

## **REQUEST FOR QUOTATION**

**Date: June 29, 2022**

***From:***

Norwegian Refugee Council (NRC)  
Khartoum Office

The Nile Tower, Fourth Floor Block 10, Building #20, Street 63, Khartoum – Sudan  
<https://goo.gl/maps/ppyRwrzuJeCX6pVy6>

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**Deadline for submission: July 3, 2022 @ 3:00 PM**

**1 - NRC is looking for the following items, based on the below:**

- **BOQ 1 for delivery to Norwegian Refugee Council Kadougli Office, Building no. 12, Alsuk Road, South Kordofan State, Sudan.**

No	Item	Product Description	Unit	QT	Unit Cost in <b>SDG</b> or <b>USD</b> VAT Inclusive	Total cost in <b>SDG</b> or <b>USD</b> VAT Inclusive
1	Chlorine Supplies for disinfection of water	(Box size 1000 strip, 10 tablets 0.33 mg per strip)	Box	5		
2	Protective wear (Heavy duty boots)	The shoe sizes will heavy duty to be work during field activities be 43, 44, 44, 43, 45	Piece	5		
3	Protective wear (Rain coats)	The rain coats will be Extra Large (XX)	Piece	5		
4	Family large size umbrellas	The umbrellas will be the big type, family size	Piece	5		
<b>Transportation Cost to Norwegian Refugee Council Kadougli Office, Building no. 12, Alsuk Road, South Kordofan State, Sudan</b>						
<b>Grand Total</b>						

## IMPORTANT REMARKS

- You can use the above table **OR** you can print your quotation on your own letterhead.
- Your quotation shall be printed, **signed and stamped**.
- Do not 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.
- All bids submitted after deadline will be rejected.
- All interested and eligible firms are requested to submit their offers **to the below mentioned address** hard copy delivered to NRC Office at The Nile Tower, Fourth Floor Block 10, Building #20, Street 63, Khartoum – Sudan or a soft copy to the following email address

[SD.Procurement@nrc.no](mailto:SD.Procurement@nrc.no)

**All interested must submit pictures of each item quoted for as mandatory requirements.**

### 1. Please answer the questions:

Questions	Answers
What is the currency of the offer? <i>(SDG, USD, other...)</i> <b><i>NRC can accept quote in USD or SDG, but supplier must choose and provide quotation in only one currency. In case a supplier provides quotes in both currency, only the USD quote will be considered.</i></b>	
If your offer is in USD => payment will be made by bank transfer. <ul style="list-style-type: none"> <li>- Do you have a USD account in Sudan?</li> <li>- If YES, then in which bank. (Preferable)</li> <li>- Do you have a USD account abroad? If YES, then in which bank.</li> </ul> <i>(please provide bank details for each account)</i>	
Please confirm that the General Manager, CEO or owner of the company gives his consent to the mandatory Counter Terrorism check that will be conducted by NRC. <i>Thank you to provide a copy of the ID or Passport of the person.</i>	
Please confirm your prices include all taxes and fees (net prices) : (if not, please explain and detail the taxes & fees)	
What's country of origin for all items?	
What's the delivery time to Norwegian Refugee Council Kadougli Office, Building no.	

12, Alsuk Road, South Kordofan State, Sudan for all items? (in days)	
Please confirm the delivery to Norwegian Refugee Council Kadougli Office, Building no. 12, Alsuk Road, South Kordofan State, Sudan	
Do you accept payment after delivery? Payment will be within 30 working days after the delivery	
What's the validity period of your offer? (in days) – minimum 30 days	

## 2. 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 2, or by using your own pro-forma document.

**Your quotation / offer must be signed and stamped on all pages (including the present Request for Quotation)**

Do not forget to include all **mandatory documents**. Incomplete offers may not be considered.

### **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 SDG
- In case, your company quoted 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.**

### 3. 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	

### 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)
Copy of renewed business license – <b><u>Compulsory</u></b>	
Copy of VAT registration – <b><u>Compulsory</u></b>	
Past contracts/ POs as proof of experience for similar contracts – <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, certify

### 4. 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.

## 5. 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, 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.