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| **Request for Quotation** |

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| **FROM** | **NORWEGIAN REFUGEE COUNCIL** |
| Address | White Nile State, Kosti, Area Office |
| City | Kosti |
| Country | Sudan |
| Phone # | +249 962593663 |
| Email | [fatima.juma@nrc.no](mailto:fatima.juma@nrc.no) |

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| **Kindly fill this information** | |
| **Supplier name** |  |
| Address |  |
| City |  |
| Country |  |
| Phone # |  |
| Email |  |

The office of the Norwegian Refugee Council invites your company to submit a price quotation for the following service in accordance with the requirements detailed below. You may use your company format or fill up the table below. Please carefully read the instructions on page 2.

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| **Request for Quotation Requirements** | | | |
| RFQ #: | PF-KSI-AO-240 | Currency | SDG |
| RFQ Issuing Date: | April 4, 2024 | Bid Validity Period (days): | Preferably 30 days |
| RFQ Closing Date: | April 11,2024 | Required Delivery Date: | Within 10 days |
| RFQ Closing Time: | **04:00 PM (GMT +2)** | Required Delivery Destination: | White Nile State, Kosti, Alandalus Area, NRC Warehouse western of the office |
| Questions to the RFQ | [fatima.juma@nrc.no](mailto:fatima.juma@nrc.no) | Required Delivery Terms: | GRN |

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| **Item**  **#** | **Description/ Specifications** | **Unit** | **Quantity Required** | **Unit Price** | **Total Price** |
| 1 | 20L white plastic jerry can | Piece | 2000 |  |  |
| 2 | Bath soap good quality 250 gm antibacterial | Piece | 5000 |  |  |
| 3 | laundry soap good quality 200gm | Piece | 3000 |  |  |
| 4 | Sanitary Pads, disposable, pack of 10. Ultra-Thin Material: Cotton Shape: Winged  Feature: Super | Piece | 3000 |  |  |
| 5 | Toothpaste Medium-size 75 ml Highly effective | Piece | 1000 |  |  |
| 6 | Adult Toothbrush Large-size toothbrush flexible bristles with high quality | Piece | 1000 |  |  |
| 7 | Hair comp Large plastic hair comb | Piece | 1000 |  |  |
| 8 | Nail clipper Large stainless steel nail clipper with chiller inside | Piece | 1000 |  |  |
| 9. | Female underwear - multiple size | Piece | 3000 |  |  |
| 10. | Polypropylene Bag for backing items | piece | 1000 |  |  |
| **GRAND TOTAL (Including Transportation cost and VAT)** | | | | |  |
| **Currency (SDG)** | | | | |  |

**Important notice:**

* Bidders must provide sample for each item; **any bidder will not submit sample shall not be considered for further assessment.**

Items sample must be delivered to NRC CAO in Kosti, Andalus Area, Alandalus St, Northern of WFP.

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| the currency of the quote MUST be in **SDG** only. |  |
| Delivery Lead Time (in days, from receipt of NRC Purchase Order) |  |
| Bid Validity Period (in days from receipt of NRC Purchase Order): |  |
| Please confirm the following payment terms:  100% After Delivery  (No Advance payment can be issued) |  |
| Please confirm submitting sample for bids quoted in this RFQ |  |

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| **Name** |  |
| **Position** |  |
| **Date Signature Stamp** |  |

**RFQ Terms & Conditions**

**Manner of Submission:**

* By hand in a sealed envelope to NRC Kosti Area Office located in **White Nile State, Kosti, Alandalus Area, Alandalus Street, North of WFP.**
* By email to the dedicated and secured email address: [fatima.juma@nrc.no](mailto:fatima.juma@nrc.no) (**offers received on other email addresses will not be considered**) with subject: **PF-KSI-AO-240**
* Before the Closing date & Time mentioned above. Companies who do not submit their quotation by this deadline will not be considered.

**Requirements:**

* All Bids must include all customs and taxes payable in the country of delivery unless the RFQ specifically requests differently
* Bids must be submitted in the currency indicated in the RFQ. Bids in other currency might not be accepted
* Bids must be valid for the validity period indicated in the RFQ. Bids not meeting this validity period might be disqualified
* All enquires and questions should be addressed to the email given in the RFQ details section. All questions and answers will be shared with all invited suppliers.
* 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.

**Assessment Criteria:**

* All bids received and accepted will be evaluated based on the following:
* Step 1: Administrative compliance check: Each bid will be checked to ensure compliance with all the RFQ requirements
* Step 2: Technical Evaluation: All bids will be technically evaluated based on “best value for money”
* Step 3: Financial Evaluation: Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality

**Mandatory documents:**

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| **Requested document** | **Check (Y/N)** |
| Company registration Certificate |  |
| Tax registration certificate |  |
| NRC RFQ TO BE SIGNED AND STAMPED **IN EACH PAGE** |  |
| Relevant experience certificate (if available) |  |
| **Sample for the requested items to be delivered jointly with the RFQ to NRC CAO – Kosti** |  |

**Payment terms:**

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

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| 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 also expects suppliers who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation.  Suppliers processing personal data on an NRC contract will be required to sign a data processing / sharing agreement as part of the contract.  Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.  If the activities of the contract take place in areas with Explosive Hazards, NRC accepts no liability for injury and/or death to contractor’s staff or damage to contractor’s property. | Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation and donor regulations require NRC to screen contractors against various international lists to ensure due diligence.  Submission of the quotation constitutes acceptance of these screening practices.  NRC aims to purchase products and services with 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.  All suppliers doing business with NRC should maintain high standards on ethical and environmental issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. **Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid**.  NRC reserves the right to reject quotations provided by suppliers not meeting these standards. |