

# Request For Quotation

|                   |   |                   |  |
|-------------------|---|-------------------|--|
| <b>FROM:</b>      | Danish Refugee Council  | <b>TO:</b>        |  |
| <b>Address 1:</b> | Al-Mansoura area ,between Al-Nesreen street and 17th Feb Road , near of Bin Nabi Mosque , Tripoli | <b>Address 1:</b> |  |
| <b>Address 2:</b> |   | <b>Address 2:</b> |  |
| <b>City:</b>      | Tripoli   | <b>City:</b>      |  |
| <b>Country:</b>   | Libya   | <b>Country:</b>   |  |
| <b>Phone #:</b>   | 091-0004388   | <b>Phone #:</b>   |  |
| <b>E-mail:</b>    | <a href="mailto:rfq.lby.tip@drc.ngo">rfq.lby.tip@drc.ngo</a>                                      | <b>E-mail:</b>    |  |

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\_21TIP025 – Purchase of Reusable Face Masks.**

**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_21TIP025   | Currency of Bid (3-letter code): | USD                  |
| RFQ Issuing Date:             | 13/04/2021   | Bid Validity Period (days):      | 30 Days              |
| RFQ Closing Date              | 22/04/2021   | Required Delivery Date:          | 02/05/2021           |
| RFQ Closing Time              | 12:00 PM Tripoli, Libya Time                                     | Required Delivery Destination:   | DRC Tripoli Office   |
| Questions to the RFQ          | <a href="mailto:Ahmed.Hassadi@drc.ngo">Ahmed.Hassadi@drc.ngo</a> | 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                   | Reusable fabric mask for school children, gender neutral | Piece         | 6000              |                          |            |             |

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**

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](mailto: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.

## **Submission of Sample / Catalogue**

It is compulsory to submit a sample and/or a catalogue along with the RFQ Response (Annex\_A) of the offered items with a clear photo of the product/s offered, in addition to a clear description of the item specifications. Samples must be submitted no later than 20/04/2021 – 13:00pm Tripoli Time to the DRC Tripoli Office.

## **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 23/03/2021

## **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 INSTRUCTIONS**

## **RFQ Enquires**

All enquires and questions should be addressed to the email given in the RFQ Detail's section before 7<sup>th</sup> of March 2021. 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.*

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**Ahmed Hassadi**

**Supply Chain Officer**

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**+218 91 000 4388**

**13/04/2021**