

FROM	NORWEGIAN REFUGEE COUNCIL
Address	White Nile State, Kosti, AO
City	Kosti
Country	Sudan
Phone #	+249 962593663/0100997095
Email	sd.procurementskao@nrc.no

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 items 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.

Request for Quotation Requirements			
RFQ #:	BD-KSI-AO-586	Currency	SDG
RFQ Issuing Date:	May 12, 2025	Bid Validity Period (days):	Preferably 30 days
RFQ Closing Date:	May 18, 2025	Required Delivery Date:	15 days
RFQ Closing Time:	04:00 PM (GMT +2)	Required Delivery Destination:	Kosti localities and Rabak
Questions to the RFQ	sd.procurementskao@nrc.no	Required Delivery Terms:	DAP

To be filled by NRC				To be filled by Supplier	
Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	2,575 lemon trees for Om-hany (1500) lemon trees, Laban (1000)lemon trees and Al-haj Fadol(75) lemon trees communities to start households afforestation ليون	Unit	2575		
2	2,500 Gawafa trees for Om-hany(1500) Gawafa trees,Labn (1000)Gawafa trees to launch afforestation process on the households levels. جوافة	Unit	2500		
3	75 Gideam trees for haj fadol commuinty for househods afforestation شجرة قيديم	Unit	75		
4	1500 Mango trees for Um hany community for households afforestation . منقة	Unit	1500		
5	2,575 Nium trees (shelter trees) for um hany (1500 Nium trees) ,laban (1000 Nium rees) and haj afadol(75 nium trees) communities to start afforestation process on the households leve شجر النيم	Unit	2575		
6	75 Dign al-basha trees (shelter trees) for haj fadol community for households afforestation. دفن الباشا	Unit	75		
7	1500 Labakh trees for um hany community to start afforestation proccess on household level. لبخة	Unit	1000		
8	20 lemon trees for Al-rhmania and Al-abasya communities to Establishing nursery ليون	Unit	20		
9	60 Mango trees for Al-rahmania ,Al-abasya and Fangoga communities to Establishing nursery. منقة	Unit	60		
10	60 Orange trees for Al-rahmania Al-abasia and fangoga to Establishing nursery. برتقال	Unit	60		
11	20 Banana trees for Fangoga community to Establishing nursery موز	Unit	20		

12	20 Geshta trees for Fangoga community to start households afforestation. قشطة	Unit	20		
	Grand Toal				
	Transportation to designed locations				
	VAT				
	Grand Total included Vat				

Delivery Lead Time (in days, from receipt of NRC Purchase Order)	
Bid Validity Period (in days from receipt of NRC Purchase Order):	
Attached experience certificate	

Name	
Position	
Date Signature Stamp	

Selection Criteria :

1	Price	35
2	Quality 1- Tree from diseases and pests: no spots, rot, or insects. 2- Ideally between 6 months to 1 year old (depending on the tree type). 3- Ideal height: 50 cm to 1.5 meters depending on the tree species. 4- Leaves: green, healthy, and free from yellowing or holes. 5- Roots: abundant, well-branched, and not coiled or restricted (especially in bagged or potted seedlings).	30
3	Seedlings plants delivery to the Distribution location if yes , indicate that in letter to include transportation to each location	5
4	Timeline (delevery time)	10

5	Relevant Similar Experience on supplying seedlings or regenerative tools 5 points per each contract/PO while other supply work 1 point for each PO/Contract	10
6	Financial Capacity (Financial statement) For the Last three Months -1- if the amount cover 100% =10 , if the amount cover 50% =5% if less than 50%=2	10
Total		100
delivery Time		10
1	10 to 15	10
2	16 day to 20	5
3	less than 10 and more than 20 days	0

15\06 to 14\07\2025

#	Locality	location name اسم محل التسليم	Tree اسم الشجرة	Quantity الكمية	Distance by KM مسافة محل التسليم من كوستي بالكيلومترات	تاريخ التسليم بعد توقيع العقد Date
1	Kosti	Um hany ام هاني	Lemon	1,500	12 KM	6/15/2025
			Guava	1,500		6/16/2025
			Mango	1,500		6/17/2025
			Nium - Shelter Tree	1,500		6/18/2025
			Labakh - Shelter Tree	1,500		6/19/2025
		Labn لبن	Lemon	1,000	8 KM	6/22/2025
			Gawafa	1,000		6/23/2025
			Nium - Shelter Tree	1,000		6/24/2025
		Abasya العباسية	Lemon	20	7 KM	6/25/2025
			Mango	20		6/26/2025
			Orange	20		6/29/2025
2	Rabak	Haj Fadol - حاج فضل	Lemon	75	40 KM	6/30/2025
			Ghadem	75		7/1/2025

			Nium - Shelter Tree	75		7/2/2025
			Dignalbasha - Shelter Tree	75		7/3/2025
		Rahmanya- الرحمانية	Lemon	20	35 KM	7/6/2025
			Mango	20		7/7/2025
			Orange	20		7/8/2025
			Gheshta	20		7/9/2025
		Fangoga-فنفوقة	Mango	20	22 KM	7/10/2025
			Orange	20		7/13/2025
			Banana	20		7/14/2025

**this plan including transportation and movements
cost**

RFQ Terms & Conditions

Manner of Submission:

- By hand in a sealed envelope to NRC office located in **White Nile - Kosti**
- By email to the dedicated and secured email address: sd.procurementskao@nrc.no offers received on other email addresses will not be considered)
- 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.
- **Delivery time:** delivery time will be evaluated according to delivery scoring set by committee

- **Experience:** experience will be evaluated and score rating according to experience scoring set by committee preferable experience with the same geographical area.

Mandatory Documents

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)	
All pages must be signed and stamped	

Payment terms:

- Payment will be made within **30 days** of completion of services, by **bank transfer/cheque only**.

<p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p>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. <u>Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid.</u></p> <p>NRC reserves the right to reject quotations provided by suppliers not meeting these standards.</p>
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Signature & Stamp