

# Request for Quotation

<b>FROM</b>	<b>NORWEGIAN REFUGEE COUNCIL</b>
Address	White Nile State, Kosti, Area Office
City	Kosti
Country	Sudan
Phone #	+249 911736704
Email	<a href="mailto:mohammed.alkhidir@nrc.no">mohammed.alkhidir@nrc.no</a>

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 2.

Request for Quotation Requirements			
RFQ #:	PF-KSI-AO-194	Currency	USD - SDG
RFQ Issuing Date:	December 7, 2023	Bid Validity Period (days):	Preferably 30 days
RFQ Closing Date:	December 10, 2023	Required Delivery Date:	Within 3 days
RFQ Closing Time:	<b>04:00 PM (GMT +2)</b>	Required Delivery Destination:	White Nile State, Kosti, Alandalus Area, NRC Warehouse western of the office
Questions to the RFQ	<a href="mailto:mohammed.alkhidir@nrc.no">mohammed.alkhidir@nrc.no</a>	Required Delivery Terms:	GRN

## LOT No -1:

Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	Cotex/Sanitary Pad (size 10") (2 boxes with 12 pcs in each box) (10/female/month) or ") (3 boxes with 8 pcs in each box)	Piece	1000		
2	Antibacterial Bar. Dermatologically tested for personal hygiene. Antiseptic disinfectant cleaning soap. 250 grams per bar Or 125 grams (2 pieces of bathing Soap) - no liquid coming with packaging - At least 12 months from purchase to expiration date.	Piece	2500		
3	Classic soap for washing /laundry/ Multipurpose purposes. Unit weight: 200 g per bar - no liquid coming with packaging - At least 12 months from purchase to expiration date. In sealed bag. High quality.	Piece	2500		
4	Medium hardness (3 tooth brushes for children and 2 tooth brushes for adults size) - individually wrapped. Handle made of plastic and bristles made of soft synthetic	Piece	2500		
5	Portable water container with cap and handle. Robust container made of PVC or other durable plastic (rigid and not collapsible). It is used to haul and store drinking water. Unit capacity: 20 litres. Weight: 0.9 Kg empty. White/Yellow colour.	Piece	1000		

6	Polypropylene Bag - it must be big enough to include all the items that are part of the Hygiene kit. Size (Width 75* Height 65* Depth 45).	Piece	500		
7	Heavy -duty plastic bucket, with handle and lid. 100% HDPE (High density polythene / Polypropylene). A round, stack able bucket with lid cap and strong flat plastic handle or anti rust metal handle (no sharp edges & roller grip) that is easy to fill, easy	Piece	500		
8	Volume: 2 toothpaste mediums sized (50mL). Flavour: mint, with fluoride (0.1%). pH: 5.00-10.00. Packing: laminated tube with screw cap and safety seal Contains sodium monofluorophosphate (0.1%). Cosmetic product manufactured in compliance with EU regulati	Piece	1000		
<b>GRAND TOTAL (Including Transportation cost and VAT)</b>					
<b>Currency (USD or SDG)</b>					

### LOT No -2:

Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	20L white plastic jerry can	Piece	2000		
2	Bath soap good quality 250 gm	Piece	3000		
3	laundry soap good quality 200gm	Piece	3000		
4	Sanitary Pads, disposable, pack of 10. Ultra-Thin Material: Cotton Shape: Winged Feature: Super	Piece	2000		
5	Toothpaste Medium-size 75 ml Highly effective	Piece	1000		
6	Adult Toothbrush Large-size toothbrush flexible bristles with high quality	Piece	1000		
7	Hair comp Large plastic hair comb	Piece	1000		
8	Nail clipper Large stainless steel nail clipper with chiller inside	Piece	1000		
<b>GRAND TOTAL (Including Transportation cost and VAT)</b>					
<b>Currency (USD or SDG)</b>					

### LOT No -3:

Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	Soap good quality to be used in Hygiene practices to prevent from Cholera (250) grams or equivalent	Piece	1000		



2	Provision of WASH NFI;s (20 litres water storage containers) to be distributed for IDPs gathering sites as part of Chloera Response	Piece	142		
<b>GRAND TOTAL (Including Transportation cost and VAT)</b>					
<b>Currency (USD or SDG)</b>					

**Important notice:**

- Bidders must provide sample for each item; **any bidder will not submit sample shall not be considered for further assessment.**
- **NRC have the right to contract a selected bidder for a partial list of items.**
- Items sample must be delivered to NRC CAO in Kosti, Andalus Area, Alandalus St, Northern of WFP.
- **All items in LOT NO-1 must be well packed in Polypropylene Bag.** Each bag components are:
  - 1- 2 boxes of sanitary bag (12 pieces in each).
  - 2- 5 pieces of 250gram soap bars or 10 pieces of 125-gram soap bars,
  - 3- 5 pieces of 200 gram of laundry soap.
  - 4- 5 toothbrushes – 3 adults and 2 for children.
  - 5- 2 pieces of 20 litter portable water container (Jerry cans). **Beside bag.**
  - 6- 1 piece of Polypropylene bag.
  - 7- 1 piece of plastic bucket with handle.
  - 8- 2 pieces of toothpaste mediums sized (50mL).

What is the currency of the quote? DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.	
Delivery Lead Time (in days, from receipt of NRC Purchase Order)	
Bid Validity Period (in days from receipt of NRC Purchase Order):	
Please confirm the following payment terms: 100% After Delivery (No Advance payment can be issued)	
Please confirm submitting sample for bids quoted in this RFQ	
Please specify applied lots from RFQ (Ex: Lot 1 or 2 or 3) OR ALL LOTS	

<b>Name</b>	
<b>Position</b>	
<b>Date Signature Stamp</b>	

## RFQ Terms & Conditions

### Manner of Submission:

- By hand in a sealed envelope to NRC Kosti Area Office located in **White Nile State, Kosti, Alandalus Area, Alandalus Street, North of WFP.**
- By email to the dedicated and secured email address: [mohammed.alkhidir@nrc.no](mailto:mohammed.alkhidir@nrc.no) (**offers received on other email addresses will not be considered**) with subject: **PF-KSI-AO-194**
- 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:**

Requested document	Check (Y/N)
Company registration Certificate	
Tax registration certificate	
<b>NRC RFQ TO BE SIGNED AND STAMPED IN EACH PAGE</b>	
Relevant experience certificate (if available)	
Sample for the requested items to be delivered jointly with the RFQ to NRC CAO - Kosti <b>is must</b>	

**Payment terms:**

- Payment will be made within **30 days** of receipt of goods, 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. <b><u>Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid.</u></b></p> <p>NRC reserves the right to reject quotations provided by suppliers not meeting these standards.</p>
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