|  |  |  |
| --- | --- | --- |
|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 2:** | The Link House Block 3K South, Thongping |
|  | **City:** | Juba |
|  | **Country:** | South Sudan |
|  | **Phone #:** |  |
|  | **E-mail:** | [SSD-Juba-SC@drc.ngo](mailto:SSD-Juba-SC@drc.ngo) |

|  |  |  |
| --- | --- | --- |
|  | **Vendor name** |  |
|  | **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 item(s) listed on the attached Bidding Form titled ‘RFQ No. RFQ-SSD-JUB-2024-003 **for Supply of Starlink Equipments and data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for Quotation Details** | | | |
| RFQ #: | RFQ-SSD-JUB-2024-001 | Currency of Bid (3-letter code): | USD |
| RFQ Issuing Date: | 10th October 2024 | Bid Validity Period (days): | 12 Months |
| RFQ Closing Date: | 17th October 2024 | Required Delivery Date: | 7 days after singing of PO |
| RFQ Closing Time: | 4:00 PM | Required Delivery Destination: | DRC Juba office |
| Questions to the RFQ |  | Required Delivery Terms: | DDP (INCOTERMS 2020) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **For DRC to Complete** | | | | **For Supplier to Complete** | | |
| Item # | Description | Unit/  Measure | Quantity Required | Quantity Offered | Unit Price | Total Price |
| 1 | Starlink Standard Kit | Full Kit | 7 |  |  |  |
| 2 | Kit Installation Cost in Juba | Labour | 1 |  |  |  |
| 3 | Kit Installation Cost Outside Juba | Labour | 6 |  |  |  |
| 4 | Starlink business priority 1tb (Bandwidth: 20-100Mbps Download / 5-10Mbps Upload) | TB | 1 |  |  |  |
| 5 | Starlink business priority 2tb (Bandwidth: 25150Mbps Download / 5-20Mbps Upload) | TB | 6 |  |  |  |
| 6 | Starlink business priority 6tb (Bandwidth: 25-150Mbps Download / 5-20Mbps Upload) | TB | 1 |  |  |  |
| 7 | Roaming mobile 50GB | Piece | 50 |  |  |  |
| 8 | Service Fee (For all locations) | Monthly | 24 |  |  |  |
| 9 | Any addition 1 |  |  |  |  |  |
| 10 | Any addition 2 |  |  |  |  |  |
| 11 | Any addition 3 |  |  |  |  |  |

**RFQ Tender Requirements**

|  |  |  |
| --- | --- | --- |
| 1 | Provide Valid company legal documents | Certificate of Registration , Operation Licence , Tax Clearance Certificate)  (Mandatory) |
| 2 | Provide valid Identity Card | Company Directors Copy of ID  (Mandatory) |
| 3 | Annex C: General Conditions of Contract | Read ALL sections, sign, stamp and submit back to DRC (Mandatory) |
| 4 | Annex D: Supplier code of conduct | Read ALL sections, sign, stamp and submit back to DRC (Mandatory) |
| 5 | Annex E: Supplier Profile and Registration Form | Complete ALL sections in full, sign, stamp and submit in (Mandatory) |
| 6 | Annex F: Reference form | Complete ALL sections in full, sign, stamp and submit in (Mandatory) |

Important information to bidders:

* The purpose of this RFQ is to supply DRC with Starlink Standard Kits for its Juba and Field offices , roaming mobiles ,provide monthly data and also provide servicing once required.
* This RFQ will also lead to establishment of a purchase framework agreement for DRC to place an order through issuing a purchase order whenever there is need.
* Sites/locations are Ajuong Thok, Malakal, Bentiu, Maban, Akobo and Magwi . These are not fixed hence, DRC may shift to another site/location or add new site within South Sudan
* For any additional items or equipment that are essential, you’re provided with three blank spaces to add, you can as well add more line if need be, DRC Shall select what suit their requirement for the time being.
* Price shall be all inclusive of tax, vat, transport charges, servicemen etc.
* For bank payments, DRC pay through its authorized Bank(s) within South Sudan (Like Equity and Eco Banks) which shall be free of charge. However, transfers/payments to other banks within or overseas shall incur transfer charges estimated at USD 30 and should be inclusive of price offer. Charges shall be incured by the supplier.

|  |
| --- |
| **Green Procurement Policy.**   1. **DRC Shall only consider environmentally friendly alternatives, refurbishing existing resources, selecting items that can be recycled locally, and budgeting for the management of items at the end of their life cycle.** 2. **DRC shall consider environmentally sustainable options that are available in the market, we strongly recommends suppliers who prioritize the environment.** 3. **DRC strongly recommends product that are of has a long lifecycle, energy efficiency, waste reduction, and the use of recycled materials.** 4. **As DRC we work with suppliers that align with our environmental objectives and spread awareness of environmental issues such as carbon footprint, fair-trade practices, and waste management policies.** 5. **DRC shall not accept items that are packaged in an un-environmentally friendly materials (*Plastics and Polythen bags*) Vendors should plan for biodegradable overpacking such as cardboard cartons.** 6. **Where packing cannot be made from bio-degradable material or material reduced, consider kitting and repackaging into sustainable packing before the last mile of distribution to avoid uncontrolled disbursement of wasteful materials** |

**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*

**RFQ INSTRUCTIONS**

**Submission of Bid**

All bids should strictly be submitted through tender.ssd [tender.ssd@drc.ngo](mailto:tender.ssd@drc.ngo) before the deadline.

**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 a ‘line 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 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.*** ­­­­­­­­­­­­­­­­­­­­­­­­