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|  | **TO:** |  |
|  | **Address:** |  |
|  | **Phone #:** |  |
|  | **E-mail:** |  |

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| --- | --- | --- |
|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address:** | Baharchora, Cox’s Bazar |
|  | **Phone #:** | +880 1885963988 |
|  | **E-mail:** | [rfq.bgd@drc.ngo](mailto:rfq.bgd@drc.ngo) |

The Danish Refugee Council (DRC) with funding from the various donors hereby request you to submit price quotation(s) for the purchasing agreement for supply of the item(s) listed on the attached Bidding Form titled RFQ No. “**RFQ-BGD-PA-2021-003**” for Video editing consultant.

A purchasing agreement (PA) is an agreement with a single /multiple supplier to establish terms governing contracts that may be awarded during the period of the PA. DRC, as contracting authority, does not guarantee any volume of orders under PAs as all purchases will be based on the needs and activities of DRC. The PA will set prices for the PA duration.

The PA will set prices for the period of 12 months time with possibility of extension.

When a PA is established with a supplier, the purchasing mechanism will be based on a Purchase Order - so when DRC requires goods or services, a Purchase Order will be sent to the supplier to contract each specific order and confirm terms. Each Purchase Order will be an individual contract based on the agreed terms in the PA.

**RFQ INSTRUCTIONS**

1. **Submission of Bid**

You must submit the RFQ Bid Form through email clearly marked with the RFQ number in the subject line. The bid can be only send by email to the following dedicated, secure & controlled email address: [rfq.bgd@drc.ngo](mailto:rfq.bgd@drc.ngo)

**THE RFQ BID FORM CANNOT BE EMAILED TO ANY OTHER DRC EMAIL ADDRESS. The supplier will automatically be disqualified from the process if any other DRC email address is copied in bid submission.**

**Due to Covid-19 hardcopy bid submission is not allowed.**

All Bids received in pencil will be disqualified. The quotation shall be in non editable format (pdf/jpg). Submission of quotation in editable format such as MS word/excel will be considered disqualified.

**If you are not already a Danish Refugee Council (DRC) registered vendor please send back the following documents, after they are fully completed, signed, stamped and dated, under the Resources and Documents section:**

• **Supplier Registration Form** – Duly signed

• **Danish Refugee Council (DRC) Terms and Conditions** – please confirm acceptance of the same by signing the Terms and Conditions. For questions or clarifications regarding Terms and Conditions please contact the Danish Refugee Council (DRC) Supply Chain Unit

at: bgd.procurement@drc.ngo

• **Supplier Code of Conduct** – confirm adherence to the supplier Code of Conduct by returning this form fully completed and signed

Only the supplier’s authorized representative can sign above documents.

Note that for certain categories of supplies or services, Danish Refugee Council (DRC) may require a physical inspection prior to considering your company as registered.

1. **Prices**

All Bids must include all customs and taxes payable(VAT & TAX) 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.

1. **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 2nd March 2021.**

1. **Evaluation of Bids**

All Bids received and accepted will be evaluated 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. For the purpose of evaluating administrative requirement, DRC RFQ Bid Form should be filled properly, signed and stamped.
  2. **Essential Criteria:** All Bids that passed the administartive evaluation will undergo an evaluation based on following essential criteria.
* Delivery Terms are DDP ( INCOTERMS 2020)
* Offer Made in BDT Currency

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 Award Criteria stage. ‘Non-responsive’ bids (not-acceptable Bids) will no longer be under consideration at this stage.

1. **Contract Award**

The criteria for contract award is:

Price: 70%

After sales service (within 72 hours); 20% ( with & without warranty)

Delivery Lead time: 20%

**Post Award Check:**

DRC may conduct physical verification of supplier along with verification of trade licence, tax registration and updated legal status.

1. **RFQ Enquires**

All enquires and questions should be addressed to [bgd.procurement@drc.ngo](mailto:bgd.procurement@drc.ngo) 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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DRC Bangladesh Supply Chain Department

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| **Request for Quotation Details** | | | |
| RFQ #: | RFQ-BGD-PA-2021-003 | Currency of Bid (3-letter code): | BDT |
| RFQ Issuing Date: | 01/03/2021 | Bid Validity Period (days): | 90 Days |
| RFQ Closing Date & Time: | 03/03/2021  5.00pm | Required Delivery Destination: | Cox’s Bazar |
| Questions to the RFQ: | [bgd.procurement@drc.ngo](mailto:bgd.procurement@drc.ngo)  **this email is not for bid submission** | Required Delivery Terms: | DDP (INCOTERMS 2020) |

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| --- | --- | --- | --- | --- |
| **For DRC to Complete** | | | | **For Supplier to Complete** |
| Item # | Description | Unit/ Measure | Quantity | Unit Price  (Including VAT & TAX) |
|  |  |  |  |  |

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| 1 | **Video editing consultant**  **As per attached TOR**  Video Editing Consultant for 3-5 minutes video, Final Colour Correction  Sound Mix, Minimum 5 times feedback  Short deadline | PACK | 1 |  |

**Offered Delivery Day from Day of PO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Calendar days**

I certify that I have read and understood the DRC General Conditions of Contract for the Procurement of Goods and the DRC Supplier Code of Conduct. 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.

|  |
| --- |
| Company Name: |
| Contact Person: |
| Position: |
| Phone: |
| Email: |
| Signature: |
| Date: |

*Please stamp this Bid Form with your Company Stamp*