**REQUEST FOR QUOTATION**

Date: 24 October 2022

***From:***

Norwegian Refugee Council (NRC)

Gadarif Office – East Jobarab – Alriyada Street - Gadarif Sudan

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

Contact Person: **Fatima Abdelgadir Mohammed Abdelgayoum**

Position: Procurement Assistant - Shelter Team Leader

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**Deadline for submission: 30 October, 2022**

**NRC is looking for supplier to supply water truck for Office and GH - NRC Gadarif office**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Description الوصف** | **Unit** |  | **Qyt**  **الكمية** | **Unit Price**  **سعر الوحدة** | ***Total***  ***الجملة*** |
| **1** | Transitional shelter number boards  We need 2000 transitional shelter number boards (30 \* 20\* 0.2 cm ) to be fixed and installed on the Tukul doors that we are constructed in Um Rakoba and Babikeri camps. The boards need to be made of steel plates with painted NRC, COR, and UNHCR logos plus the number of the transitional shelter number as shown in the file attached. - 1500 plates for Um Rakoba camp the numbering starts with 0001 and ends at 1500 and divided by zones. - 500 plates for Babikeri camp. (As shown in the file attached) the TRANSITIONAL SHELTER NUMBER should be written in the number boards in Arabic, English and Tigrain as shown in the file attache | **PCS** |  | 2000 |  |  |
| **2** | Bolt, nuts and lugs  Steel Bolt, Lugs and nuts (size 12 mm) needs to be delivered in Um Rakoba camp warehouse. | **PCS** |  | 8000 |  |  |
| **3** | Steel Wrenchs  Steel wrenches size 12 mm to be delivered to Um Rakoba camp warehouse | **PCS** |  | 30 |  |  |
|  | Grand total 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.

**2 - PLEASE ANSWER THE QUESTIONS:**

|  |  |
| --- | --- |
| **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** |  |
| 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* | N/A |
| What is the delivery time?  *(please specify delivery schedule if any فترة التوصيل انتهاء العمل* |  |
| 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 |  |
| Company tax registration certificate |  |
| NRC Request for Quotation (filled up, signed and stamped)  Additional quotation on company letterhead document, if any… |  |
| 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.

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.

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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.