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|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | DRC Office  Sayeman Haritage (3rd floor) |
|  | **Address 2:** | Baharchra, Jhawtola. |
|  | **City:** | Cox’s Bazar |
|  | **Country:** | Bangladesh |
|  | **Phone #:** | +880 188002945 |
|  | **E-mail:** | [rfq.bgd@drc.ngo](mailto:rfq.bgd@drc.ngo) |

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|  | **TO:** | **[Please insert Supplier]** |
|  | **Address 1:** |  |
|  | **Address 2:** |  |
|  | **City:** |  |
|  | **Country:** |  |
|  | **Phone #:** |  |
|  | **E-mail:** |  |

The Danish Refugee Council (DRC) with funding from the various donors hereby request you to submit price quotation(s) for the supply of the service listed on the attached Bidding Form titled **RFQ-BGD-011921- Consultancy for First Aid Training.**

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| **Request for Quotation Details** | | | |
| RFQ #: | **RFQ-BGD-011921** | Currency of Bid (3-letter code): | BDT |
| RFQ Issuing Date: | 26/10/2024 | Bid Validity Period (days): | 90 days |
| RFQ Closing Date: | 31/10/2024 | Required Delivery Date: | **TBU** |
| RFQ Closing Time: | 3:00 PM | Required Delivery Destination: | **Cox’s Bazar** |
| Questions to the RFQ | [bgd.procurement@drc.ngo](mailto:bgd.procurement@drc.ngo)  This email is not for bid submission | Required Delivery Terms: | DDP (INCOTERMS 2020) |

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| **For DRC to Complete** | | **UoM** | **For Supplier to Complete** |
| Item # | Description | Pack | Cost of services (Including of AIT & VAT) |
| 01.  1 | **Consultancy for First Aid Training**    **As per attached ToR** | 1 |  |

**Delivery Lead Time (from receipt of DRC Purchase Order): \_ \_\_\_\_\_\_\_\_\_\_\_\_ (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 Code of Ethics. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please stamp this Bid Form with your Company Stamp*

**Submission of Bid**

Due to Covid-19, Hardcopy submission of RFQ Bid Form is not encouraged. Only to the following dedicated, secure & controlled email address:[**rfq.bgd@drc.ngo**](mailto:rfq.bgd@drc.ngo) is accepted. **THE RFQ BID FORM CANNOT BE EMAILED TO ANY OTHER DRC EMAIL ADDRESS.**

**Submit Financial proposal and technical proposal as 2 separate documents as follows:**

The respective E-mail subject heading line shall state as **RFQ-BGD-011921- Consultancy for First Aid Training.**

‘Part 1 - Technical Proposal’ and ‘Part 2 – Financial Proposal’. This RFQ bid form shall be the part of the financial proposal.Failure to include this vital information may disqualify the bid.

Any Bids not received on the official DRC Bid Form may be disqualified for non-compliance with these RFQ Instructions. All Bids received in pencil/editable format will be disqualified.

**Registration :**

All vendors must register with Danish Refugee Council (DRC) prior to being awarded a contract.

If you are not already a Danish Refugee Council (DRC) registered vendor please send back the following documents, after they are fully completed, signed, stamped and dated, under the Resources and Documents section:

• Supplier Registration Form – Duly signed

• Danish Refugee Council (DRC) Terms and Conditions – please confirm acceptance of the same by signing the Terms and Conditions. For questions or clarifications regarding Terms and Conditions please contact the Danish Refugee Council (DRC) Supply Chain Unit at: bgd.procurement@drc.ngo

• Supplier Code of Conduct – confirm adherence to the supplier Code of Conduct by returning this form fully completed and signed.

Only the vendor’s authorized representative can sign above documents.

Note that for certain categories of supplies or services, Danish Refugee Council (DRC) may require a physical inspection prior to considering your company as registered.

Please provide your trade license, TIN & BIN Certificate if you are an organization and for individual consultant NID/Passport copy and TIN is mandatory.

**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.

**Evaluation of Bids**

All Bids received and accepted will be evaluated on item basis as follows:

* 1. Administrative Evaluation: Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.
  2. 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.
  3. 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 PO 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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DRC Bangladesh Supply Chain Unit