

# Request for Quotation

طلب عرض سعر



|                               |  |
|-------------------------------|--|
| FROM:<br>من:                  | Danish Refugee Council                   |
| Address 1/<br>العنوان 1:      | Erbil                                    |
| Address 2/<br>العنوان 2:      | Erbil /Star Towers, Block D.<br>Floor 11 |
| City/المدينة:                 | Erbil                                    |
| Country/<br>البلد:            | Iraq                                     |
| Phone #/<br>رقم الهاتف:       | N/A                                      |
| E-mail/<br>البريد الإلكتروني: | N/A                                      |

|                               |  |
|-------------------------------|--|
| TO/إلى:                       |  |
| Address 1/<br>العنوان 1:      |  |
| Address 2/<br>العنوان 2:      |  |
| City/المدينة:                 |  |
| Country/<br>البلد:            |  |
| Phone #/<br>رقم الهاتف:       |  |
| E-mail/<br>البريد الإلكتروني: |  |

The Danish Refugee Council DRC with funding from the various doners hereby requests you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled RFQ No. RFQ-IQ-TAF-22-031

المجلس الدنمركي للاجئين و بتمويل من مختلف المنحين يطلب منكم فيم يلي تقديم عرض سعر لتوريد المواد المذكورة في طلب المناقصة المرفقة و المعنونة RFQ-IQ-TAF-22-031

The service contract for providing office supplies for 12 months for DRC Needs in the Erbil area, as per the attached annex A Financial bid.

The total value of this purchase agreement is (20,562 USD = 30,000,000 IQD).

## Request for Quotation Details / طلب تفاصيل عرض السعر

|  |  |  |   |
|--|--|--|---|
| RFQ # / رقم طلب<br>عرض السعر:                          | RFQ-IQ-TAF-22-031  | Currency of Bid (3-<br>letter code) / العملة<br>(اختصار 3 حروف): | IQD or USD<br>دينار عراقي او دولار امريكي |
| RFQ Issuing Date/<br>تاريخ اصدار طلب<br>عرض السعر<br>: | 11/21/2022   | Exchange Rate<br>(November)<br>سعر الصرف (شهر<br>تشرين الثاني)   | 1 USD = 1,459 IQD                         |
| RFQ Closing Date<br>/ تاريخ انتهاء طلب<br>عرض السعر:   | 11/27/2022   | Required Delivery<br>Date /<br>تاريخ التسليم المطلوب             | 3 days after signing the<br>contract      |
| RFQ Closing Time<br>/ توقيت انتهاء طلب<br>عرض السعر:   | 1:00 PM  | Required Delivery<br>Destination / مكان<br>التسليم المطلوب:      | DRC Erbil Office                          |
| Questions to the<br>RFQ                                | <a href="mailto:rfq.iq.mos@drc.ngo">rfq.iq.mos@drc.ngo</a> | Required Delivery<br>Terms:                                      | DDP (INCOTERMS 2020)                      |

Delivery Lead Time (from receipt of DRC Purchase Order)/

( من تاريخ استلام طلب شراء من قبل المجلس الدانماركي ) :  (Calendar) days

Bid Validity Period/فترة صلاحية العرض :  (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.

أقر أنني قرأت و فهمت شروط التعاقد العامة للـ DRC لتوريد المواد و أخلاقيات العمل لـ DRC. كما أنني أؤكد ان الشركة المذكورة أعلاه لم تشارك او تتورط في اية ممارسات فاسدة او احتيالية او تأمرية او قسرية في التنافس او في تنفيذ أية عقود.

Signed/التوقيع : \_\_\_\_\_

Appointment/المنصب :

Print Name/(طباعة) الاسم :

Date/التاريخ:

**Please stamp this Bid Form with your Company Stamp(all paper)**

الرجاء ختم هذا العرض بختم الشركة (كل الاوراق)

**RFQ INSTRUCTIONS/تعليمات طلب عرض السعر**

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: [rfq.irq.mos@drc.ngo](mailto:rfq.irq.mos@drc.ngo)

**Electronic tendering procedure:**

- That the RFQ Number must be entered in the email Subject Heading Line of the Bid Submission email, failure to do this will disqualify the bid submission, as it will not be opened by the Procurement Committee.
- Where the two-envelope tendering process is used the email Subject Heading Line shall state either Technical Envelope or Financial Envelope. Details of documents consisting in the envelope should be written in the email. Failure to include this vital information will disqualify the bid.
- DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.
- DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.
- That bids can still be submitted to the DRC physical Tender Box (Tal-Afar- Al-Kefah -Aljnobi Airport road).
- Only the following types of files can be accepted via e-Tender are PDF, JPEG, TIF, or same type of files provided as ZIP files
- The maximum file size that can be attached to the Bid email. Suggest no larger than 2MB.
- If same Bidder has submit bids through e-Tender bid and a physical bid, the physical bid will take the precedence over electronic.
- Bids containing unprotected Word, Excel, or other unprotected files that are attached in support of PDF/JPEG/TIF version of bid are acceptable. However, if no protected version of the bid is submitted, then this bid will be disqualified. In case of an inconsistency between the two, the protected file will always take precedence.
- The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S, is a proprietary system developed and regulated by Dun & Bradstreet. DRC requires that its supplier register for the DUNS number and provide the details above. DUNS can be obtained by <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

**THE RFQ BID FORM CAN NOT 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 Bidder's 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.

**تقديم العرض:**

يجب تقديم طلب عرض سعر أصلي واحد في ظرف مغلق، مكتوب عليه بشكل واضح رقم طلب عرض السعر و اسم العارض. يمكن ارسال طلب عرض السعر إلى [rfq.irq.mos@drc.ngo](mailto:rfq.irq.mos@drc.ngo) يجب وضع الظرف المغلق في علبة مناقصة الـ DRC على العنوان المذكور في الصفحة واحد قبل تاريخ و توقيت اغلاق طلب عرض السعر. و تقع المسؤولية على العارض بضرورة التأكد من ان تم وضع الظرف المختوم في علبة المناقصة. اي عروض غير مستلمة على نموذج العرض الرسمي للـ DRC او في ظرف مختوم قد تعتبر غير مقبولة لعدم توافيقها مع تعليمات طلب عرض السعر هذه. يتم رفض كافة العروض المستلمة مكتوبة بقلم رصاص.

**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 for local tenders must be in IQD or USD, as for Bids for International tender they 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.

**الأسعار**

يجب ان تتضمن كافة العروض كامل رسوم الجمارك و الضرائب المدفوعة في بلد التسليم إلا إذا كان طلب عرض السعر يطلب بشكل محدد عرضا غير الـ DDP ( بحسب INCOTERM 2020 )

كافة العروض للمناقصات المحلية يجب ان تكون بالدينار العراقي، اما بالنسبة للمناقصات العالمية، فيجب ان تكون بالعملة المذكورة في طلب عرض السعر . اية عروض بأي عملة اخرى قد تعتبر غير مقبولة. تحفظ DRC بتصحيح اية حسابات خاطئة في طلب العرض

### 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.

### صلاحية العرض

يجب ان يكون العرض صالحا طوال مدة سريان العرض كما هو مذكور في ورقة العرض. العروض التي لا تتوافق مع فترة صلاحية العرض قد تعتبر غير مقبولة. ستحاول DRC العمل على اعلام الموردين حول نتائج العروض.

### Evaluation of Bids

All Bids received and accepted will be evaluated on a "**Best value for money**" LOT basis as follows:

- Administrative Evaluation:** Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.
- 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.
- Financial Evaluation:** All 'Responsive' Bids will undergo a Financial Evaluation
- Still DRC will reserve the right for the final choice of the winning bidder up to its own discrete evaluation. The best price among the acceptable bids is not necessarily the winning bidder, as DRC also has its set of considerations.**

### تقييم العروض:

- كافة العروض المستلمة و المقبولة سيتم تقييمها على اساس "**افضل قيمة من ناحية المبلغ**" كما يلي:
- التقييم الاداري:** يتم التقييم للتأكد من التوافق مع كافة متطلبات طلب عرض السعر و للتأكد من ان كافة العروض و الحسابات مقروءة و مقبولة.
  - التقييم التقني:** تخضع كفة العروض المستلمة للتقييم التقني بناء على " افضل قيمة للمال". سيتم تصنيف العروض المتوافقة مع المواد المطلوبة، المواصفات، و شروط التسليم على انها مقبولة. فقط العروض المصنفة على أنها ( تجيب عن الطلب) مقبولة هي التي ستستمر و تتقدم إلى التقييم المالي. اما العروض ( التي لا تجيب عن الطلب) أي العروض غير المقبولة فلن تؤخذ من هنا فصاعدا بعين الاعتبار.
  - التقييم المالي:** كافة العروض ( التي تجيب عن الطلب) سوف تخضع للتقييم المالي.
  - يبقى لل DRC الحق في اختيار العارض الرابع بحسب تقييمها الخاص. السعر الافضل بين العروض المقبولة ليس بالضرورة هو العارض الرابع حيث ان لل DRC مجموعة من الاعتبارات.

### Submission of Samples

If the Tender calls for the submission of samples then failure to do so may render your Bid invalid. Samples submitted should each be clearly marked with the same item number that is used on the DRC Bid

Sample packaging must be clearly marked 'Samples' with the ITB number and the Bidder's name etc. All samples submitted remain the property of DRC. Samples must be received at the same place as the 'hard copies' of the Bid

### تقديم نماذج:

إذا طلبت المناقصة تقديم نماذج فإن الفشل في فعل ذلك قد يؤدي إلى الغاء عرضك. يجب ان تكون النماذج المقدمة معلمة بذات رقم المادة المستخدم في نموذج عرض DRC

يجب ان يكتب على عبوة النماذج بشكل صريح انها "نماذج" مع رقم الدعوة لتقديم العروض و اسم العارض....الخ. تبقى كافة النماذج المقدمة ملكا للـ DRC. يجب ان يتم استلام النماذج في ذات المكان كما هو للنسخ الورقية من العرض.

#### Contract Award

Under the 'best value for money' principle, DRC will award the contract(s) (DRC Purchase Order 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.

#### ارساء العقد

تحت مبدأ " افضل قيمة للمال" ستقوم DRC بارساء العقد ( امر شراء للـ DRC أو عقد خدمة) على اخفض سعر لعرض مجيب عن الطلب ( مقبول) باستثناء الحالات التي يكون فيها اعتبارات اخرى. يمكن ان تكون هذه الاعتبارات الاخرى مثل القيمة الكلية للملكية- تكاليف مواد مستهلكات مستمرة – السعر مقابل الضمانة- النوعية مقابل السعر.

#### RFQ Enquires

All enquires and questions should be addressed to: [rfq.iqr.mos@drc.ngo](mailto:rfq.iqr.mos@drc.ngo)

#### تساؤلات حول طلب عرض السعر

يجب توجيه كافة التساؤلات او الاستفسارات إلى

[rfq.iqr.mos@drc.ngo](mailto:rfq.iqr.mos@drc.ngo)

***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.***

تحت سياسة DRC المضادة للرشوة، يجب على العارضين الالتزام باعلى معايير الاخلاقيات خلال توريد و تنفيذ هذه العقود. ستقوم DRC برفض اي عرض إذا ما حددت ان العارض المرشح للربح، قد تورط في ممارسات فاسدة او احتيالية او تامرية او قسرية خلال التنافس او خلال تنفيذ العقد.

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Noor Fadhel  
Supply Chain Officer | Tel-Afer  
21 Nov 2022

**RFQ Reference Number: RFQ-IQ-TAF-22-031- on call Driver**

**General Introduction:**

DRC is seeking to establish service contract for the duration of 12 months for the rental of vehicles to serve DRC’s operations across various locations in Iraq and be available to the renter As Services Driver for North area office Based in Erbil.

DRC Iraq will be seeking to rent 1 vehicle Pick-ups type.

Please note the above quantities are estimates only and are to aid the Bidder in the preparation of their bid. DRC is not committed to rent a fixed number of vehicles and the final number of vehicles rented may fall below or surpass those stated above.

DRC may choose to split the contract award to more than one supplier/Individual.

As stated in the introduction DRC is looking to rent a combination of different types of vehicles. Exact requirements for each type of vehicles are provided in Annex A.1 (Technical Bid Form). The suggested models are not definitive and is meant to be a guide only, Bidders are welcome to provide alternative models.

**Please fill out the below table**, that is detailing our essential required technical criteria (**Mandatory to be met**) per each lot, and only those bids that are meeting our below criteria, for each lot, will resume to the financial evaluation stage:

**Individuals/ General Requirements:**

| Provision of Vehicle Rental Services via Individuals |   |                           |         |
|--|---|---------------------------|---------|
| 1  | General Requirements  | Please indicate YES or NO | Remarks |
| 1  | <b>Minimum Safety Equipment:</b> <ul style="list-style-type: none"> <li>- Spare wheel / tire;</li> <li>- Jack and tools to change;</li> <li>- Warning / Hazard Triangle;</li> <li>- Tow rope;</li> <li>- Fire extinguisher; Dry powder fire extinguishers (1kg),</li> <li>- Small first aid kit.</li> </ul> |                           |         |

|          |  |  |  |
|----------|--|--|--|
|          | <ul style="list-style-type: none"> <li>- All vehicles must be fully fitted with functioning seat belts.</li> <li>- Up-to-date full driving license.</li> </ul>   |  |  |
| 1.1      | <ol style="list-style-type: none"> <li>1. The service provider guarantees to do all the routine services and maintenances without any extra cost including but not limited to all fluids, windows wipers, worn out tires, faulty or burnt out headlights, lights signals, full technical service with regular change of air filters, oil change, and any other spare part replacement on demand.</li> <li>2. Selected bidder/s has to provide fuel for type of vehicle as stated in the specifications.</li> </ol> |  |  |
| 1.2      | Each vehicle must be in basic seen, no customization is accepted.  |  |  |
| 1.3      | The service provider must provide vehicles in clean outseen must be in good shape and in a safe mechanical operating condition.  |  |  |
| 1.4      | Accessories like seat belt, functional AC, first aid kit, emergency tools, spare tire, lift jack and emergency triangle wit  |  |  |
| <b>2</b> | <b>Insurance (After selection process each car should be insured with a full coverage which includes the following minimum requirements)</b>   |  |  |
| 2.1      | Full liability coverage;   |  |  |
| 2.2      | Property damage liability coverage;  |  |  |
| 2.3      | Full collision coverage including 3rd party vehicles;  |  |  |
| 2.4      | Full comprehensive coverage;   |  |  |
| 2.5      | Full Personal Injury protection for driver and passengers.   |  |  |
| <b>3</b> | <b>Service Coverage</b>  |  |  |
| 3.1      | The service provider must be in Erbil  |  |  |

|   |   |  |  |
|---|---|--|--|
| 4 | <b>Areas of Operation</b>   |  |  |
|   | Operating in Erbil governorate Area and cover travels to All KRI and Ninwa when needed work during daytime, as when needed. |  |  |
| 5 | Do you own the vehicles, to be dedicated for this service? Or have Power of Attorney?                                       |  |  |

**MEDIUM VEHICLE RENTAL SERVICE**

|           |  | <i>DRC to complete</i>  |     |          |          | <i>Bidder to complete</i> |  |
|-----------|--|---|-----|----------|----------|---------------------------|--|
| Sub - Lot | Item Required  | Specification   | Qty | Unit     | Location | Quantity offered          | Offered specification (if different from required) |
| 1.1       | Mid-size SUV or<br>Mid-size sedan<br>,5 passengers<br>Similar to<br>(Midsize sedan<br>similar to<br>Toyota Camry –<br>Malibu-Sonata-<br>optima -Altima)<br>And for midsize<br>SUV similar<br>Tucson or Kia<br>Sportage or<br>Nissan Rouge<br>Equivalent) | 1. Engine 2400cc or above<br>2. Either Automatic or Manual<br>transmission<br>3. 4+1 passengers at least<br>4. 4 Doors for Driver and<br>Passengers<br>5. Double A/C – Air vents for<br>behind and last rows<br>6. Year of manufacture not older<br>than 2018<br>7. Total mileage is not more than<br>120,000km<br>8. Type of Fuel (Diesel or Gasoline)<br>9-Should not be Taxi or use as<br>transportation car | 2   | Vehicles | Erbil    |                           |  |

*\*Model names above are meant as examples of size and style only, actual make and model offered can vary.*



| <b>DRC to complete</b>  |   | <b>Bidder to complete</b>                                       |  |                      |  |
|---|---|---|--|----------------------|--|
| <b>Max. completion time required (days after contract signature):</b>   | 3 days after signing of the Contract                  | <b>Completion time offered (days after contract signature):</b> |  |                      |  |
| <b>Destination (if applicable):</b>   | As per the location mentioned in the Bid Form (Erbil) | <b>Destination offered (if applicable):</b>                     |  |                      |  |
| <b>Minimum bid validity period required:</b>  | 90 days   | <b>Bid validity period offered:</b>                             |  |                      |  |
| <p><b>Additional comments to bidders:</b><br/>           The bidder must submit following documents for their bids to be eligible administratively:</p> <ol style="list-style-type: none"> <li>1. Copy of valid legal vehicle registration</li> <li>2. Copy of valid legal vehicles ownership documents (registration or power of attorney)</li> <li>3. Copy of valid driving License for the proposed driver</li> <li>4. Iraqi ID Card of the proposed driver</li> <li>5. Detail vehicle specifications clearly showing the type, model, year of manufacture, engine type.</li> <li>6-shall not be as taxi or use for public transportation</li> </ol> <p><b><u>Bids will be evaluated based on following technical criteria:</u></b></p> <ol style="list-style-type: none"> <li>1. Vehicles should not be older than 2018 model.</li> <li>2. vehicles should be with less 120,000 KM .</li> </ol> <p>The vehicle should either be owned (or have power of attorney) by company or by the proposed driver of the vehicle.</p> <ol style="list-style-type: none"> <li>3. The vehicle license (registration) should be valid.</li> <li>4. The driving license should be valid.</li> <li>5. Driving and safety test (70 point)</li> <li>6. Experience with NGOs (10 points per year up to 20 points)</li> <li>7. From Erbil City with Kurdish Language (10 Points)</li> <li>6. Refer to specification and requirements as indicated on the ITB documents</li> </ol> |   | <b>Company Name:</b>  |  |                      |  |
|   |   | <b>Contact Person:</b>  |  |                      |  |
|   |   | <b>Address:</b>   |  | <b>Phone number:</b> |  |
|   |   | <b>Email Address:</b>   |  | <b>Date:</b>         |  |
|   |   | <b>Signed by a duly authorized company representative:</b>      |  |                      |  |
|   |   | <b>Title:</b>   |  |                      |  |
|   |   | <b>Print Name:</b>  |  |                      |  |
|   |   | <b>Stamp of company</b>   |  |                      |  |

| DRC تملأ من قبل For DRC to Complete /<br>For Supplier to Complete<br>تملاً من قبل المورد |  |                              |   | For Supplier to Complete<br>تملاً من قبل المورد |                          |                                |
|--|--|------------------------------|---|---|--------------------------|--------------------------------|
| Item #<br>رقم<br>المادة  | Description/<br>الوصف  | Unit/<br>Measure<br>/ الوحدة | Quantity<br>Required/<br>الكمية<br>المطلوبة | Quantity<br>Offered/<br>الكمية المقدمة          | Unit Price<br>سعر الوحدة | Total Price<br>السعر الكلي     |
| 1.1  | <p><b>Renting a vehicle( On-Call) for 12 months to serve DRC needs In Erbil Governorate</b><br/>Mid-size SUV or Mid-size sedan ,5 passengers Similar to (Midsize sedan similar to Toyota Camry – Malibu- Sonata-optima -Altima)<br/>And for midsize SUV similar Tucson or Kia Sportage or Nissan Rouge Equivalent)</p> | No                           | 2   |   |                          |                                |
| المورد هو المسؤول الوحيد عن إذن الوصول والموافقات الأخرى إذا طلبت من السلطات الحكومية    |  |                              |   |   |                          | <b>Total Price</b> السعر الكلي |