|  |
| --- |
| **Request for Quotation**  **عرض الاسعار** |

|  |  |
| --- | --- |
| TO  الي  العمل \ الشركة |  |
| Address  العنوان |  |
| City  المدينة |  |
| Country  الدولة |  |
| Phone #  الهاتف |  |
| Email  بريد الكتروني |  |

|  |  |
| --- | --- |
| FROM  من | NORWEGIAN REFUGEE COUNCIL |
| Address  العنوان | Sudan – NRC Gadarif Office – East Aljbarab , NRC Country Office Port Sudan – next Egyptian Embassy. |
| City  المدينة | Gadarif City, Port Sudan City. |
| Country  الدولة | Sudan |
| Phone #  الهاتف | Hisham: +249 911219825  Sara: +249 91 121 9777  Moh Salim: +249110030099 |
| Email  بريد الكتروني | [SD.procuremnt@nrc.no](mailto:SD.procuremnt@nrc.no)  [sd.procurement.gadarif@nrc.no](mailto:sd.procurement.gadarif@nrc.no) |

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 read carefully the instructions on page 5

|  |  |  |  |
| --- | --- | --- | --- |
| **Request for Quotation Requirements (Supply of Teacher reference Books)**  **Supply of teacher’s reference Books** | | | |
| RFQ # :  عرض الاسعار | PF- SD-GAD- 689-04 PR- 85013-22 | Currency  العملة | SDG |
| RFQ Issuing Date:  تاريخ الاصدار | 7/07/2025 | Bid Validity Period (days):  (Preferably 30 days)  صلاحة السعر المنظمة تفضل 30 يوم | 30 days |
| RFQ Closing Date:  تاريخ الاغلاق | 13 /07/2025 | Required Delivery Date:  زمن التوصيل ( التنفيذ) | Two Weeks |
| RFQ Closing Time:  زمن الاغلاق | 16:00 PM | Required Delivery Destination:  جهة التسليم | NRC Gadarif Office – East Jubarab, NRC Country Office Port Sudan – next Egyptian Embassy. |
| Questions to the RFQ  للاستفسار | [SD.procuremnt@nrc.no](mailto:SD.procuremnt@nrc.no)  [sd.procurement.gadarif@nrc.no](mailto:sd.procurement.gadarif@nrc.no) | Required Delivery Terms:  شروط التسليم المطلوبة |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Item  # | Description/ Specifications  الوصف | Unit  الوحدة | Quantity Required  الكمية | Unit Price  سعر الوحدة | Total Price  الجملة | | 1 | Mathematics – Gadae 1- Activity book | Pcs | 24 |  |  | | 2 | Mathematics – Gadae 1- Pupils book | Pcs | 24 |  |  | | 3 | Mathematics – Gadae 2 - Activity book | Pcs | 24 |  |  | | 4 | Mathematics – Gadae 2 – Work book | Pcs | 24 |  |  | | 5 | Mathematics – Gadae 3 - Activity book | Pcs | 24 |  |  | | 6 | Mathematics – Gadae 3 – Students book | Pcs | 24 |  |  | | 7 | Mathematics & Activity book- Gadae 4 | Pcs | 24 |  |  | | 8 | Mathematics for Grade 5 | Pcs | 24 |  |  | | 9 | Mathematics for Grade 6 | Pcs | 24 |  |  | | 10 | History for Gadae 3 | Pcs | 24 |  |  | | 11 | History & Civic Education Gadae 4 | Pcs | 24 |  |  | | 12 | History & Civic Education Gadae 5 | Pcs | 24 |  |  | | 13 | Smile-1 pupils Book Grade 3 – Basic Level | Pcs | 24 |  |  | | 14 | Smile - 2 Teachers Book Grade 4 – Basic Level | Pcs | 24 |  |  | | 15 | Smile – 3 - Teachers Book Grade 5 Basic Level | Pcs | 24 |  |  | | 16 | Geography for Garde 3 | Pcs | 24 |  |  | | 17 | Geography for Garde 4 | Pcs | 24 |  |  | | 18 | Geography for Garde 5 | Pcs | 24 |  |  | | 19 | Primary Section Geography – Grade 6 | Pcs | 24 |  |  | | 20 | Information and communication technology for grade 6n | Pcs | 24 |  |  | | 21 | Foundation for computer for Grade - 4 | Pcs | 24 |  |  | | 22 | Computer for Grade – 5 | Pcs | 24 |  |  | | 23 | Natural sciences for grade -3 – Activities Book | Pcs | 24 |  |  | | 24 | Natural sciences for grade | Pcs | 24 |  |  | | 25 | Natural sciences for grade 3 – Student Book | Pcs | 24 |  |  | | 26 | Natural sciences for grade – 4 | Pcs | 24 |  |  | | 27 | Natural sciences for grade -5 – Basic section | Pcs | 24 |  |  | | 28 | Science for Grade 6  Primary section | Pcs | 24 |  |  | | 29 | Arabic language – Gradae 1 | Pcs | 24 |  |  | | 30 | Arabic language – Gadae 1 | Pcs | 24 |  |  | | 31 | Arabic language – Gadae 2 | Pcs | 24 |  |  | | 32 | Arabic language – Gadae 3 | Pcs | 24 |  |  | | 33 | Arabic language – Gadae 4 | Pcs | 24 |  |  | | 34 | Arabic language – Gadae 5 | Pcs | 24 |  |  | | 35 | Arabic language – Gadae 6 | Pcs | 24 |  |  | | Total Amount: | | | |  |  | |  |  |
|  |  |

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

|  |  |
| --- | --- |
| 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)

[SD.procuremnt@nrc.no](mailto:SD.procuremnt@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.

**Mandatory documents:**

|  |  |
| --- | --- |
| 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 1: Administrative Compliance Check**

The Administrative Compliance Check will be conducted to ensure that all bidders meet the necessary legal and administrative requirements. Bids that do not meet these requirements will be disqualified from further evaluation. The criteria for this step are outlined below:

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Criteria | Details | Score (Pass/Fail) |
| Administrative | Tax Registration (Compulsory) | A copy of the tax registration document is required to verify tax compliance |  |
| Reference and Proof of Experience (Optional) | Documentation proving relevant experience in handling similar contracts, including references |  |
| Copy of Company Registration (Compulsory) | A copy of the company registration document is required to confirm the legal status of the business |  |

* **Step 2: Technical Evaluation**

A Technical Evaluation of all RFQs received will be conducted for bidders that pass Step 1 Administrative compliance check. The criteria that will be used to evaluate and score the RFQs are outlined below:

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Criteria | Details | Score (0-10) |
| Technical | Curriculum Alignment | Do the books match the required curriculum? |  |
| Quality of Books | Are printing, binding, and paper quality satisfactory? |  |
| Sample Submission (Mandatory) | Were samples submitted for evaluation? |  |
| Delivery Timeframe | Can items be delivered within the specified timeline? |  |
| Packaging & Handling | Will books be properly packaged to prevent damage? |  |
| Total Score: | | |  |

* Scoring Key
* 0 = Not at all compliant
* 5 = Somewhat compliant
* 10 = Fully compliant
* **Step 3: Financial Evaluation**

Following the Technical Evaluation, a Financial Evaluation will be conducted for bidders that meet the technical requirements. The criteria that will be used to evaluate and score the bids are outlined below:

|  |  |  |
| --- | --- | --- |
| Category | Criteria | Details |
| Financial | Unit & Total Price Transparency | Prices are clearly listed per item and summarized overall |
| Tax & Delivery Inclusion | Indicates whether prices include applicable taxes and delivery costs |
| Payment Terms | Includes payment schedule, conditions, flexibility.(30 Days) |
| Price Competitiveness | Offer is competitive with market rates or better than other submissions |
| Financial Capacity | Evaluates the bidder's financial stability and ability to meet contract obligations. |

* Next Steps

1. Conduct Administrative Compliance Check: Evaluate each bid against the criteria in Step 1.
2. Disqualify Non-Compliant Bids: Remove any bids that do not meet the administrative requirements.
3. Conduct Technical Evaluation: For bids that pass the administrative compliance check, evaluate based on the Technical Evaluation criteria in Step 2.
4. Score Each Bid: Assign scores based on the 1–5 scale for each criterion in the Technical Evaluation.
5. Conduct Financial Evaluation: For bids that pass the Technical Evaluation, evaluate based on the Financial Evaluation criteria in Step 3.
6. Score Each Bid: Assign scores based on the 1–5 scale for each criterion in the Financial Evaluation.
7. Compile Results: Summarize the scores from all evaluations to determine the overall ranking of each bid.

|  |  |
| --- | --- |
| 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. |