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

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|  | **FROM:** | **DANISH REFUGEE COUNCIL** |
|  | **Address 1:** | House 29, Street 1, Sub-street 3 |
|  | **Address 2:** | Kart-e-Chahar, PD3 |
|  | **City:** | Kabul |
|  | **Country:** | Afghanistan |
|  | **Phone #:** | 0202510141 |
|  | **E-mail:** | [Afg-procurement@drc.ngo](mailto:Afg-procurement@drc.ngo) |

The Danish Refugee Council (DRC) is taking steps toward sustainability by seeking to install solar power systems. We have received grants from various donors to support our humanitarian aid operations in Afghanistan. We kindly request you to submit price quotations for the supply of the items listed in the Bidding Form titled ‘RFQ-AFG-AFC-065-2024- Readvertised: Supply delivery and Installation of a Solar System.

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| **Request for Quotation Details** | | | |
| RFQ #: | RFQ-AFG-AFC-065-2024 | Currency of Bid (3-letter code): | AFN |
| RFQ Issuing Date: | 25th December 2024 | Bid Validity Period (days): | 15- 30 days |
| RFQ Closing Date: | 1st Jan 2025 | Required Delivery Date: | Two - three weeks after signing the PO |
| RFQ Closing Time: | 4:00 PM | Required Delivery Destination: | DRC Country Office |
| Questions to the RFQ | [afg-procurement@drc.ngo](mailto:afg-procurement@drc.ngo) | Required Delivery Terms: | N/A |
| **Pre-Bid Meeting:**  **Date:** 29th December 2024 **Time:** 9:00 AM – 11:00 AM  Suppliers are required to visit the DRC country office on the specified date and time. This meeting will provide an opportunity to meet with the technical team and assess the requirements. Please ensure that you submit your quotes in accordance with the outlined requirements. | | | |

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| **For DRC to Complete** | | | | **For Supplier to Complete** | | |
| Item # | Description | Unit | Quantity Required | Quantity | Unit Price | Total Price |
| 1 | Installation of Solar System as per attached Annex D Price list | Pack | 1 |  |  |  |
| Total price including Tax | | | | | |  |

**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 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*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 physically or directly mailed or delivered by courier services to the tender box located at Country Office or alternatively send by email to the following dedicated, secure & controlled email address: Afghanistan Procurement- [rfq.afg@drc.ngo](mailto:rfq.afg@drc.ngo)

**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 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 30 days.

**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 | DRC General Conditions of Contract | Reference documents: Read and familiarize copy in technical bid envelope (will be required at the signing of contract). |
| 2 | B | DRC Supplier Code of Conduct | Template provided by DRC with this RFQ – Bidder must complete ALL sections in full, sign, stamp and submit \_ **MANDATORY** |
| 3 | C | Supplier Profile and Registration Form | Template provided by DRC with this RFQ – Bidder must complete ALL sections in full, sign, stamp and submit \_ **MANDATORY** |
|  | D | Price list | Template provided by DRC with this RFQ – Bidder must complete ALL sections in full, sign, stamp and submit \_ **MANDATORY** |
| 4 | N/A | A Copy of a Valid Business License  A copy of owner NID  A copy of TIN | A copy MUST be attached and submit with this RFQ **MANDATORY** |
| 5 | N/A | Financial Stability | **Submission of Financial Statements** Suppliers must provide financial statements for the past three years to demonstrate a turnover of approximately 4,145,352 AFN  **MANDATORY** |
| 6 | N/A | Past Performance References | List of 2 previous clients and projects with contact information.  **MANDATORY** |
| 7 | N/A | Warranty and Service Agreements | * Warranty terms for equipment and installation. * Availability of maintenance services post-installation   **MANDATORY** |
| 8 | N/A | Technical Capability | * Details of the technical team and their qualifications. * Description of equipment and technology to be used.   **MANDATORY** |

* 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.

**Scoring Note**

The evaluation of each criterion will be based on a pass or fail system. A "pass" will receive a score of **5**, indicating full compliance with the specified requirements, while a "fail" will receive a score of **1**, reflecting non-compliance. To be considered for this RFQ, suppliers must achieve a score of **5** in each criterion.

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| S/N | Criteria | Pass condition | Fail Condition | DRC Requirement |
| Item Technical Specifications Compliance | Vender meets all specified technical requirements of the Requested items | Vendor fails to meet the technical specifications | See the RFQ documents |
| 1 | Quality of Items | Vendor provides items that meet or exceed the quality standards specified in the RFQ and Annex D price list | Vendor provides items that do not meet the specified quality standards. | Items must comply with international quality standards (e.g., ISO, IEC) and meet the durability and performance specifications outlined in the RFQ documents. |
| 2 | Experiences and References | Vendor possesses the minimum required experience of two - three years in the field of supply and delivery of Solar , and provides at least 2-3 positive reference letters. | Supplier lacks the minimum required experience. | A minimum of 2-3 years of proven background experience. At least 2-3 positive reference letters. |
| 3 | Bidder Financial capacity | Vendors must demonstrate financial capacity of 4,145,352 AFN | Supplier lacks the requirement | The supplier must provide a bank statement or any other financial documents to demonstrate their financial capacity. |
| 4 | Delivery Timeline | Vendor commits to delivering items within the specified timeframe. | Vendor fails to meet the delivery timeline. | Delivery must occur within the agreed timeline as stated in the RFQ |
| 5 | After-Sales Support | Vendor provides a clear plan for after-sales support and maintenance services. | Vendor lacks a plan for after-sales support. | A detailed after-sales support plan including contact information for service. |
| 6 | Product Warranty | Vendor offers a warranty that meets or exceeds the specified duration and terms. | Vendor fails to provide a satisfactory warranty | Warranty must cover defects in materials and workmanship for a minimum of 5 years. |

* 1. Financial Evaluation: All responsive bids will undergo a financial evaluation. The bid that is both technically compliant and has the lowest price will be considered for the award.

**Contract Award**

Under the ‘best value for money’ principle, DRC will award the contract(s) (DRC Purchase Order 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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Yours sincerely

Supply Chain unit

[afg-procurement@drc.ngo](mailto:afg-procurement@drc.ngo)