**REQUEST FOR QUOTATION**

Date: 17/11/ 2022

***From:***Norwegian Refugee Council (NRC)

South Kordofan –Kasogi Office , AL souk Road ,House No 12

<https://goo.gl/maps/ppyRwrzuUeCX6pVy6>

Contact Person : **Noureldin Mahmoud**

Position : Support Coordo

Email : Noureldin.elwali@nrc.no

Phone: +249924244680

**Deadline for submission: 24/11/2022**

NRC is looking for a qualified supplier to delivering School uniform for basic and secondary schools in South Kordofan

.

Please note that all transportation to NRC Kadugli Office prices will be included with the cost

**Please find below the list of items and services that are required.**

**Specifications:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref #** |  | **Item(s)Description** | **Unit** | **Quantity** | **Unit Price** | **Total Price** |
| 1 | Shirts for Boys primary School, uniform | small size for 7 - 9 years age= 78 pcs  middle size to 10 -12 years age=78 pcs  large size to 13 - 15 years age=79 pcs | Pcs | 235 |  |  |
| 2 | Trousers for Boys primary School, uniform | small size for 7 - 9 years age= 78 pcs  middle size to 10 -12 years age=78 pcs  large size to 13 - 15 years age=79 pcs | Pcs | 235 |  |  |
| 3 | Shirts for Girls primary School, uniform | small size for 7 - 9 years age= 113 pcs  middle size to10 -12 years age=113pcs  large size to 13 - 15 years age=114 pcs | Pcs | 340 |  |  |
| 4 | Pants for Girls primary School, uniform | small size for 7 - 9 years age= 113 pcs  middle size to10 -12 years age=113pcs  large size to 13 - 15 years age=114 pcs | Pcs | 340 |  |  |
|  |  | **TAX** |  |  |  |  |
| # |  | **TOTAL (including TAX)** |  |  |  |  |

You can use the above table *OR* print your quotation on your own letterhead 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?  *(Euro, USD, GBP other…)*  **Note that NRC will favour quotes in SDG.**  **Note that NRC will favour quotes in USD. Please read below regarding USD payments.**  **DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.** |  |
| 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 confirm **the achieved work will be according to the attached BOQ & described quality.** |  |
| Do you accept payment after delivery?  *(If not, please explain your payment terms)*  ***Payment will be within 30 working days after the delivery of the service.*** |  |
| 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)* |  |
| What is the delivery time?  *(Please specify delivery schedule if any* |  |
| Please confirm delivery cost is included in the price? |  |

**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.**

**3 - 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 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).

**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 |  |  |

* **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 ATTACH 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 letterhead document, if any… |  |
| Suppliers Ethical Standards Declaration signed and stamped |  |
|  |  |

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

**6 - PAYMENT INFORMATION:**

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

NRC is not subject to VAT; therefore, all offers should be exclusive of VAT costs.

**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 employees. Contact us directly for more details.*

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

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.

**7 - INSPECTION**

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

**8 - 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.

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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.