

# Request For Quotation

<b>FROM:</b>	<b>DANISH REFUGEE COUNCIL</b>
<b>Address 1:</b>	The Link House Bloc 3K South, Thongpiny Juba, South Sudan
<b>Address 2:</b>	N/A
<b>City:</b>	Juba
<b>Country:</b>	South Sudan
<b>Phone #:</b>	+211928041462
<b>E-mail:</b>	<a href="mailto:SSD-Juba-SC@drc.ngo">SSD-Juba-SC@drc.ngo</a>

<b>Supplier Name</b>	
<b>Address 1:</b>	
<b>Address 2:</b>	
<b>City:</b>	
<b>Country:</b>	
<b>Phone #:</b>	
<b>E-mail:</b>	

The Danish Refugee Council (DRC) with funding from 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-2024-004- Supply of bottled drinking water and bottle refilling services- Under framework agreement for a period of 24 months.**

## Request for Quotation Details

<b>RFQ #:</b>	<b>RFQ-SSD-JUB-2024-003</b>	<b>Currency of Bid (3-letter code):</b>	USD
<b>RFQ Issuing Date:</b>	18/3/2024	<b>Bid Validity Period (days):</b>	24 Months.
<b>RFQ Closing Date:</b>	29/3/2024	<b>Required Delivery Period:</b>	3 Days after purchase order issuance.
<b>RFQ Closing Time:</b>	3:00 PM CAT	<b>Required Delivery Destination:</b>	DRC DDG warehouse Juba
<b>Questions to the RFQ</b>	<a href="mailto:SSD-Juba-SC@drc.ngo">SSD-Juba-SC@drc.ngo</a>	<b>Required Delivery Terms:</b>	DDP (INCOTERMS 2010)

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price	Total Price
1	Supply of drinking water; <ul style="list-style-type: none"> <li>Supply of 18L jumbo bottle together with water</li> </ul>	Jumbo bottle	3000			
2	Refilling of drinking water bottles <ul style="list-style-type: none"> <li>Refilling of 18L jumbo water bottle</li> </ul>	Jumbo bottle	3000			
3	Supply of empty jar of 18 litres jumbo bottle.	Jumbo bottle	500			
4	Supply of drinking water; <ul style="list-style-type: none"> <li>A crate of 24 bottles (500/600ml)</li> </ul>	Crate	500			
NB	Please, submit a test certificate and sample for each line item					
NB	<ul style="list-style-type: none"> <li>- Purchase order will always be issued depending on the quantity needed.</li> <li>- Should be of good water tasting combination. I.e. Chloride, Potassium, Sodium, Fluoride etc.</li> <li>- All water bottles must be well sealed. Any open seal shall be rejected.</li> <li>- Price should be all inclusive (tax, vat, transport charges, servicemen etc)</li> <li>- Submit government certificate/approval for water treatment plant.</li> <li>- Submit valid operations licence for the Water company</li> <li>- Submit a valid tax clearance certificate</li> </ul>					

**Additional comments to bidders:**

- 1) The purpose of this purchase agreement is to establish a long-term agreement for period of 24 months, prices provided shall remain intact for the period of 24 months, however, vendors shall review and revise their prices after then and just before renewal of this agreement.
- 2) The quantity mention is estimate only, it may increase or decrease, we might not even buy any item/quantity.
- 3) Payments to DRC authorized Bank(s) within South Sudan (Like Eco Bank) 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

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**

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

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 2010).

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.

### **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.

#### **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.*

Supply Chain Manager

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Date: 19/3/2024

  
Uparang Buljoh.