**REQUEST FOR QUOTATION**

Date: 24 May 2022

***From:***

Norwegian Refugee Council (NRC)

Khartoum Office

Address: 4th Floor 20 Block 9E, 15 Square Alemtedad East Khartoum

Contact person: **Hussam Edine Tarig**

Position: Logistics Assistant

Email: Hussam.Mohammed@nrc.no

Phone: +249 91 749 7330

**Deadline for submission: 31 May 2022 @ 03:00 PM**

All interested and eligible firms are requested to submit their offers by email [SD.procurement@nrc.no](mailto:SD.procurement@nrc.no) combined by sample for each item submitted to the address specified above

**1 - NRC is looking for the following items :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Items** | **Specifications** | **Unit** | **Qty** | **Unit Price with VAT** | **Total Price with VAT** |
| **1** | Vehicles Numbering Stickers | Ploter stickers,10x20 cm , good quality, including installation, each set include 4 stickers | Set | 50 |  |  |
| **2** | NRC Airport Sign | from wood, 40x30 cm, Oval shape with handle | Pcs | 4 |  |  |
| **GRAND TOTAL (incl. VAT)** | | | | |  | |

**Samples:**

|  |  |
| --- | --- |
| C:\Users\HP\Norwegian Refugee Council\SD NRC Team Site Logistics - Documents\KRT CO\Procurement\PROCUREMENT FILES\PF-KRT-623- Vehicles Numbering Stickers\New Project.jpg  Item 2 | C:\Users\HP\Downloads\Numbering Sticker.jpeg  item 1 |

**IMPORTANT NOTE:**

NRC is seeking to purchase a long lasting solid quality of supplies. Not the cheap and low quality and not also luxurious quality. Please provide durable samples that are preferably not highly priced and are available in the reasonable lead time.

* **The supplier must provide samples for each item quoted for.** In case the supplier didn’t submit samples, they **will be disqualified from the competition and will not be considered for further assessment.**

You can use the above table OR print your quotation on your own letter-head 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 ?  *(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 products will be **packed and labelled with Item name and quantities in the box** |  |
| 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 delivery?  *(if not, please explain your payment terms)*  ***Payment will be within 15 working days after the delivery of products*** |  |
| What is the validity period of your offer?  *(in days)*  ***(Preferable 30 days)*** |  |
| What is the guaranty period? |  |
| Please explain the guaranty conditions if any : |  |
| What is the origin of the items?  *(manufacturing country)* |  |
| Please confirm you can deliver to our address in :  **NRC Warehouse, Coneka Area** |  |
| What is the delivery time?  *(please specify delivery schedule if any)*  ***(Preferable one week)*** |  |
| Please confirm delivery cost is included in the price? |  |
| Please confirm your availability to submit samples for the items - **mandatory**  \***please note that any quotation without samples or technical specifications will not be considered for further assessment** |  |

**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).

**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 bank as NRC.

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

**4 - Your Company details :**

|  |  |  |
| --- | --- | --- |
| 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 |  |  |

**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)** |
| Company registration certificate |  |
| Company tax registration certificate |  |
| NRC Request for Quotation (filled up, signed and stamped)  Additional quotation on company letter head document, if any… |  |

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**)

|  |
| --- |
|  |

***Attention :*** *if the name is not the company name, please provide a supporting letter to authorized NRC to issue the cheque under the name of the owner of the company or under the name of one of its employee. Contact us directly for more details.*

**For payment by bank transfer**, please provide us with bank account information.

**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.