

Request For Quotation

FROM:	DANISH REFUGEE COUNCIL
Address 1:	Israc
Address 2:	Behind Golis Telecom
City:	Galkacyo
Country:	Somalia
Phone #:	N/A
E-mail:	rfg.som.glk@drc.ngo

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

The Danish Refugee Council (DRC) with funding from the ECHO hereby request you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'RFQ No. RFQ_PR_00389771.

Request for Quotation Details

RFQ #:	RFQ_PR_00389771	Currency of Bid (3-letter code):	USD
RFQ Issuing Date:	19 April 2026	Bid Validity Period (days):	60 days
RFQ Closing Date:	23 April 2026	Required Delivery Date:	Days after PO signing
RFQ Closing Time:	11:59 PM	Required Delivery Destination:	Galkacyo Somalia
Questions to the RFQ	rfg.som.glk@drc.ngo	Required Delivery Terms:	DDP (INCOTERMS 2020)

For DRC to Complete				For Supplier to Complete		
Item #	Description	Unit/ Measure	Quantity Required	Quantity Offered	Unit Price	Total Price
1	Construction works: Construction and equipping of 8 community centers with 12 plastic chairs and 1 plastic table per center to support community activities and service delivery.	PIEC	1			

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 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:

Please stamp this Bid Form with your Company Stamp

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 dedicated, secure & controlled email address rfq.som.glk@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 April 23, 2026.

Evaluation of Bids

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

- a) Administrative Evaluation: A bid shall pass the administrative evaluation stage before being considered for technical evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Document	Instructions
1	DRC General Conditions of Contracts	Kindly read and this would be signed at the point of Contracting
2	DRC Supplier code of conduct	Kindly read all sections in full, sign, stamp and submit
3	Supplier Profile and Registration Form	Complete all sections in full, sign, stamp and submit.
4	Registration Certificate - Galkayo municipality Galmudug or Puntaland.	Kindly share valid and authentic certificate.

- b) Technical Evaluation: To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFQ. A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the RFQ without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the ITB, it will be rejected. The technical criteria are stipulated Below.

#	Technical criteria	Weighting Score –100%
1	Proof of Relevant Experience Bidder should present copies of at least 2 relevant Contracts related to construction with INGOs, UN agencies and government institutions. (Between 2020 – Date). Contracts should have a minimum cumulative value of \$15,000 USD <u>Scoring:</u> 1. Two or more contracts ≥ \$20,000 meeting the above requirement - Pass 2. Less than 2 Contracts with cumulative value less \$20,000– Fail	40%
2	Completion Timeline Bidder should provide a Detailed Workplan clearly indicating timelines per activity and taking into consideration the Context and Climate. <u>Scoring:</u> 1. Detailed Workplan with Timeline of Completion within 28 days of Contracting – Pass 2. Timeline for Completion Exceeding 28 days after Contracting – Fail	30%
3	Financial Capacity Bidders to provide Bank Account Statements of the past 14 Months (From January 2025 to February 2026) > Bank Accounts should have a minimum turnover of \$ 30,000 (twenty thousand USD) 1. Bidders who provide Statement with Turnover of \$30,000 or Above - Pass 2. Bidders who provide a turnover of Below \$20,000 - Fail	30%

RFQ INSTRUCTIONS

- c) **Financial Evaluation:** All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

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.
