**REQUEST FOR QUOTATION**

Date: 15 March 2023

***From:***

Norwegian Refugee Council (NRC)

Khartoum Country Office

Contact Person : **Tagwa Ahmed**

Position : Procurement Officer

Email: [tagwa.ahmed@nrc.no](mailto:tagwa.ahmed@nrc.no) AND [SD.procurement@nrc.no](mailto:SD.procurement@nrc.no)

**Deadline for submission: 22nd Mar 2023 @ 04:00 PM (GMT+2)**

All interested and eligible firms are requested to submit their offers by hand in sealed envelopes submitted to the address specified above.

**Subject:**

***REHABILITATION OF SEVEN CLASSROOM IN FOUR SCHOOLS IN JABAL AWLIA AND UMBADA LOCALITY***

**Requirements:**

The office of the Norwegian Refugee Council invites your company to make a firm offer for the following works:

* Please see ANNEX 1 – Bill of Quantities.
* Please input your prices in the table below - VAT INCLUSIVE.
* Kindly sign and stamp your official Bid.

If you have any enquiries, please email us your enquiries at [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no) at any time before the deadline of this RFQ.

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| **Jabal Awlia schools Renovation: Rehabilitation of 7 classroom in 4 schools in Jabal Awlia**  **and Umbada Locality ( 6 classrooms in 3 schools in Jabal Awlia) and one classroom in Umbada ( block #12 school)** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BILL OF QUANTITIES** | | | | | | | |
| **Rehabilitation of 3 schools in Jabal Awlia Locality - Bentiu (6 Classroom)** | | | | | | | |
| **1** | **GENERAL INSTRUCTIONS** | By populating and pricing the BoQ items below, the tenderer certifies and confirms his complete acquatintance with and understanding of the site conditions, scope of work, designs, sepecifications, BoQ, the prevailing market conditions and the local laws and regulations. All and any other items not priced hereunder shall be deemed part of the unit rate pricing all works should be done according to the code of practice, engineering standards and the instruction/ satisfaction of NRC | | | | | |
| **2** | **MASONRY INSTRUCTIONS** | The work include supply material and construct masonry works, the supply of material include red cured bricks, stones, cement, sand, gravel, reinforcement steel, water, all water supply equipments, skilled and unskilled labours, etc.., and curing after building and any other work requirements, all works should be done according to the insruction of NRC | | | | | |
|  | | | | | | | |
| **Ref** | **Title** | **Item(s)Description** | **Unit** | **Quantity** | **Unit Price** | **Total Price SDG** | **Total USD** |
|  | | | | | | |  |
| **1** | **Demolition Works** | | | | |  |  |
| 1.1 | Demolition Works | • Demolish the existing collapsed Latrines in (Konoz ALmaárif) school and remove all the structural and non structural elements after completing the construction of the new latrines unit  • The existing septic hole of the old Latrines to be emptied from remains including conistrucural and non conistrucural elements along with sewage and Refilled with crushed stone and gravel as per appropriate and engineer instructions.  • Removal of old sanitary fixtures.  • Demolition of a 2.65\*4.65 load bearing wall in (George Kungor) school and removal of all the structural and non structural elements. | Job | 1 |  |  |  |
| **2** | **Excavations, Leveling and Compacting Works** | | | | |  |  |
| 2.1 | Excavations, Leveling and Compacting Works | Excavate and cart away any type of soil including all hard and rock layers, temporary earth work supports and the old constructural parts. The excavations should be 50\*80cm for the wall, provide leveling and compacting per Engineer instructions and approval. | M | 5 |  |  |  |
| **3** | **Backfilling Works** |  |  |  |  |  |  |
| 3.1 | Backfilling Works | Supply and provide 2 layers of granite and sand to fill voids between granaite particulars, each layer is 40 cm. any proper types of soil can be used as per Engineer instructions and approval | Job | 1 |  |  |  |
| **4** | **Structure Works** | | | | |  |  |
| 4.1 | Structure Works | • supply and construct a reinforced concrete grade beam (30\*30 cm) grade 35/Nmm² of reinforcment T12@150mm, canes T8@200mm as per technical specifiactions and engineer instructions and approval. | M | 5 |  |  |  |
| **5** | **Brick Works** | | | | |  |  |
| 5.1 | Brick Works | Supply and build 2 red bricks wall (below the grade beam) in (1:6) cement/sand mortat over the backfilled soil. | M | 5 |  |  |  |
| 5.2 | Brick Works | Supply and build 1 brick wall bedded and jointed in (1:6) cement/sand mortar. | M2 | 13 |  |  |  |
| **6** | **Wall Repair Works** | | | | |  |  |
| 6.1 | Wall Repair Works | Repairing to 7 classrooms's walls considering fixing cracks with proper materials as per Engineer instructions, technical advices and NRC Satisfactions | Job | 1 |  |  |  |
|  |  |  |  |  |  |  |  |
| **7** | **Plaster Work** | | | | | |  |
| 7.1 | Plaster Work | Surface should be dry before plastering and must be watered and trawled, taking into considerations the vertically alignments of the surface as per technicall specifications.  • Repair existing Plaster for 7 classrooms's wall . | M2 | 266 |  |  |  |
| 7.2 | Plaster Work | • provide and provide and apply plaster (1:6) cement/sand mortar for the internal face of the wall. | M2 | 13 |  |  |  |
| **8** | **Paintings Work** | | | | | |  |
| 8.1 | Paintings Work | Provide and apply water based paintings for the wall internally and externally as per Engineer insteructions and NRC satisfactions. | M2 | 280 |  |  |  |
| **9** | **Removal Work** | | | | | |  |
| 9.1 | Removal Work | Remove away all the rubbish from the work site. | Job | 1 |  |  |  |
| **#** | **Total Cost:** | | | | | |  |
|  | **VAT 17%** | | | | | |  |
|  | **Grand Total** | | | | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **BILL OF QUANTITIES** | | | | | | | |
| **Rehabilitation of 1 schools in Um Bada Locality – Block #12 (1 Classroom)** | | | | | | | |
| **1** | **GENERAL INSTRUCTIONS** | By populating and pricing the BoQ items below, the tenderer certifies and confirms his complete acquatintance with and understanding of the site conditions, scope of work, designs, sepecifications, BoQ, the prevailing market conditions and the local laws and regulations. All and any other items not priced hereunder shall be deemed part of the unit rate pricing all works should be done according to the code of practice, engineering standards and the instruction/ satisfaction of NRC | | | | | |
| **2** | **MASONRY INSTRUCTIONS** | The work include supply material and construct masonry works, the supply of material include red cured bricks, stones, cement, sand, gravel, reinforcement steel, water, all water supply equipments, skilled and unskilled labours, etc.., and curing after building and any other work requirements, all works should be done according to the insruction of NRC | | | | | |
|  | | | | | | | |
| **Ref** | **Title** | **Item(s)Description** | **Unit** | **Quantity** | **Unit Price** | **Total Price SDG** | **Total USD** |
|  | | | | | | |  |
| **1** | **Wall Repairs Work** | | | | |  |  |
| 1.1 | Wall Repairs Work | Repairing to the Class room walls considering fixing cracks with proper materials as per Engineer instructions, technical advices and NRC Satisfactions | Job | 1 |  |  |  |
| **2** | **Plaster Repairs** | | | | |  |  |
| 2.1 | Plaster Repairs | Apply repairings to the existed plaster internally and externally, surfaces should be dry before plastering and must be watered and trawled, taking into considerations the vertically alignments of the surface using (1:6) cement/sand for the internal walls and (1:4) cement/sand for the external walls. as per the Engineer instructions, technicall specifications and NRC satisfactions. | M2 | 135 |  |  |  |
| **3** | **Painting Works** |  |  |  |  |  |  |
| 3.1 | Painting Works | Provide and apply silk emulision and water paintings for classrooms walls and ceilings, putting in consideration it must be three layers and the first layer must be a silk emulision coating. And two other water based caotings as per technical specifiactions and NRC satisfaction. | M2 | 140 |  |  |  |
| 3.2 | Painting Works | Provide and apply silk emulision and water paintings for External walls. | M2 | 45 |  |  |  |
| **4** | **Boards Repairs** | | | | |  |  |
| 4.1 | Boards Repairs | Repairing to classrooms boards and provide oil based paintings. | M2 | 3 |  |  |  |
| **5** | **Landscape Work** | | | | |  |  |
| 5.1 | Landscape Work | provide and lay 1:2:4 Plain concrete of thickness 10cm to floors of classrooms after leveling as per engineer instructions, technical specifications and NRC satisfaction. | M2 | 50 |  |  |  |
| **6** | **Door and Windows** | | | | |  |  |
| 6.1 | Door and Windows | Provide and Install metalic doors and windows for classrooms - 1.20\*2.20m door | No. | 1 |  |  |  |
|  | Door and Windows | Provide and Install metalic doors and windows for classrooms - 1.00\*1.20m window | No. | 7 |  |  |  |
| **7** | **Removal Work** | | | | | |  |
| 7.1 | Removal Work | Remove away all the rubbish from the work site. | Job | 1 |  |  |  |
| **#** | **Total Cost:** | | | | | |  |
|  | **VAT 17%** | | | | | |  |
|  | **Grand Total** | | | | | |  |

**2- IMPORTANT NOTE:**

You can use the above table.

**OR** you can print your quotation on your own letter-head documents.

Your quotation shall be printed, **signed, and stamped.**

Kindly make sure to include your **company name, address, contact details as well as your Tax Identification Number**.

**Prices must include VAT** (in prices or in total).

If different taxes & fees apply, please specify them all in your quotations and include them all.

**Important Remarks:**

* Sub-contracting and Joint venture can be accepted. The contractor must include the name, and company profile of potential subcontractors or partners.
* The selection criteria are illustrated in the below table.

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| **Price  (Min offered price / bid price X  percentage)** | **25%** |
|  |
| **Availability of Machinery Trucks** | **5%** |  |
| **Payment Terms (Accepts NRC payment terms) Will receive full marks.** | **5%** |  |
| **Delivery Time(Benchmarks is four weeks) 01 - 30d = 25% 31 - 45d = 15% 46d - 60d = 5% >60d = 0%** | **25%** |  |
| **Previous experience in doing similar contracts. in the last 5 years, construction contracts with NGOs worth: Experience With Similar Work = 25% Experience With No Similar Work = 10% No Experience = 0%** | **25%** |  |
| **Financial Capability : >10,000 USD = 15% <= 10K = 10% <= 5K = 5%  < 5k = 0% Overall Balance** | **15%** |  |

**Warranty period & Defect liability guaranty:**

A warranty period of 90 days will be observed. This period will start the day following the reception of the completed work. During the warranty period, the contractor will be obliging to resolve / correct all defects notified to him by NRC.

10% of the total value of the contract will be retained by NRC to cover the warranty period.

The retained amount will be paid once all defects (if any) have been corrected, and within 15 days after the end of the warranty period in case no defects were notified to the contractor.

**3 - Please answer the questions:**

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| What is the currency of the offer?  (SDG, USD, other…)  **Note that NRC will favour quotes in USD. Please read below regarding USD payments.**  **DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.** |  |
| Please confirm your offer inclusive Net price after deduction of discounts |  |
| Please confirm your prices include all taxes and fees (net prices):  (If not, please explain and detail the taxes & fees) |  |
| If your offer is in USD => payment will be made by bank transfer.   * Do you have a USD account in Sudan? if YES, then in which bank. * Do you have a USD account abroad? if YES, then in which bank.   (Please provide bank details for each account)  **Please read the note below regarding payments in USD and quote accordingly.** |  |
| Do you accept payment after completion of work?  (If not, please explain your payment terms upon milestone completion) |  |
| What is your proposed delivery time? (In calendar days). detailed delivery schedule to embedded in the offer |  |
| What is the validity period of your offer?  (In calendar days)  **(Preferable 90 days)** |  |
| Please confirm that you will be able to transport all the necessary machines to the site locations, and that you will ensure the security of your equipment once on site. |  |
| Your company and all your workers must commit to respect the population and to follow the rules and regulations implemented in the site, especially regarding safety and security, and employment =  By submitting a quote, you confirm your commitment |  |
| Please confirm that your company have the necessary insurances to protect your employees, your equipment, the work site and any third party. |  |
| Please confirm you can deliver to our address in:  **Jabal Awlia and Umbada Locality** |  |

**4 - Accepted methods for submission of quotation / offer:**

We recommend you 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 2, or by using your own proforma document.

* By email to: [tagwa.ahmed@nrc.no](mailto:tagwa.ahmed@nrc.no) AND [SD.procurement@nrc.no](mailto:SD.procurement@nrc.no)

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

**IMPORTANT NOTE regarding USD quotes and payments:**

* You must choose between quoting in USD or quoting in SDG.
  + **Do not provide quotes in both currencies. If you do so, only your quote in USD will be considered for assessment.**
* If your quote is in USD, then you will be paid in USD.
  + **You must be in capacity to accept the payment.**
* NRC will favour payment in USD, in Sudan, in the same bank.
* NRC has USD bank accounts in:
  + Blue Nile Mashreg Bank
  + United Capital Bank.
* For payment within Sudan, you must have a bank account in one of the same banks as NRC.

**We encourage you to contact us directly if you have questions or need clarifications before submitting your quotation.**

**4 - Your Company details:**

* **General information**

|  |  |  |
| --- | --- | --- |
| Name of the company |  |  |
| Name of the owner(s)  Date of birth of the owner(s)  *(Mandatory for screening)* |  |  |
| Address of the company |  |  |
| Name of contact person |  |  |
| Position |  |  |
| Email |  |  |
| Phone |  |  |

* **Company bank account details:**

|  |  |  |
| --- | --- | --- |
| Beneficiary name: |  |  |
| Beneficiary account no.: |  |  |
| Beneficiary Bank: |  |  |
| Bank branch: |  |  |
| SWIFT: |  |  |
| IBAN: |  |  |
| Bank address: |  |  |

* **References**

Please provide details of at least 3 client references whom NRC may contact, preferably from NGOs and UN agencies, for similar related works:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client/company name** | **Contact person** | **Phone** | **Email** | **Contract details (works, location, size, value, etc)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| … |  |  |  |  |

* **Equipment**

Please provide details of any relevant machinery/equipment/vehicles owned by the company that would potentially be used for construction: (do not mention rented items):

|  |  |
| --- | --- |
| **Type of machinery/ equipment/ vehicles** | **Quantity** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| … |  |

**5 - Mandatory documents to attached to your quotation / offer:**

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

|  |  |
| --- | --- |
| **Mandatory documents** | **Checked (Y/N)** |
| **Copy of renewed business license – Compulsory** |  |
| **Copy of VAT registration – Compulsory** |  |
| **Company tax registration certificate – Compulsory** |  |
| **Availability of Machinery Trucks - Compulsory** |  |
| **Past contracts/ POs as proof of experience for similar contracts – Compulsory** |  |
| **Financial Statement from your bank for the last 12 months – Compulsory (BANK LETTER WILL NOT BE ACCEPTED)** |  |
| **Detailed delivery schedule (this is an emergency response project) - Compulsory** |  |
| **Copy of company directors ID’s – Compulsory** |  |
| **Copy of contractor association certificate** |  |
| **Company Profile – Optional** |  |
| **NRC Request for Quotation (filled up, signed and stamped)**   * **You can use the RFQ table above** * **Or any other format of your choice, but specifying all items in the RFQ list.**   **You must Sign and Stamp each page.** |  |

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

**6 - Payment information:**

**For payment by cheque**, please indicate under which name NRC shall issue the cheque. You can write name in Arabic or in English. (**For Payment in SDG**)

|  |
| --- |
|  |

**7 - 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.

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.

NRC is obliged to ensure that its procurement decisions are clearly justified and 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

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.