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|  | FROM: | DANISH REFUGEE COUNCIL |
|  | Address 1: | House 1431BC, Street 1, |
|  | Address 2: | Kart-e-Chahar, PD3 |
|  | City: | Kabul |
|  | Country: | Afghanistan |
|  | Phone #: | 0202510141 |
|  | E-mail: | [afg-procurement@drc.ngo](mailto:afg-procurement@drc.ngo) |

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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 supply of the item (s) listed on the attached Bidding Form titled**,RFQ-AFG-0027 Provision of Annual Statutory Audit for year 2023.**

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| **Request for Quotation Details** | | | |
| RFQ | **RFQ-027 Provision of Audit services for 2023** | Currency of Bid (3-letter code): | AFN |
| RFQ Issuing Date: | 5th March 2024 | Bid Validity Period (days): | 60 days |
| RFQ Closing Date: | 14th March 2024 | Required Delivery Date: | See the attached Annex A for more detail |
| RFQ Closing Time: | 4:00 pm | Required Delivery Destination: | DRC country office |
| Questions to the RFQ | [afg-procurement](mailto:afg-procurement)@drc.ngo | Required Delivery Terms: | N/A |

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| **For DRC to Complete** | | | | **For Supplier to Complete** | | |
| Item # | Description | Unit/  Measure | Quantity Required | Offered specs | Unit Price | Total Price |
| 1 | Provision of Audit Services as per attached TOR in Annex A  Bidders are requested to provide a separate technicaly bid. | Service | 1 |  |  |  |

**Note: As per government Tax policy 2% tax will be deducted from those suppliers who have official government license, if fail to provide 7% tax will be deducted.**

**Delivery Lead Time (from receipt of DRC Purchase Requisition): \_\_\_\_\_\_\_\_\_\_\_\_\_ (Calendar) days**

**Bid Validity Period:**  **\_\_\_\_\_\_\_\_\_\_\_\_ (Calendar) days**

I certify that I have read and understood the DRC General Conditions of Contract and 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.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

**RFQ INSTRUCTIONS**

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.

**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 phone.

**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.

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| **#** | **Annex #** | **Document** | **Instructions** |
| 1 | A | Terms and reference(TOR) | Template Provided by DRC, bidder shall be complete all sections in full, sign, stamp and submit along with their bid. |
| 2 | B | Service Time frame | Template Provided by DRC, bidder shall be complete all sections in full, sign, stamp and submit along with their bid. |
| 3 | C | DRC General Conditions of Contract | Template Provided by DRC, bidder shall be complete all sections in full, sign, stamp and submit along with their bid. |
| 4 | D | Supplier Code of Conduct | Template Provided by DRC, bidder shall be complete all sections in full, sign, stamp and submit along with their bid. |
| 5 | E | Supplier Profile and Registration Form | Template Provided by DRC, bidder shall be complete all sections in full, sign, stamp and submit along with their bid. |
| 6 | N/A | Technical bid form | Suplier to provide on their template |
| 7 | N/A | * A copy for Business License * A Copy of owner NID/ Passport * A copy of TIN | A copy shall be submitted by bidder. |
| 8 | N/A | Three Copies of Current PO/ Contracts | A copy shall be submitted by bidder. |
|  | N/A | Provide three Reference Check | A copy shall be submitted by bidder. |

* 1. 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.

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| **Technical criteria #** | **Technical criteria** | **Weighting in technical evaluation**  **Total 100%** |
| 1 | **Understanding of work**   * Demonstrate understanding of the work in audit and guidelines of donors * Information regarding * Firm’s legal status and membership with professional firms of auditing. * Number of partners and types of services provided. * Humanitarian sector auditing experience. * List of main clients in humanitarian, * Previous experience with NGO’s and donors especially DANIDA, SIDA, UN Donors, US Donors, EC, and ECHO. | 30 |
| 2 | **Methodology**   * Internal procedures (tools and techniques) to ensure the quality of the deliverables, accuracy of the figures, audit trail, unambiguity of the findings and the conclusions is included under this criterion * Describe how firm’s procedures and methods adheres to ISA, GAGAS, and local auditing standards and documentation of the whole process | 20 |
| 3 | **Work plan**   * Indicating the main types of quality checks that will be performed. * Measures taken in order to avoid discontinuity of services | 20 |
| 4 | **Human resources**   * The justification of the allocation of human resources by indicating the number of man-days and profiles proposed by the contractor for each phase of the assignment. * Concerning the profiles, the experts must have received sufficient and adequate training in the fields * Understanding the engagement context and the financial system of NGOs in Afghanistan | 30 |
| The maximum quality score is 100 points. Tenders, which do not obtain at least 70% of the maximum score will not considered for further process. | | |

* 1. 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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