**REQUEST FOR QUOTATION**

Date: 18 May 2022

***From:***

Norwegian Refugee Council (NRC) - Sudan

Khartoum Country Office

**Address:** Africa Street, Nile Tower, 4th Floor, St. 63

15.560261551708368, 32.552712818691106

**Contact Person:** Tagwa Baha Eldeen

**Position:** Logistics Officer

**Email:** [tagwa.ahmed@nrc.no](mailto:tagwa.ahmed@nrc.no)

**Phone:** +249 906489179 // +249911219801

**Deadline for submission: 25th May 2022 @ 05:00 PM (GMT +2)**

**1 - NRC is looking for the following items:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Items** | **Specifications** | **Unit** | **Qty** | **Unit Price with VAT** | **Total Price with VAT** |
| 1 | RACHEL-Plus 4.0 | * Up to 20-50 simultaneous users\* * Remote access and updates if/when plugged into the internet * No recurring fees of any kind * 5 hour+ battery life * Extended WiFi range * Password protected teacher portal to easily upload PDFs, Movies, and other files   \* 50 users with mixed-media usage, up to 20 simultaneous video streams  https://cdn.shopify.com/s/files/1/0749/1787/products/Rachel_Plus_2_compressed_1024x1024.jpg?v=1532731486 | Pcs | 2 |  |  |
| **GRAND TOTAL (incl. VAT)** | | | | |  | |

You can use the above table *OR* print your quotation on your own headed-letter documents.

In any case, be sure to include VAT (in prices or in total).

If different taxes & fees apply, please specify them all in your quotation.

**2 - Please answer the questions:**

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| What is the currency of the offer?  *(SDG, USD, other…)*  **Note that NRC will favour quotes in USD. Please read below regarding USD payments.**  **DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.** |  |
| Please confirm your prices include all taxes and fees (net prices):  *(if not, please explain and detail the taxes & fees)* |  |
| If your offer is in USD => payment will be made by bank transfer.   * Do you have a USD account in Sudan? If YES, then in which bank. * Do you have a USD account abroad? If YES, then in which bank.   *(please provide bank details for each account)*  **Please read the note below regarding payments in USD and quote accordingly.** |  |
| Do you accept payment after delivery?  *(if not, please explain your payment terms)* |  |
| What is the validity period of your offer?  *(in days)* |  |
| Please provide a technical specification for the item requested / data sheet (**Mandatory**) |  |
| What is the guarantee period? |  |
| Please explain the guarantee conditions if any: |  |
| What is the origin of the items?  *(manufacturing country)* |  |
| Please confirm you can deliver to our address in:  **NRC Office - Africa Street, Nile Tower, 4th Floor, St. 63** |  |
| What is the delivery time?  *(please specify delivery schedule if any)* |  |
| Is delivery included in the price?  *(if not, please add a line for the delivery cost)* |  |

**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 pro-forma document.

Should you choose to use your own pro-forma template, please make sure to answer all the questions in page 2 & 4 of this document.

* Hand delivery to the above mentioned address
* Email to [sd.procurement@nrc.no](mailto:sd.procurement@nrc.no) and Cc: [omer.bilal@nrc.no](mailto:omer.bilal@nrc.no)

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.
  + **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.
  + **You must be in capacity to accept the payment.**
* NRC will favour payment in USD, in Sudan, in the same bank.
* NRC can also provide payment from our Head Office account to supplier’s account outside of Sudan. Be aware that this process can fail!
* NRC has USD bank accounts in :
  + Blue Nile Mashreg Bank
  + United Capital Bank.
* For payment within Sudan, you must have a bank account in one of the same bank as NRC.
* For payment outside of Sudan (UAE or others) to one of your company, please provide us with the following :
  + A quote under the name of your company abroad.
  + The bank account details of the company.

**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)  *(Mandatory for screening)* |  |
| Address of the company |  |
| Name of contact person |  |
| Position |  |
| Email |  |
| Phone |  |

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

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

|  |  |
| --- | --- |
| **Mandatory documents** | **Checked (Y/N)** |
| Company registration certificate |  |
| Company tax registration certificate |  |
| Photos of all items listed in table 1 |  |
| NRC Request for Quotation (filled up, signed and stamped)  Additional quotation on company letter head document, if any… |  |
| Suppliers Ethical Standards Declaration signed and stamped |  |

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.

|  |
| --- |
|  |

***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.