

Request For Quotation

FROM:	Danish Refugee Council	TO:	
Address 1:	Al-Mansoura area ,between Al-Nesreen street and 17th Feb Road , near of Bin Nabi Mosque , Tripoli	Address 1:	
Address 2:		Address 2:	
City:	Tripoli	City:	
Country:	Libya	Country:	
Phone #:	091-0021434	Phone #:	
E-mail:	rfq.lby.tip@drc.ngo	E-mail:	

The Danish Refugee Council (DRC) with funding from multiple donors, hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'RFQ No.

RFQ_21TIP017 – Broadcasting of COVID-19 informative messages through Radio Stations in Tripoli, Libya.

Please note: No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilise it's own resources to deliver the agreed contract.

Request for Quotation Details			
RFQ #:	RFQ_21TIP017	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	28/03/2021	Bid Validity Period (days):	30 Days
RFQ Closing Date and Time:	04/04/2021	Required Delivery Date:	
RFQ Closing Time:	04:00 PM	Required Delivery Destination:	Tripoli, Libya
Questions to the RFQ	Alhussen.saad@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

RFQ INSTRUCTIONS

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price	Total Price
1	<p>Broadcasting of 4 Radio Messages through three different Radio Stations in Tripoli, Libya.</p> <p>For Each Radio Station (1 Service):</p> <ul style="list-style-type: none">Each Message Must be transmitted 2 times per day that gives a total of 8 messages per day.Duration of the Message: 50 Seconds.Contract Duration: 1 Month (Including Weekends and Official Holidays) <p>Please indicate how many Listeners can be reached on average, and the name of each radio station.</p> <p>بث 4 رسائل صوتية عبر الراديو في طرابلس, ليبيا.</p> <ul style="list-style-type: none">كل رسالة صوتية يجب بثها (2) مرة في اليوم, بإجمالي 8 رسائل يومياً.المدة الزمنية لكل رسالة هي: 50 ثانية.مدة العقد: شهر (يتضمن الشهر جميع عطلات نهاية الاسبوع و العطل الرسمية بدون استثناء) <p>يرجوا توضيح متوسط عدد المستمعين الممكن الوصول اليه, و اسم كل محطة راديو.</p>	Service خدمة	3			

Delivery Lead Time (from receipt of DRC Service Contract): (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

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.lby.tip@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, 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 (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 20/04/2021

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.

Hussein Saad

Supply Chain Officer

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28/03/2021