

REQUEST FOR QUOTATION

TO: <Name and address>

Date of issue:	25 Oct 2023
File no.:	NCAPS23029
Contract title:	Solar System
Closing date:	07 Nov 2023 at 14:00
For further information, please contact the Contracting Authority:	Norwegian Church Aid-Sudan Port Sudan Office Contact person: Abdelsalam Adlan Tel: +2499110270329 E-mail: procurement.sudan@nca.no
Please note that the Quotations may be delivered to the Contracting Authority at the above address by in a sealed envelope clearly marked with the above File Number and the name of the submitting company.	

NORWEGIAN CHURCH AID, SUDAN INVITES YOU TO SUBMIT A QUOTATION FOR THE SUPPLY AND INSTALLATION OF SOLAR SYSTEM IN NCA PORT SUDAN OFFICE

INSTRUCTIONS

A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

A.2. General

The goods to be purchased are for use by the Contracting Authority in its Read Programme in Sudan an intervention supported by NCA OWN FUND The supplier can submit a quotation for one, several or all lots.

A.3. Cost of quotation

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

A.4. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with article 13. "Child Labour and Forced Labour" and article 14 "Mines" of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

A.5. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

A.6. Documents comprising the Request for Quotation

The Supplier shall complete and submit the following document with his quotation:

1. The attached Quotation Submission Form
2. Suppliers technical specifications
3. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates and membership certificates of any relevant professional bodies (Shall only be submitted if you have not delivered to the Contracting Authority before)
4. References that we may contact for further background information of your company. (Shall only be submitted if you have not delivered to the Contracting Authority before)

A.7. Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

The price shall be quoted in USD or SDG

For evaluation purpose, where quotations are given in SDG it shall be converted into USD at the rate published in Sudanese Central bank on the closing date.

VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

A.8. Validity

Quotations shall remain valid and open for acceptance for 30 days after the closing date.

A.9. Closing date

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

A.10. Award of Contract and Criteria

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively And provide after sales service.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.11. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 5 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it, to the Contracting Authority. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

A.12. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

SPECIAL CONDITIONS

B.1. Scope of Supply

The subject of the contract is the supply, and installation of the supplies described in the Price and Technical Data Form in Annex 1, and TR Annex 2. The supplier will confirm if after sales services is included in the offer.

B.2. After sales Service

The supplier shall ensure availability of local after sales service and warranty service in Sudan, Port Sudan and shall provide contact details and a description of the local representative responsible for providing after sales service.

B.3. Installation and Commissioning

The supplier shall include in his quotation a complete and detailed plan for start-up and commissioning of the equipment at the project site and shall clearly state what is included in the price and what costs are not included. Any costs that can be reasonably foreseen as necessary for the installation and commissioning of the equipment that are not specifically included or excluded in the price, will be deemed to be included in the overall price.

B.4. Training

The supplier shall do a training to NCA staff in Port Sudan office on how to operate the solar system in a safe way so as not to cause any defect on the system or harm on NCA staff, as well as how to take care of the solar panels to keep them clean for efficient power generation, and how to act in case of technical failures and emergencies when the company maintenance team is not accessible or not needed.

B.5. Payment

Payment will be made upon receipt of the following documents and within 30 days after receipt of goods:

- (a) Invoice (one original + two copies)
- (b) Proof of delivery and installation – Satisfaction certificate provided by Contracting Authorities
- (c) Warranty Certificate (one original)

QUOTATION SUBMISSION FORM

PRICE SCHEDULE (Price and currency to be inserted by supplier)

Item	Description	Unit	Qty	Currency USD or SDG	
				Unit Price USD or SDG	Total Price USD or SDG
1	Solar System , to Capable to run the below items in the Term of reference Annex 2	System	1		
	Total price				
	Value added tax (VAT)				
	Total price incl. VAT				

	Information to be entered by supplier in the below columns
Please state name of Manufacturer	
After sales service and warranty service	
Please state full contact details of the local after sales service.	
Delivery date	
Expected installation period after signature of contract:	days
Technical specification	
Complete technical description is attached (Y/N)	
References	
Please provide 2 references for similar works or any solar installation	
Name and phone number reference 1	
Name and phone number reference 2	

Suppliers are requested to complete the following form.

The following technical specifications are provided in the format of a checklist. They are compulsory as minimum standard and will be the only basis for the Contracting Authority to assess the technical compliance of the equipment presented in the quotations. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Quotations for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

ANNEX 1 TECHNICAL DATA FORM

Item no.:	Parameter	Characteristics (Contracting Authorities minimum requirement)	Comply (Y / N)	Deviations, if any, to be described in this column
1	Description	Solar Panel		
	Specifications			
2		Warranty period		
	Description	Battery		
	Specifications			
3		Warranty period		
	Description	Inverter		
	Specifications			
4		Warranty period		
	Description	Controller		
	Specifications			
5		Warranty period		
	Description	ATS		
	Specifications			
6		Warranty period		
	Description	Wire Cable		
	Specifications			
		Warranty period		

Annex 2 Terme of reference

Solar System for NCA Port Sudan Office

Installation Location:

- Port Sudan, NCA Al Matar Avenue.
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Appliances Details:

- The system is expected to run at least the below items:

Items	Description	Qty
1	24000BTU AC Inverter Split unit, T3, Diken	3
2	18000BTU AC Inverter Split Unit, T3, Diken	1
3	18000BTU AC Inverter Window Type, T3, Gree	4
4	Refrigerator, Inverter, LG	2
5	Water Dispenser	2
6	Fans	6
7	Lamps, small led bulbs	20
8	Network Routers, low current	2
9	Network Access Points, low current	4
10	Office small Printer	1
11	Laptops	5
12	CCTV camera system	1

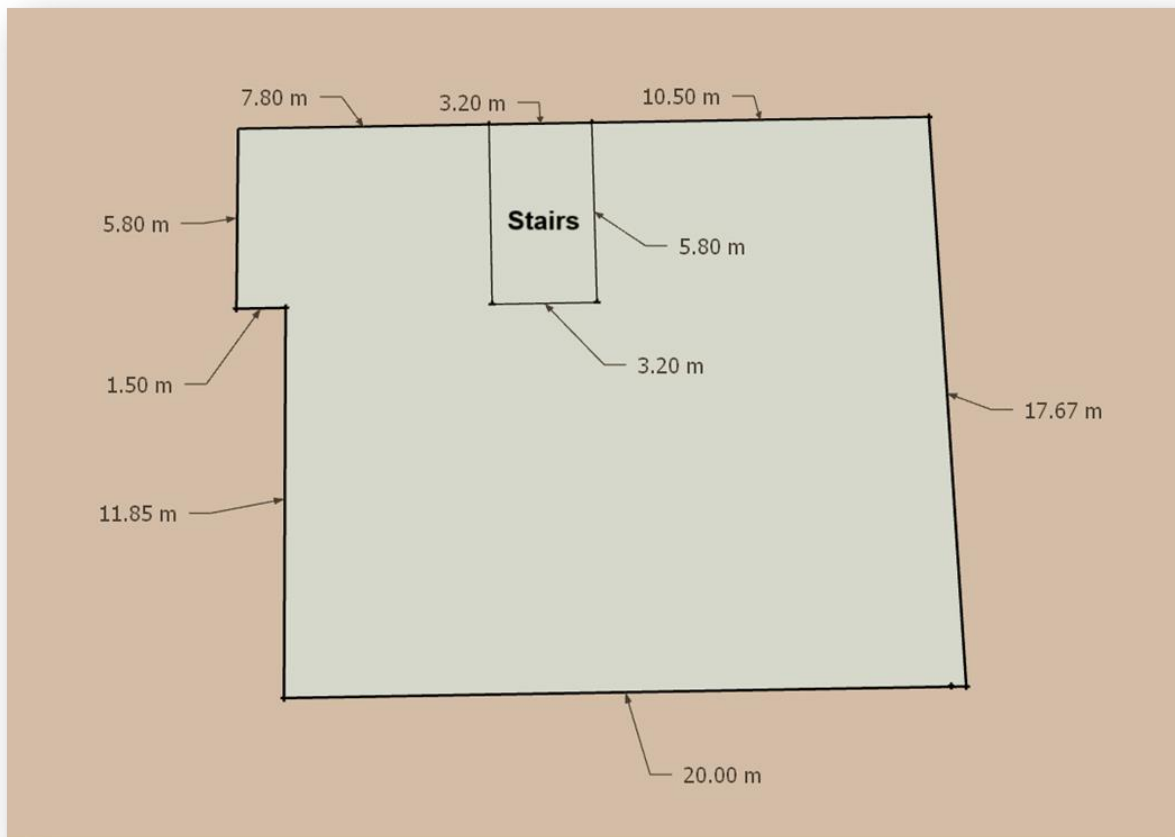
Parameters:

- Solar panels will be installed on the roof of the building on top of the second floor:
 - The roof is concreted.
 - The roof has no shade, no building around or any blocking sights.
- The panels need to be elevated from the roof for 1.7 meters height, on the support structures.
- The main changeover switch is on the ground floor - distance of the main cable(s) from the solar panels to the inverter and batteries must be considered -:
 - Depending on the number and size of the batteries: Batteries can be kept next to the changeover switch on the ground floor under the stairs, or an alternative location can be provided if possible/available after the site survey.

Requirements:

- The actual building has appliances more than what mentioned in the table above, in case of unintentional overload it is recommended to have overcurrent/overload protection equipment/mechanism installed with the system.
- The building has a power generator installed, either the city power or the solar or the power generator will be running at the time, so: manual changeover switch, or ATS is required to be installed, whatever applicable:
 - Note that the current setup is City power and Power generator with a changeover switch.

Roof Map:



Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

After having read this Request for Quotation NCAPS23029 on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria stated in the Instructions.
- Certify and attest compliance with the Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

The Contractor

Name of the company

Address

Telephone no.

E-mail:

Name of contact person

Date: