

# Request For Quotation



FROM:	DANISH REFUGEE COUNCIL
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Phone #:	0202510141
E-mail:	<a href="mailto:Afg-procurement@drc.ngo">Afg-procurement@drc.ngo</a>

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-002682-Provision of Psycho-Social Support Consultant Services (Re-Advertised)**.

Request for Quotation Details			
RFQ #:	RFQ-AFG-002682 (Re-Advertised)	Currency of Bid (3-letter code):	AFN
RFQ Issuing Date:	February 21, 2020	Bid Validity Period (days):	30
RFQ Closing Date:	February 29, 2020	Required Delivery Date:	As per attached SOW
RFQ Closing Time:	4:00 pm	Required Delivery Destination:	As per attached SOW
Questions to the RFQ	<a href="mailto:Afg-procurement@drc.ngo">Afg-procurement@drc.ngo</a>	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	Specialize Protection consultant on Psycho Social Support as per attached SOW in Annex C	Service	1			
<b>Total Amount:</b>						

**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,

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

## **RFQ INSTRUCTIONS**

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](mailto: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.

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. Bidder may chose to submit their

Any Bids not received on the official DRC Bid Form, or 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 2010).

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.

### **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.

#	Annex #	Document required	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(SoW)	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 a Copy of Business License, President and Vice President ID Card or Passport, payment instruction	A copy should be Provided by the bidder
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- 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.

1	Bidder Qualifications (documented by relevant past experience)	40%
2	Proposed Services(Documented by technical proposal): Context of the proposal suitable for the requirements Methodology of the research	40%
3	Interview: - Demonstrated Technical capability to complete the consultancy Services	20%

Weighted Criteria			
Technical Criteria #	Technical Criteria	Points to be awarded	Total weighting to be awarded
1	<b>Bidder Qualifications</b>		<b>40%</b>
1.1	General Capacity of the consultant/Firm	1-10	
1.2	Previous Relevant research projects executed	1-10	
1.3	Relevant Sector Experience doing similar research	1-10	
1.4	At least 5 years of work experience in protection, and 7 years of work experience in the humanitarian or development sector.	1-10	
1.5	Advanced degree in law, psychology, social sciences or other relevant field.	1-10	
1.6	Fluency in English. Knowledge of Dari or Pashto an advantage	1-10	
1.7	Proposed work plan and budget	1-10	
2	<b>Proposed services (documented by the technical proposal)</b>		<b>40%</b>
2.1	Context of the proposal suitable for the requirements	1-10	
2.2	Methodology of the research	1-10	
3	<b>Interview</b>		<b>20%</b>
3.1	Demonstrated Technical capability to complete the consultancy services	1-10	

1 point = does not meet requirement  
4 points = slightly below requirement  
5 points = meets requirement  
7 points = slightly above the requirement  
10 points = significantly above requirement

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.***

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Procurement unit

Phone: 0202510141

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