

# 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:    | <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-004051/PR-00118089-Provision of Consultancy Services**

| Request for Quotation Details |  |                                  |                             |
|-------------------------------|--|----------------------------------|-----------------------------|
| RFQ #:                        | <b>RFQ-AFG-004051</b>  | Currency of Bid (3-letter code): | USD                         |
| RFQ Issuing Date:             | 24 <sup>th</sup> September 2020                                      | Bid Validity Period (days):      | 60                          |
| RFQ Closing Date:             | 04 <sup>th</sup> October 2020  | Required Delivery Date:          | Please see the attached TOR |
| RFQ Closing Time:             | 4:00 pm, Afghanistan Local Time                                      | Required Delivery Destination:   | As per attached TOR         |
| 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                   | Provision of Conusltancy Services (Evaluation of ERM) | Service       | 1                 |                          |            |             |
| <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:

# **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](mailto:tender.afg@drc.ngo)

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

For inquires please use following email ID: [afg-procurement@drc.ngo](mailto:afg-procurement@drc.ngo)

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 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 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                          | 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 |
|---|-----|--|---|

- 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.

| Technical Criteria # | Technical Criteria   | Points to be awarded | Total weighting to be awarded |
|----------------------|--|----------------------|-------------------------------|
| <b>1</b>             | <b>Bidder Qualifications</b>   |                      | <b>50%</b>                    |
| 1.1                  | Experience in evaluating or managing multi-sector rapid response mechanisms or other emergency response programmes | 1-10                 | 25%                           |
| 1.2                  | Previous work experience in Afghanistan  | 1-10                 | 20%                           |
| 1.3                  | Relevant experience conducting similar programme evaluations   | 1-10                 | 10%                           |
| 1.4                  | Relevant experience in senior management and/or coordination roles   | 1-10                 | 20%                           |
| 1.5                  | Relevant experience in multipurpose cash assistance (MPCA) programming   | 1-10                 | 15%                           |
| 1.6                  | Overall strength of CV(s) submitted  | 1-10                 | 10%                           |
| <b>2</b>             | <b>Proposed Services (documented by the proposal)</b>  |                      | <b>30%</b>                    |
| 2.1                  | Evaluation Methodology   | 1-10                 | 15%                           |
| 2.2                  | Proposed Time Frame  | 1-10                 | 30%                           |
| 2.3                  | Content of proposal suitable for requirements of the evaluation  | 1-10                 | 35%                           |
| 2.4                  | Financial proposal   | 1-10                 | 20%                           |
| <b>3</b>             | <b>Interview*</b>  |                      | <b>20%</b>                    |
| 3.1                  | Demonstrated technical capability to complete consultancy services   | 1-10                 | 35%                           |
| 3.2                  | Demonstrated understanding of the context and application of evaluation research questions                         | 1-10                 | 35%                           |
| 3.3                  | Ability to work independently and adhere to strict deadlines   | 1-10                 | 15%                           |
| 3.4                  | Language skills: excellent verbal and written English  | 1-10                 | 15%                           |

For each part of the weighted technical criteria defined in the scoring matrix, a point between 1-10 shall be given on the following basis:

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

- 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.***

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Procurement unit

Phone: 0202510141

[Afg-procurement@drc.ngo](mailto:Afg-procurement@drc.ngo)