

Request for Quotation

FROM	NORWEGIAN REFUGEE COUNCIL
Address	Eastern Sudan
City	Gadaref
Country	Sudan
Phone #	
Email	sd.procurement.gadarif@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 service 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 5.

Request for Quotation Requirements			
RFQ #:	SD-GAD-696-42	Currency	USD - SDG
RFQ Issuing Date:	August 26, 2026	Bid Validity Period (days):	Preferably 30 days
RFQ Closing Date:	August 31, 2026	Required Delivery Date:	30 days
RFQ Closing Time:	<u>04:00 PM (GMT +2)</u>	Required Delivery Destination:	Gadaref Office
Questions to the RFQ	sd.procurement.gadarif@nrc.no	Required Delivery Terms:	

S.NO	DESCRIPTION	QUANTITY	UNIT	unit Price	AMOUNT
1	good quality Locable Cabinet- Metal	2	Pcs		
2	office desks with metal-120 CM	2	PCS		
3	Office Chairs with wheels	2	Pcs		
4	Waiting Chairs- 3 seats in each- Metal	3	pcs		
5	Nasma Wall-wall Mounted Air Conditioner-6000 units	2	Pcs		
6	Large-Size Plastic sacks for trash	4	packet		
7	Large drinking water cooler- Metal with tapes	1	Pcs		
8	Cleaning Brooms (Hard) with wooden handle	4	pcs		
9	Cleaning Soft Broom with wooden handle (Sayaka)	4	pcs		
10	Large Drinking Water Container r- Safari Brand (10 Galon)	2	pcs		
11	Large plastic table with good quality	4	pcs		
12	medium plastic tables with good quality	4	pcs		



13	Plastic Chairs good quality	36	pcs		
14	Water barrels for storage (good quality)- 220 Litres.	2	pcs		
15	plastic water buckets 20 L	2	pcs		
16	Big size Plastic trash bins	4	pcs		
17	Good quality Plastic water Jug	4	pcs		
18	Office cabinet- 4 drawers (lockable) metal	2	pcs		
19	Plastic matts (good quality) bi size (6*4)	6	pcs		
20	a good quality glass cups for tea	4	Dozen		
21	a good quality cups of coffee glass	4	Dozen		
22	Water heating cuttle (good quality)-	2	pcs		
23	Good quality Drinking water glasses cups	4	Dozen		
24	6 Kilogram Fire Extinguisher- Dry Powder	2	pcs		
26	Tea bottle good quality	4	pcs		
27	Wireless Loud Speaker	1	pcs		
	Total Amount				
	VAT				
	COLLECTION TOTAL TO SUMMARY WITH 17% VAT INCURED				
	Currency				

Selection Criteria:

No.	Evaluation Criteria	Benchmark / Description	Scoring Method	Weight (%)
1	Price	Lowest evaluated bid	(Min offered price / bid price) × 30	30
2	Payment Terms		Full compliance, full score	5%
3	Financial Capacity			10
4	Experience			25%
5	Geographic Experience			5 %
6	1. Local/National Sourcing (Capacity & Equipment)			5%
7	Delivery Time			20%
	Total Mark			100%

Delivery Lead Time (in days, from receipt of NRC Purchase Order)	
Bid Validity Period (in days from receipt of NRC Purchase Order):	
Please submit detailed implementation schedule showing mobilization, excavation, concrete works, steel works, roofing, finishing, inspection and handover.	
suppliers must price every BOQ line item, and lump-sum quotations alone will not be accepted.	
Please submit CVs of Site Engineer, Foreman, HSE Officer (if applicable), and a list of major equipment with ownership status.	
Please submit experience and must be supported by completion of certificates, contracts, or reference letters.	
Please indicate the source of materials	
Do agree on the payment terms: 30% upon mobilizing and delivering of all materials to the site • 60% upon completion of 100% of the work • 10% Defect Liability Period after three months from work completion	

Name	
Position	
Date Signature Stamp	

RFQ Terms & Conditions

Manner of Submission:

- By email to the dedicated and secured email address:
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(**offers received on other email addresses will not be considered**) with subject: SD-GAD-696-42-
sd.procurement.gadarif@nrc.no

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- 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

Mandatory documents:

NTB: if the bidder not submit the mandatory document will be disqualified

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)	

Payment terms:

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

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