**REQUEST FOR QUOTATION**

Date : 16 Nov 2022

***From:***

Norwegian Refugee Council (NRC)

Khartoum Office -

Address : The Nile Tower, Fourth Floor Block 10, Building #20, Street 63, Khartoum

Contact person : **Asmaa Mohammed**

Position : Procurement Co-ordinator

Email : sd.procurement@nrc.no

Phone : +249 91 121 9777

**Deadline for submission : 21 Nov 2022 @ 12h00**

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

**LOT #1: Generator 30 KVA**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Items** | **Specifications** | **Unit** | **Qty** | **Unit Price with VAT** | **Total Price with VAT** |
| 1 | Generator 30 KVA | Diesel, Silent, liquid cooled. | Pc | 1 |  |  |
| 2 | Change over switch | Manual switch, secured switch box with **3 positions** | Pc | 1 |  |  |
| 3 | Electric cable 3 phases + neutral + ground for 30 KVA | Suitable for connexion of the generator to the building, per meter –Thickness: 35mm  Note that actual meter size can increase or decrease based on actual needed size + cable accessories | Mt | 30 |  |  |
| 4 | Breakers 3 phases + neutral + ground | Main breaker, suitable rating, per meter | set | 1 |  |  |
| 5 | Engine oil | Suitable for all generators  Per gallon | Gal. | 20 |  |  |
| 6 | Connection | Connection between change over switch for the above generator | LS | 1 |  |  |
| 7 | Lugs | Lugs for the above generator | LS | 1 |  |  |
| 8 | Transport & Installation to NRC Office – Al Fasher - Kutum | 1 generators 30 KVA  Full installation, incl, concrete foundation, switch and main breaker + workmanship + testing | Work | 1 |  |  |
| **GRAND TOTAL (incl. VAT)** | | | | |  | |

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:**

Please detail your answers to get a better score.

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| Can you provide a quote in USD ?  **Note that NRC will only accept quotes in USD for this purchase. Please read below regarding USD payments.**  **DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.** |  |
| Please confirm your prices include all taxes and fees (net prices) :  *(if not, please explain and detail the taxes & fees)* |  |
| Please confirm the following payment terms:  *100% After Delivery*  *(No Advance payment can be issued)* |  |
| What is the validity period of your offer?  *(in days)* |  |
| What are the brand and model of each generator?  *Please provide photo or brochure or website. (****Mandatory)*** |  |
| Please provide exact specifications of each additional items (cable, breakers, change over switch…)  *Please provide photo or brochure or website.*  *(****Mandatory)*** |  |
| Warranty:   * Explain the length of the warranty * Explain what is covered by the warranty * Explain how the maintenance should be handled during the warranty period (ex : done by the supplier’s team…)   *Please provide as much details as possible.* |  |
| What is the origin of the items?  *(Manufacturing country)* |  |
| Please confirm you can deliver and install to :   * Kutum – El Fasher (location, NRC Office ) |  |
| Do you have a truck with a crane for the installation of the generator? if not, please explain how you are going to proceed. |  |
| Do you have a specialized team to install the generator and do all the electrical connections?  *(Explain)* |  |
| Do you have all the items in stock?  What is the delivery time (on site)?  *(Please specify* ***delivery schedule if any****)*  *NRC Prefer the item to be in stock and delivery within one week).* |  |
| Expected delivery date for Generator 30 KVA to Darfur – El Fasher Kutum within one weeks Maximum |  |

**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.

* **By Hand to the above address mentioned above**

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.~~
* **NRC can accept quotes in USD for this purchase**
  + **Do not provide quotes in both currencies.**
* 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 can also provide payment from our Head Office account to supplier’s account outside of Sudan. Be aware that this process can fail !
* 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.
* For payment outside of Sudan (UAE or others) to one of your company, please provide us with the following :
  + A quote under the name of your company abroad.
  + The bank account details of the company.

**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… |  |
| Technical description / **catalogue** |  |
| **Capacity & Lead Time** |  |
| **Financial Statement for the last one year** |  |
| Company Profile |  |
| **Similar previous experience** – Copy of contract / Purchase Order / proof of experience |  |

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.

|  |
| --- |
|  |

***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.