

**REQUEST FOR QUOTATION**

Date: 24 May 2022

***From:***

Norwegian Refugee Council (NRC)

Address: Gadarif Office – East Jobarab – Alriyada Street - Gadarif Sudan

Contact person: **Abdulaziz Omer**  
Position: Procurement Coordinator  
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**Deadline for submission: 31 May 2022 @ 12:00 PM**

All interested and eligible firms are requested to submit their offers by hand in **sealed envelopes** submitted to the address specified above or Completed tender documents to be sent to electronic tender box [sd.tenders@nrc.no](mailto:sd.tenders@nrc.no)

**1 - NRC is looking for renting heavy machinery in Tnadbah Camp:**

Rent for Three Month	Type of Equipment	Hourly rate	Daily rate	Monthly rate
<b>Equipment in operation</b>  <u>(Construction of the above machinery to be used for flood response at TNB camp the price should include salary of the operators and the fuel price as well as lubricants and other operation/maintenance costs of the machinery )</u>	Excavator			
	Grader			
	Loader			
	Dump track			
to be available upon request	Type of Equipment	Hourly rate	Daily rate	Monthly rate
<b>Equipment out of operation</b>  <u>(Equipment should be on standby with driver)</u>	Excavator			
	Grader			
	Loader			
	Dump track			

No	Items	Specifications	Unit	Qty	Unit Price with VAT	Total Price with VAT
1	Dump truck	Construction machinery to be used for flood response at TNB camp the price should include salary of the operators and the fuel price as well as lubricants and other operation/maintenance costs of the machinery	Month	3		
2	Grader	Construction machinery to be used for flood response at TNB camp the price should include salary of the operators and the fuel price as well as lubricants and other operation/maintenance costs of the machinery	Month	3		
3	Loader	Construction machinery to be used for flood response at TNB camp the price should include salary of the operators and the fuel price as well as lubricants and other operation/maintenance costs of the machinery	Month	3		
4	Excavation	Construction machinery to be used for flood response at TNB camp the price should include salary of the operators and the fuel price as well as lubricants and other operation/maintenance costs of the machinery	Month	3		
<b>GRAND TOTAL (incl. VAT)</b>						

**IMPORTANT NOTE:**

You can use the above table

**OR** you can print your quotation on your own letter-head documents.

Your quotation shall be printed, **signed and stamped**.

Don't forget to include your **company name, address, contact details as well as your tax number**.

**Prices must include VAT** (in prices or in total).

If different taxes & fees apply, please specify them all in your quotations and include them all.

**Important Remarks:**

- Sub-contracting and Joint venture can be accepted. The contractor must include the name, and company profile of potential subcontractors or partners.
- Supplier commits to provide qualified driver(s) for the duration of the service
- The supplier warrants that the vehicle(s) is/are his property, or are under his responsibility.
- The supplier is sole responsible to make sure the vehicles are properly registered and have all the necessary documents and authorizations, in accordance with the laws of the Sudan. This includes the payment of all taxes and duty regarding the said vehicles

- In case renting equipment out of operation only days when the vehicle is actually used are counted as rental days. For Example, if NRC requires the vehicle 20 days in one month, then only 20 days will be counted as rental days, and not 30 or 31 days, same applies to hours.
- The driver should have valid driving License
- Drivers will be working 8 hours plus 4 hour per day maximum but NRC will try to minimize hours where possible
- The supplier shall maintain a minimum of 50% fuel in the tank at any time.
- NRC will provide logbook and it's the driver responsibility to fill the sheet.

**2 - Please answer the questions:**

Questions	Answers
<p>What is the currency of the offer ? (SDG, USD, other...) <b>Note that NRC will favour quotes in USD. Please read below regarding USD payments.</b></p> <p><b>DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.</b></p>	
<p>Please confirm your offer inclusive Net price after deduction of discounts</p>	
<p>Please confirm your prices include all taxes and fees (net prices) : (if not, please explain and detail the taxes &amp; fees)</p>	
<p>If your offer is in USD =&gt; payment will be made by bank transfer.</p> <ul style="list-style-type: none"> <li>- Do you have a USD account in Sudan ? if YES, then in which bank.</li> <li>- Do you have a USD account abroad ? if YES, then in which bank.</li> </ul> <p>(please provide bank details for each account)</p> <p><b>Please read the note below regarding payments in USD and quote accordingly.</b></p>	
<p>Do you accept payment after on monthly basis? (if not, please explain your payment terms) <b>Payment will be within 15 working days after receiving invoice and logbook</b></p>	
<p>What is the validity period of your offer? (in days) <b>(Preferable 60 days)</b></p>	
<p>Is the vehicle is owned by company or rented</p>	
<p>Please confirm availability of machinery at site</p>	

Please confirm that you will be able to transport all the necessary machines to the site locations, and that you will ensure the security of your equipment once on site.	
The sites are located in Refugee Camps. Your company and all your workers must commit to respect the camp population and to follow the rules and regulations implemented in the camp, especially regarding safety and security, and employment of refugees. By submitting a quote, you confirm your commitment	
Please confirm that your company have the necessary insurances to protect your employees, your equipment, the work site and any third party.	
Please confirm you can deliver to our address in : <b><u>Tendbah Camp – Gadarif State</u></b>	

**3 - Accepted methods for submission of quotation / offer :**

We recommend you to 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).

**IMPORTANT NOTE regarding USD quotes and payments :**

- You must choose between quoting in USD or quoting in SDG.
  - o **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.
  - o **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 :
  - o Blue Nile Mashreg Bank
  - o 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.**

**4 - Your Company details :**

Name of the company		
Name of the owner(s) Date of birth of the owner(s) <i>(mandatory for screening)</i>		
Address of the company		
Name of contact person		
Position		
Email		
Phone		

**5 - Mandatory documents to attached to your quotation / offer :**

Please check that you are providing all of the below mentioned documents:

<b>Mandatory documents</b>	<b>Checked (Y/N)</b>
Copy of renewed business license – <b><u>Compulsory</u></b>	
Copy of VAT registration – <b><u>Compulsory</u></b>	
Company tax registration certificate – <b><u>Optional</u></b>	
Prove for company owned Machinery (vehicle license certificate)– <b><u>Compulsory</u></b>	
Past contracts/ POs as proof of experience for similar contracts – <b><u>Compulsory</u></b>	
Financial Capability Statement from your bank for the last two Year – <b><u>Compulsory</u></b>	
Company Profile – <b><u>Optional</u></b>	
NRC Request for Quotation (filled up, signed and stamped) <ul style="list-style-type: none"> <li>- You can use the RFQ table above</li> <li>- Or any other format of your choice, but specifying all items in the RFQ list.</li> </ul> <b>You must Sign and Stamp each page.</b>	

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

**6 - Payment information:**

**For payment by cheque**, please indicate under which name NRC shall issue the cheque. You can write name in Arabic or in English. **(For Payment in SDG)**

**For payment by Bank**, please indicate bank account detail.. **(For Payment in USD)**

**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 employee. Contact us directly for more details.

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

**7 - 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.

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.

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 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.

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