

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Plot No: / Block No1
Address 2:	Hay Almattar
City:	Port Sudan
Country:	Sudan
Phone #:	+249(0)930016268
E-mail:	rfg.sudan@drc.ngo

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

The Danish Refugee Council (DRC) with funding from the Multi Donors hereby request you to submit price quotation(s) for the provision of *audit services* in the Bidding Form titled '**RFQ-SDN-PZU-25-010 audit services**, the supplier should send the offer in Envelope (s) the Bidders responsibility to ensure that the sealed envelope is deposited into the Tender Box;

Request for Quotation Details			
RFQ #: Number	RFQ-SDN-PZU-25-010	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	20 March 2025	Bid Validity Period (days):	30 working days
RFQ Closing Date:	24 March 2025	Required Delivery Date:	By 14 August 2025
RFQ Closing Time:	04:00pm	Required Delivery Destination:	DRC Port Sudan Office
Questions to the RFQ	Muhamamd.shoaib@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete			For Supplier to Complete
Item #	Description	Expected Timeline	Price (USD)
1	External Audit Services for FCDO project for the year 2023 to 2025 as per attached ToRs		

All sealed quotations must be submitted before the RFQ closing date and time as per the instructions provided. The bid should be delivered via a sealed envelope to **DRC Office in Port Sudan** or sent electronically to rfg.sudan@drc.ngo with the RFQ number clearly referenced.

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 service 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:

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, mailed or delivered by courier services, or alternatively send by email to the following
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يجب عليك تقديم نسخة أصلية واحدة من كراسة طلب عرض الأسعار في مظروف مختوم ، ومشار إليه بوضوح برقم طلب عرض الأسعار واسم مقدم العطاء. يمكن تسليم العطاء مباشرة إلى صندوق العطاء ، أو إرساله بالبريد أو تسليمه عن طريق خدمات البريد السريع ، أو بدلاً من ذلك إرساله بالبريد الإلكتروني إلى العنوان التالي

dedicated, secure & controlled email address: [rfq.sudan@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' the RFQ Number as Bellow in the Envelope **(RFQ-SDN-PZU-25-010)**. 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: Monday 31 March -2025.**

Evaluation of Bids

All Bids received and accepted will be evaluated on a 'line item' basis as follows:

- Administrative Evaluation:** Evaluated to ensure compliance with all the RFQ requirements and to ensure that all Bids and calculations are readable and acceptable.
- 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.
- 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 Sector