**REQUEST FOR QUOTATION**

Date: 19 October 2022

***From:***

Norwegian Refugee Council (NRC)

Gadarif Office – East Jobarab – Alriyada Street - Gadarif Sudan

<https://goo.gl/maps/ppyRwrzuUeCX6pVy6>

Contact Person: **Fatima Osman**

Position: Procurement Assistant

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Phone: +249911219830

**Deadline for submission: 24 October , 2022**

**NRC is looking for supplier to supply and manufacture Fuel Tanks 5000 litres in Gadarif Office**

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| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Description الوصف** | **Unit**  **وحدة** |  | **Qyt**  **الكمية** | **Unit Price SDG/USD VAT INCLUSIVE**  **سعر الوحدة** | ***Total SDG/USD VAT INCLUSIVE***  ***الجملة*** |
| **1** | Manufacture and Supply of 5,000 Liters- above-ground fuel storage tanks see  specification down below:  A-3.6 ASTM STANDARD made of 5mm thickness for bottom plate,  4.0mm thickness for shell parts includes angle 2’’ for internal supports.  Surface shape: square type –  Tank width = 2.00 m –  Tank Span= 2.00m  Tank height = 1.5m –  product: Diesel  All steel plates shall be ASTM-A36 grade and according to the required specification: -. - Job includes installation  of One top manhole, Inlet, Outlet Ventilation & overflow pipe, and all related accessories. - External paint with  nameplate, the offer includes calibration chart soft & hard copy. | **Unit** |  | **3** |  |  |
|  | Grand total VAT inclusive الجملة الكلية |  |  |  |  |  |

You can use the above table *OR* print your quotation on your own letterhead documents.

In any case, be sure to include VAT (in prices or in total).

If different taxes & fees apply, please specify them all in your quotation.

تأكد ان السعر شتمل القيمة المضافة أو اي رسوم أخري يمكنك تحديدها في عرض الاسعار

**2 - PLEASE ANSWER THE QUESTIONS:**

**يرجي الاجابة علي جميع الاسئلة ماأمكن :**

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| What is the currency of the offer ?  *(Euro, USD, GBP other…)*  **Note that NRC will favour quotes in USD.**  **حدد نوع العملة ؟** |  |
| Please confirm your products will be **packed in boxes and labelled with Item name and quantities in the box** | N/A |
| Specify transport cost up to delivery place: by air, sea, land (as applicable):  Total price (INCOTERM Delivered Duty Unpaid (DDU)  Net price after deduction of discounts | Land |
| Do you accept payment after delivery?  *(if not, please explain your payment terms)*  ***Payment will be within10 -15 working days after the delivery of products***  ***الدفع بعد استلام المواد في فترة من 15-10 ايام هل توافق علي*** |  |
| What is the validity period of your offer?  *(in days) صلاحية السعر*  ***(Preferable 30 days)*** |  |
| What is the guaranty period? فترة الضمان |  |
| Please explain the guaranty conditions if any : نوع الضمان ان وجد |  |
| What is the origin of the items?  *(manufacturing country) الماركة | او بلد المنتج* |  |
| What is the delivery time?  *(please specify delivery schedule if any فترة التوصيل انتهاء العمل أو* |  |
| Please confirm delivery cost is included in the price?  التاكد من تضمين تكلفة الترحيل داخل العرض |  |

**3 - ACCEPTED METHODS FOR SUBMISSION OF QUOTATION / OFFER:**

We recommend you to fill up this Request for Quotation directly on your computer.

You can also print it and fill it up by hand if you have not access to a computer.

You can submit the price offer by using the table on page 1, or by using your own proforma document.

* Hand delivery to NRC office mentioned above on the first page.

Your quotation / offer **must be** signed and stamped on all pages (including the present Request for Quotation).

**4 - YOUR COMPANY DETAILS:**

|  |  |  |
| --- | --- | --- |
| Name of the company  اسم العمل\ الشركة |  |  |
| Name of the owner(s)  Date of birth of the owner(s)  *(mandatory for screening)* |  |  |
| Address of the company  العنوان |  |  |
| Name of contact person  اسم الشخص يمكن الاتصال اليه |  |  |
| Position الوظيفة |  |  |
| Email البريد |  |  |
| Phone الهاتف |  |  |

**5 - MANDATORY DOCUMENTS TO ATTACH TO YOUR QUOTATION / OFFER:**

Please check that you are providing all of the below mentioned documents:

|  |  |
| --- | --- |
| **Mandatory documents** | **Checked (Y/N)** |
| Company registration certificate شهادة التسجيل أو الرخصة |  |
| Company tax registration certificate الرقم التعريفي الضريبي |  |
| NRC Request for Quotation (filled up, signed and stamped)  Additional quotation on company letterhead document, if any… ملئ عروض الاسعار والتوقيع والختم |  |
| Suppliers Ethical Standards Declaration signed and stamped |  |
|  |  |

You can also attach additional documents such as photos, company profile, certifications…

**6 - PAYMENT INFORMATION:**

Payment will be made within 30 days of receipt of goods, by bank transfer/cheque only.

NRC is not subject to VAT; therefore, all offers should be exclusive of VAT costs.

All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

**7 - INSPECTION**

NRC is obliged to ensure that its procurement decisions are clearly justified, documented, and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

**8 - OTHER INFORMATION:**

Payment will be made by bank transfer/cheque only.

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NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations, which do not comply with our conditions, will not be considered.

Shortlisted suppliers may be required to submit samples of each item. Please be sure to have all samples available at short notice, and wait for a response from NRC if you have been shortlisted.