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| **Norwegian Refugee Council (NRC) Sudan**  **RFQ: PF-GAD-664-113-02-2025- Hall Rental Service AGREEMENT**  **IN GADARIF** |

**Date: 24/04/2025**

##### SUBJECT: REQUEST FOR QUOTATION

Dear Mr/Ms

NRC is looking for reliable suppliers to provide  **Hall** Rental Se**rvice**, to support our operation in Gadarif

The outcome of this Request for Quotation will be one or several Agreement(s) signed for a period of 6 to 12 months.

If you are interested, please Down load the attached bidding document , please contact [abdulaziz.omer@nrc.no](mailto:abdulaziz.omer@nrc.no) and Cc: [**sd.procurement.gadarif@nrc.no**](mailto:sd.procurement.gadarif@nrc.no) to participate in the information session on May 8th, 2025.

**The deadline for submission: 12/05/2025**

Yours sincerely,

The Bid Committee.

**RFQ PROCESS**

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| **SCHEDULE** | **DATE** | **Comment** |
| Request for Quotations Launch  الإعلان عن فتح التقديم للعطاء | 30/04/2025 |  |
| Information Session  جلسة معلومات | 8/05/2025  (12:00 – 02:00PM) |  |
| Period of submission of offer فترة تقديم العروض | From 30/04/2025  To 12/05/2025 |  |
| opening session by NRC   موعد فتح المظاريف وسيتم الفتح داخليا بواسطة لجنه المناقصة التابع للمجلس النرويجي للاجئين | 15/05/2025 |  |
| Hall Sample technical check  الكشف والمعاينة على السيارات | 18-/19/05/2025 |  |
| Notification of award to the successful bidder  إخطار الفائز بالعطاء | 20/05/2025 |  |
| Signature of the contract  توقيع العقودات | Expected by  22-25/05/2025 |  |

**What should I do if I am interested?**

Suppliers interested in rendering Meals, Refreshment & Office Supplies to NRC are invited to attend the information session to learn more about the process and ask all their questions.

**How to submit my offer?**

Interested suppliers will have the opportunity to present their Hall Sample to the NRC committee during the period of submission of the offer (see schedule above).

Please carefully read the NRC Requirement below to understand what NRC needs, and how to submit your offer.

Technical offer (all required documents) to be submitted via [**sd.procurement.gadarif@nrc.no**](mailto:sd.procurement.gadarif@nrc.no).

NRC will check the documentation and inspect the Samples (technical check) to make sure everything is up to NRC standards.

Interested suppliers will be informed of the results of the technical check immediately

**How will I know if I am selected or not?**

At the end of the submission period, the NRC committee will open all the financial envelopes and will decide on the selected suppliers Following the predefined criteria.

Selected suppliers will be invited to the NRC office to discuss the contract.

**Non - Selected Suppliers will receive aregret letter.**

**What should I expect out of this process?**

**NRC will offer a 12-month agreement with the selected supplier(s).**

**The agreement period may be negotiated between NRC and the supplier.**

**NRC may sign more than one agreement with more than one supplier.**

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|  | **NRC REQUIREMENTS – Financial Offer**   |  |  |  |  | | --- | --- | --- | --- | |  | | To be filled by Supplier | | | Item  # | Description/ Specifications  الوصف | | Unit  الوحدة | | Quantity Required  الكمية | Unit Price  سعر الوحدة | Total Price  الجملة | | 1 | Rental Hall of 8\*12 Meter (including Seats, Tables, Fans, Air Condition, Speaker, projector, wash facility, permission from tourism & residency authority) | | Service | | 1 |  |  | | 2 | Rental Hall of 6\*10 Meter  (including Seats, Tables, Fans, Air Condition, Speaker, projector, wash facility, permission from tourism & residency authority) | | Service | | 1 |  |  | | 3 | Hall 9\*5  (including Seats, Tables, Fans, Speaker, projector, wash facility,) | | Service | | 1 |  |  | | 4 | Hall 6\*4 Type Siwan  (including Seats, Tables, Fans, Speaker, projector, wash facility) | | Service | | 1 |  |  | | 5 | Chicken Size of 230 Gram Packet contains ( Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread,  chili paste, Ketchup, Mayonnaise) | | Packet | | 1 |  |  | | 6 | Water bottle of 600ML | | bottle | | 1 |  |  | | 7 | Pepsi size 250 ML | | Can | | 1 |  |  | | 8 | Colla size 250 ML | | Can | | 1 |  |  | | Total | | | | | |  |  | |  |  |
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**Selection Criteria :**

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| **Criteria** | **Weight** | **Scoring method** | |
| **Price** | 35% | **(Min offered price/bid price X percentage)** |  |
| **Payment Terms** | 10% | **(Accepts NRC payment terms, with no request for advance.) Will receive full marks.**   * Advance payment – 0% * Payment after delivery – 10% |  |
| **Quality of Service:** | 25% | **Sample review based on sample specification**  **per each item:**  **Good quality 25% based on the sample**  **Medium Quality 10% based on the sample**  **Poor Quality 0% based on the sample**   * **adherence to NRC Specification – 100%** * **No adherence to NRC Specification – 0%** |  |
| **Delivery Time** | 10% | **(Benchmarks is )  1 day after the Order Signed = 10%**  **3 day after the order signed = 5% more than 3days = 0%** |  |
| **Previous experience with NGO, with NGOs & UN and other entities** | 10% | **Provide all relevant Copies of POs/contracts/ completion certificates/ reference letters of similar projects and Reference checks required**  **The supplier possesses the full package of items will score - 10%**  **the supplier possesses partial items will score-5%**  **the supplier non possess will score -0%**  **No Copies of POs/contracts/ completion certificates/ reference letters of similar projects - 0%** |  |
| **Financial Capacity** | 10% | **Bank statement / financial statement**  **> 15K USD 10% > 8 K USD 5%**  **<500 USD 0%** |  |
| **Total** | **100%** | | |

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| Delivery Lead Time (in days, from receipt of NRC Purchase Order)  قترة التوصيل أو التنفيذ بالايام |  |
| Bid Validity Period (in days from receipt of NRC  Purchase Order):  *صلاحية السعر بالايام بعد التوقيع علي امر الشراء* |  |
| Defects liability and guarantee period:  فترة الضمان  ملحوظة ( للاجهزة والمعدات والانشاءات ) |  |
| Country of origin of the goods  بلد المنشأ او الانتاج ان وجد |  |

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| Name  الاسم |  |
| Position  الوظيفة |  |
| Date Signature  Stamp  التاريخ – التوقيع – الختم |  |

**RFQ Terms & Conditions**

**Manner of Submission:**

* By email to the dedicated and secured email address

[sd.procurement.gadarif@nrc.no](mailto:sd.procurement.gadarif@nrc.no)

* 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.

**Mandatory documents:**

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| Requested document | **Check (Y/N)** |
| Company registration Certificate شهادة تسجيل |  |
| Vat Registration Certificate التسجيل في القيمة المضافة |  |
| Tax registration certificate الرقم التعريفي الضريبي |  |
| Passport Copy / ID of company director صورة من أثبات الشخصة \ جواز بطاقة قومية |  |
| Copies of relevant Experience relevant Activates خبرة سابقة في المجال ان وجد |  |
| NRC RFQ to be signed and stamped in each page التوقيع والختم في كل الصفحات |  |
| Technical Specification photo attached  صورة مرفقة من المواصفات الفنية |  |
| Ethical Standards Signed and Stamped المعايير الاخلاقية توقع وتختم لمن يرسو اليه المناقصة او العطاء |  |

**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

**Payment terms:**

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

سيتم الدفع خلال 30 يوم بعد استلام المواد أو انجاز الاعمال بواسطة التحويل البنكي أو الشيك

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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. |