

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	40 M Road Star Towers, Bolck D, Floor 11
Address 2:	
City:	Erbil
Country:	Kurdistan of Iraq

To: اسم الشركة	
Address 1:1 عنوان	
Address 2: عنوان 2	
City: المدينة	
Country: الدولة	
Phone #: رقم الهاتف	
E-mail: بريد الكتروني	

The Danish Refugee Council (DRC) with funding from Variuos donors hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled Annex A-Bid Form- RFQ-IRQ-015371-Photograph Service.

Request for Quotation Details			
RFQ #:	RFQ-IRQ-015371-Photograph Service	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	14.09.2023	Bid Validity Period (days):	30
RFQ Closing Date:	21.09.2023	Required Delivery Date:	Within 3 working days from contract signing date
RFQ Closing Time:	02:00 PM	Required Delivery Destination:	Ninawa
Questions to the RFQ	bidqueries.irq.co	Required Delivery Terms:	DDP (INCOTERMS 2020)

This RFQ document contains the following:

- Annex A Bid Form- RFQ-IRQ-015371-Photograph Service.
- Annex B DRC General Conditions of Contract.
- Annex C Supplier Code of Conduct.
- Anned D Supplier Profile Registration Form.

1. Admin requirements

- Annex A Bid Form-RFQ-IRQ-015371-Photograph Service (fill, sign, stamp and submit).
- Annex B DRC General Conditions of Contract (please sign and submit if you are not registeterd with DRC).
- Annex C Supplier Code of Conduct (please sign and submit if you are not registeterd with DRC).
- Anned D Supplier Profile Registration Form (please sign and submit if you are registeterd with DRC).
- Business Registration/company registration (please provide a copy).
- Provide a portfolio of your work, this may be a website or social media account/Publications where your work has been previously used, or two photographs samples.

RFQ INSTRUCTIONS

2. Annex A-Bid Form- RFQ-IRQ-015371-Photograph Service.

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit	Quantity Required	Offered Item/Description	Offered Unit Price in USD	Offered Total Unit Price in USD
1	<p>DRC Iraq is seeking services of a professional photographer with experience in taking development and displacement-oriented photographs. The photographer will work to document life as a displaced person in areas of DRC activities – ensuring to capture the unique position of female headed households and DRC program activities – especially the delivery of protection and legal assistance.</p> <p>The photographer will need to be able and willing to travel to Ninewa governorate, taking responsibility for their own access to the area- if needed. The photographer will visit multiple sites over a three-day period. DRC will provide transportation between project locations within Ninewa governorate. Accommodation if required will be organized and paid for by the photographer.</p> <p>High quality, professionally edited photos should be submitted to DRC after the field visit. High quality editing of at least 30 stand-out photos is expected.</p> <p>Your quote shall include any travel and accommodation costs (if required).</p>	Day	3			
Total in USD						

RFQ INSTRUCTIONS

Bid Validity Period: (Calendar) days

I certify that I have read and understood the DRC General Conditions of Contract for the Procurement of Goods/Services 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.

التوقيع Signed: _____

المنصب Position:

الاسم Print Name:

التاريخ Date:

Please stamp this Bid Form with your Company Stamp

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.co@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.
- 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 (Erbil- 40 meter road, Star Towers, Building D, Floor 11).
- 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, protected file will always take the precedence.

THE RFQ BID FORM CANNOT 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 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.

RFQ INSTRUCTIONS

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 within 1 week from bid opening.

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.
- 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.
- 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' 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.

DRC reserves the right to split the awards.

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.

DRC Supply Chain