

# 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-004800-2021 Provision of Annual Statutory Audit Services**.

Request for Quotation Details			
RFQ	<b>RFQ-AFG-004800</b>	Currency of Bid (3-letter code):	AFN
RFQ Issuing Date:	21 January 2021	Bid Validity Period (days):	60
RFQ Closing Date:	31 January 2021	Required Delivery Date:	May 16, 2021
RFQ Closing Time:	4:00 pm	Required Delivery Destination:	DRC country office
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 Annual Statutory Audit for yar 2019 as per attached Term of References - Annex D.	Service	1			
2	Provision of Annual Statutory Audit for yar 2020 as per attached Term of Reference - Annex D.	Service	1			
3	Discount					
4	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 and the DRC 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 RFQ 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 RFQ 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.**

### **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 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.	Annex A	DRC General Condition of Contract	Complete ALL sections in full, sign, stamp and submit
	Annex B	Supplier Code of Conduct	
2.	Annex C	Supplier Profile and Registration Form	Complete ALL sections in full, sign, stamp and submit
	Annex D	Term of References	
3.	Registration Requirement	<p>The bidder must supply copies of the following certificates</p> <ol style="list-style-type: none"> <li>1) Business License, Valid registration certificates and licenses for operation in Afghanistan.</li> <li>2) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.</li> <li>2) ID Card of President and Vice President of the company,</li> <li>3) Bank account payment instruction,</li> </ol>	A Copy must be provided by bidder and submit
4.	Technical Proposal	Technical proposal addressing all the technical requirement in line to Annex F – Statement of Works	A Copy must be provided by bidder and submit
5.	Supporting documents	<p>All supporting documents for the technical proposal as follow:</p> <ol style="list-style-type: none"> <li>a) A Copy of PO/Contract/LTA/FA to support the experience of the bidder.</li> <li>b) A reference letter including the email, phone number and contract reference.</li> <li>c) Detailed Work Plan and Methodology description (not longer than 15 pages).</li> <li>d) CVs of All persons that will be directly involved in the delivery of the assignment.</li> </ol>	A Copy must be provided by bidder and submit

- 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	Weighting in technical evaluation Total 100%
1	<p><b>Understanding of work – Expertise of the Firm</b></p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of the work in audit and guidelines of donors</li> <li>• Information regarding</li> <li>• Firm's legal status and membership with professional firms of auditing.</li> <li>• Number of partners and types of services provided.</li> <li>• Humanitarian sector auditing experience.</li> </ul>	30

	<ul style="list-style-type: none"> <li>List of main clients in humanitarian,</li> <li>Previous experience with NGO's and donors especially DANIDA, SIDA, UN Donors, US Donors, EC, and ECHO.</li> </ul>	
2	<b>Methodology</b> <ul style="list-style-type: none"> <li>Internal procedures (tools and techniques) to ensure the quality of the deliverables, accuracy of the figures, audit trail, unambiguity of the findings and the conclusions is included under this criterion</li> <li>Describe how firm's procedures and methods adheres to ISA, GAGAS, and local auditing standards and documentation of the whole process</li> </ul>	20
3	<b>Work plan</b> <ul style="list-style-type: none"> <li>Indicating the main types of quality checks that will be performed.</li> <li>Measures taken in order to avoid discontinuity of services</li> </ul>	20
4	<b>Human resources – Qualifications</b> <ul style="list-style-type: none"> <li>The justification of the allocation of human resources by indicating the number of man-days and profiles proposed by the contractor for each phase of the assignment.</li> <li>Concerning the profiles, the experts must have received sufficient and adequate training in the fields</li> <li>Understanding the engagement context and the financial system of NGOs in Afghanistan</li> </ul>	30
The maximum quality score is 100 points. Tenders, which do not obtain at least 50% of the maximum score for each award criterion and at least 60% of the overall score for all the criteria, will not be admitted to the next stage of the evaluation procedure.		

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

Please note that bids shall respond to all criteria, or their bid may be disqualified.

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'.

Priority is given to offers with a good quality. Consequently, the minimum threshold for quality is set to 60% of the maximum score and the ranking will be based according to the following rule:

Overall Technical Score =  $60(Q_i/100) + 40 * (P_{min} / P_i)s$

Where

- $Q_i$  is the result of the evaluation scoring in above table for the tender at hand,
- $P_i$  is the total price for the tender at hand and
- $P_{min}$  is the minimal price, evaluated over all the tenders meeting all the criteria.

It is stipulated that the cheapest price can only derive from an offer which does not fail the technical evaluation.

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

#### **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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Supply Chain – Procurement Team

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