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|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | I.Chavchavadze str 37D |
|  | **Address 2:** |  |
|  | **City:** | Tbilisi |
|  | **Country:** | Georgia |
|  | **Phone #:** | +995 032 2244688 |
|  | **E-mail:** | Procurement@drc-sc.org |

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| --- | --- | --- |
|  | **TO:** |  |
|  | **Address 1:** |  |
|  | **Address 2:** |  |
|  | **City:** |  |
|  | **Country:** |  |
|  | **Phone #:** |  |
|  | **E-mail:** |  |

The Danish Refugee Council (DRC) hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form.

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| **Request for Quotation Details** | | | |
| RFQ #: |  | Currency of Bid (3-letter code): | GEL |
| RFQ Issuing Date: | 11/04/2019 | Bid Validity Period (days): | April 2019 |
| RFQ Closing Date: | 22/04/2019 | Required Delivery Date: |  |
| RFQ Closing Time: | 17:00pm | Required Delivery Destination: | TBS |
| Questions to the RFQ | Procurement@drc-sc.org | Required Delivery Terms: | DDP (INCOTERMS 2010) |

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| **For DRC to Complete** | | | | **For Supplier to Complete** |
| Item # | Description | Unit/  Measure | Quantity Required | **Unit Price EXSCLUDED VAT** | |
| 1 | Envelopes A4/ კონვერტი | pcs | 1 |  | |
| 2 | Envelope A3 /კონვერტი | pcs |  |  | |
| 3 | Envelope A5//კონვერტი | pcs |  |  | |
| 4 | Plastic Pockets A4 Pckt 100/ ფაილი | pcs | 1 |  | |
| 5 | Plasma monitor cleaning wipes/ მონიტორის საწმენდი | pcs | 1 |  | |
| 6 | Ring Binders Black A4/ ბაინდერი განიერი | pcs | 1 |  | |
| 7 | Notebooks spiral-bound/ A5 ბლოკნოტი | pcs | 1 |  | |
| 8 | Pen/საწერკალამი | pcs | 1 |  | |
| 9 | Flipchart 20 pg/ ფლიფჩარტი ქაღალდი | pcs | 1 |  | |
| 10 | Paper clip/სკრეპი | pcs | 1 |  | |
| 11 | Hole punch/ სახვრეტელა დიდი ზომის | pcs | 1 |  | |
| 12 | Stapler/ სტეპლერი N10 | pcs | 1 |  | |
| 13 | Stapler big size სტეპლერი დიდი ზომის | pcs |  |  | |
| 14 | Stapler/სტეპლერის სკობი N10 | pcs |  |  | |
| 15 | Stapler სტეპლერის სკობი N26 | pcs |  |  | |
| 16 | Glue/ მშრალი წებო | pcs | 1 |  | |
| 17 | Coorection Fluid/ კორექტორი | pcs | 1 |  | |
| 18 | Scisscors/მაკრატელი | pcs | 1 |  | |
| 19 | Post-it Notes Cube/ჩასანიშნი წებოვანი | pcs | 1 |  | |
| 20 | Push Pins/ჭიკარტი ლურსმანი | pcs | 1 |  | |
| 21 | Calculator/ კალკულატორი | pcs | 1 |  | |
| 22 | Ruber/საშლელი | pcs | 1 |  | |
| 23 | Ruler/სახაზავი | pcs | 1 |  | |
| 24 | Pencil /ფანქარი | pcs | 1 |  | |
| 25 | Pencil Sharpener /ფანქრის სათლელი | pcs | 1 |  | |
| 26 | Set square/კლიპი დიდი ზომის | pcs | 1 |  | |
| 27 | Binder clips/კლიპი ნაკრები ზომის | Pcs |  |  | |
| 22 | Removeble Adshesive/წებოვანი ბალიში | pcs | 1 |  | |
| 23 | Headset/ყურსასმენი | pcs | 1 |  | |
| 24 | Computer mouse/მაუსი | pcs | 1 |  | |
| 25 | USB/მეხსიერება 16GB | pcs | 1 |  | |
| 26 | Laptop bag /ნოუთბუქის ჩანთა | pcs | 1 |  | |
| 27 | CD | pcs | 1 |  | |
| 28 | DVD | pcs | 1 |  | |
| 29 | Desk Organaizer საკანცელარიო ჭიქა | pcs | 1 |  | |
| 30 | Metal mesh A4 paper holder /საკანცელარიო ჯამი | pcs | 1 |  | |
| 31 | Paper A 4/საოფისე ქაღალდი | pcs | 1 |  | |
| 32 | Paper A 5 ქაღალდი A5 |  |  |  | |
| 33 | Paper ქაღალდი A3 |  |  |  | |
| 34 | File Folder/საქაღალდე პლასტიკური | pcs | 1 |  | |
| 35 | Stationary Paper holder/სასაბუთე ყუთი | pcs | 1 |  | |
| 36 | Divaider paper/დივაიდერი 32/12 | pcs | 1 |  | |
| 37 | Divider- Color /დივაიდერი ფერადი |  |  |  | |
| 38 | Paper File Holder F/სწრაფჩამკერი პლასტიკური A4 | pcs | 1 |  | |
| 39 | Ink for stamp /ბეჭდის მელანი | pcs | 1 |  | |
| 40 | Self Inking rubber stamp/მრგვალი ბეჭდის მექანიზმი | pcs | 1 |  | |
| 41 | Batteries /ელემენტი | pcs | 1 |  | |
| 42 | Stationary knife cutter/საკანცელარიო დანა | pcs | 1 |  | |
| 43 | Wall Board /განცხადების დაფა განსხვავებული ზომის | pcs | 1 |  | |
|  |  |  |  |  | |
| 44 | whiteboard/ბორმარკერის დაფა განსხვავებული ზომის | pcs | 1 |  | |
| 45 | Notice board planing magnets/მაგნიტი დაფის | pcs | 1 |  | |
| 46 | Whiteboard eraser magnetic/დაფის საშლელი მაგნიტური | pcs | 1 |  | |
| 47 | whiteboard Marker/მარკერი დაფის სხვადსხვა ფერის | pcs | 1 |  | |
| 48 | Highligther Pen/ტექსტმარკერი სხვადასხვა ფერის | pcs | 1 |  | |
| 49 | Permanent Marker/პერმანენტ მარკერი | pcs | 1 |  | |
| 50 | Stationary Scotch/სკოჩი | pcs | 1 |  | |
| 51 | Antistepler/ანტისტეპლერი | pcs | 1 |  | |

**Bid Validity Period:**  **\_\_\_\_\_\_\_\_\_\_\_\_**

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**

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:Procurement@drc-sc.org

**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 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. DRC will attempt to notify all suppliers of the outcome of their Quotations by 29/03/2019

**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.***

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[Insert name]

[Insert position] [Insert date]