

Request For Quotation



FROM:	DANISH REFUGEE COUNCIL
Address 1:	House 1431BC, Street 1,
Address 2:	Kart-e-Chahar, PD3
City:	Kabul
Country:	Afghanistan
Phone #:	0202510141
E-mail:	Afg-procurement@drc.ngo

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

The Danish Refugee Council (DRC) hereby request you to submit price quotation(s) for supply of the item (s) listed on the attached Bidding Form titled, **RFQ-AFG-001741/Provisin of Consultancy Services-2019**

Request for Quotation Details			
RFQ #:	<u>RFQ-AFG-001741</u>	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	18 November 2019	Bid Validity Period (days):	30
RFQ Closing Date:	30 November 2019	Required Delivery Date:	As per Attached SOW
RFQ Closing Time:	4:00 pm	Required Delivery Destination:	Kabul Country Office
Questions to the RFQ	Afg-procurement@drc.ngo	Required Delivery Terms:	N/A

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Offered specs	Unit Price	Total Price
1	Provision of Micro-enterprise Development Consultancy Services as per attached Annex C	Service	1			
2	Discount					
3	Total					

Note: As per government Tax policy 2% tax will be deducted from those suppliers who have official government license, if fail to provide 7% tax will be deducted.

Delivery Lead Time (from receipt of DRC Purchase Requisition): (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 Supplier code of Conduct. 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:

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: Tender.afg@drc.ngo.

THE RFQ BID FORM CANNOT BE EMAILED TO ANY OTHER DRC EMAIL ADDRESS

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: Tender.afg@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 (INCOTERMS 2014).

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 phone or email.

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 and will be done as per below:

#	Annex #	Document	Instructions
1	A	General Condition of Contract	Template provided by DRC with this RFQ – Bidder should Complete ALL sections in full, sign, stamp and submit
2	B	Supplier Code of Conduct	Template provided by DRC with this RFQ – Bidder should Complete ALL sections in full, sign, stamp and submit
3	C	Statement of Work	Template provided by DRC with this RFQ – Bidder should Complete ALL sections in full, sign, stamp and submit
4	D	Supplier Profile and Registration Form	Template provided by DRC with this RFQ – Bidder should Complete ALL sections in full, sign, stamp and submit
5	N/A	Attached the PO/Contract for similar work/ Reports.	A copy Provided by the bidder
6	N/A	Attached a Copy of Business License, President and Vice President ID Card or Passport, payment instruction	A copy should be Provided by the bidder
7	N/A	Technical Proposal, including below documents:	A copy should be Provided by the bidder

	<p>- A cover letter explicitly referring to previous similar experiences, preferably in Afghanistan; professional fee – either lump sum or daily rate; and availability (dates). The fee will be paid according to DRC pay scale. The cover letter should also include information regarding attended security or personal safety trainings (e.g. HEAT, first aid).</p> <p>- Technical proposal explaining the assignment methodology, including a tentative work plan (maximum 15 pages).</p> <p>- CV/resume</p> <p>- Examples of 2 assignments where the consultant had the lead technical responsibility.</p>	
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- b) **Technical Evaluation:** All Bids received will undergo a Technical Evaluation based on ‘best value for money’ and based on below table. 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.

Weighted criteria			
2.1	Bidder qualifications (documented by relevant previous experience)		35%
2.1.1	Experience in providing support to pro-poor micro/small enterprises.	1 – 10	7%
2.1.2	Experience in designing interactive training methodologies in entrepreneurship, business development and business management	1 – 10	7%
2.1.3	Experience in conducting training, training of trainers in particular	1 – 10	7%
2.1.4	Experience in coaching entrepreneurs	1 – 10	7%
2.1.5	Previous work experience in Afghanistan, or other conflict-affected countries.	1 – 10	7%
2.2	Proposed services (documented by the technical proposal)		35%
2.2.1	Understanding of the consultancy and content of the proposal suitable for the requirements	1 – 10	15%
2.2.2	Consultancy methodology	1 – 10	20%
2.3	Interview		30%
2.3.1	Demonstrated technical capacity to complete the consultancy services	1 – 10	20%
2.3.2	Ability to work independently with minimal supervision and support and to adhere to tight deadlines.	1 – 10	2%
2.3.3	Ability to travel to project locations (Kabul, Nangarhar, Kandahar)	1 – 10	4%
2.3.4	Language skills: excellent English skills; knowledge of one of the local languages is a plus	1 – 10	4%
10 = Significantly above requirement 7 = Slightly above requirement 5 = MEETS REQUIREMENT 4 = Slightly below requirement 1 = Does not meet requirement			

The bidder who obtain minum 70% of total technical score will be pass for finanical evaluation.

- 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.

Procurement unit

Phone: 0202510141

afg-procurement@drc.ngo