

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-003302/PR 00094686-May-2020-Provision of Payroll services.**

Request for Quotation Details			
RFQ #:	RFQ-AFG-003302	Currency of Bid (3-letter code):	AFN
RFQ Issuing Date:	20 th May 2020	Bid Validity Period (days):	30
RFQ Closing Date:	2 nd June 2020	Required Delivery Date:	Please see the attached TOR
RFQ Closing Time:	4:00 pm	Required Delivery Destination:	As per attached TOR
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 Pay roll Services as per attached TOR	Months	12			
<u>Discount</u>						
<u>Total Price</u>						

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

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.

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	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 –TOR(optional)	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.	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 - Proposed Payroll system and approach to deliver of the services. Proposed procedure for handling queries and changes to the payroll systems.	
8	N/A	Structure and CV of staff members responsible.	A copy should be Provided by the bidder

		(i) for overseeing the payroll system; (ii) for undertaking the actual management of the payroll system.	
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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.

S/N	Technical criteria	Weighting in technical evaluation Total 100%
Weighted criteria		
1	Technical Proposal	25%
2	Demonstrated expertise of key individuals to be involved in this project	15%
3	Content, quality and originality of proposal	25%
4	Price proposal evaluation	25%
5	References from other NGOs/companies	10%
<p>Note: Bidders who obtain below 70% in technical evaluation will be disqualified from further RFQ process.</p> <p>10 = Significantly above requirement 7 = Slightly above requirement 5 = MEETS REQUIREMENT 4 = Slightly below requirement 1 = Does not meet requirement</p>		

- c) **Financial Evaluation:** All 'Responsive' Bids will undergo a Financial Evaluation

Best Value for money principle will be applied.

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