the last 3 years. | To meet this requirement: The bidders are requested to submit the bank statement or equivalent documents  which shows the company turnover. **MANDATORY** |

* 1. 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 (non-acceptable Bids) will no longer be under consideration at this stage.

The below criteria will be evaluated during the technical evaluation of the bid, and the pass/fail method will be applied.

The evaluation will consist of below stages:

1. **Initial Evaluation**: The first stage involves assessing the line items offered against DRC's minimum requirements. Bids that meet these criteria will advance to the next stage. Suppliers must complete the required section of Annex A.1.
2. **Sample Checks**: In the second stage, the DRC technical team will conduct sample checks for each item.based on list.
   1. 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’, and reserve the right to award a contract for all lots to one bidder or award partial lots to different bidders. The bidder cannot modify the prices if the bidder only gets awarded partial lots, otherwise, its bid is disqualified for further processing.

**RFQ Enquires**

All inquiries and questions should be addressed to the email given in the RFQ Details section! All Q&As 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 Procurement

Phone: 0202510141

[Afg-procurement@drc.ngo](mailto:Afg-procurement@drc.ngo)

14-05-2025