

REQUEST FOR QUOTATIONDate: September 7, 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:**

Hussam Edine Mohammed

Position:

Logistics Assistant

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Deadline for submission: 15th of Sep 2022 @ 04:00 PM (GMT +2)

1 - NRC is looking for supplier to provide the following items:

LO1 #1:

No	Items	Specifications	Unit	Qty	Unit Price with VAT	Total Price with VAT
1	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for hygiene promotors and WASH committees. Colour: white. Size: XXL. printed image is in annex-5	Piece	2		
2	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for hygiene promotors and WASH committees. Colour: white. Size: XL Printed image is in annex-5	Piece	10		
3	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for hygiene promotors and WASH committees colour white size XL Printed image is in annex-5	Piece	5		
4	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for hygiene promotors and WASH committees colour white size M Printed image is in annex-5	Piece	3		
5	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for hygiene promotors and WASH committees colour orange size XXL Printed image is in annex-5	Piece	3		

6	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for hygiene promoters and WASH committees colour orange size XL Printed image is in annex-5	Piece	4		
7	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for hygiene promoters and WASH committees colour orange size L Printed image is in annex-5	Piece	5		
8	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for hygiene promoters and WASH committees colour orange size M Printed image is in annex-5	Piece	3		
9	Hats	Hats for hygiene promoters and WASH committees colour black with NRC logo	Piece	30		
10	Hygiene promotion	IEC flyers size A4 - for hand washing Printed image is in annex - 6	Piece	100		
11	Hygiene promotion	IEC flyers size A3 - for hand washing Printed image is in annex - 6	Piece	100		
12	Hygiene promotion	IEC flyers size A4 - for hygiene promotion Printed image is in annex-7	Piece	100		
13	Hygiene promotion	IEC flyers size A3 - for hygiene promotion Printed image is in annex - 7	Piece	100		
14	Hygiene promotion	IEC flyers size A4 - for toilet use Printed image is in annex-8	Piece	100		
15	Hygiene promotion	IEC flyers size A3 - for toilet use Printed image is in annex - 8	Piece	100		
16	Foldable banners	foldable banners for hygiene sensitization on hygiene promotion size 1.0*2.0m with eyelets in 4 corners to be tied with rope Printed image is in annex - 9	Piece	2		
17	Foldable banners	foldable banners for hygiene sensitization on hygiene promotion size 1.0*2.0m with eyelets in 4 corners to be tied with rope Printed image is in annex - 10	Piece	2		
18	Foldable banners	foldable banners for hygiene sensitization on hygiene promotion size 1.0*2.0m with eyelets in 4 corners to be tied with rope Printed image is in annex - 11	Piece	2		
19	Banners	Banners for global hands washing day the size is 1m*2m with eyelets to provide space to hold the rope during display. Printed image is in annex - 1	Piece	2		

20	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of GHD. Colour: White. Size: XXL. Printed image is in annex -2	Piece	5		
21	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of GHD. Colour: white. Size: XL. Printed image is in annex -2	Piece	10		
22	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of GHD. Colour: white. Size: L. Printed image is in annex -2	Piece	10		
23	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of GHD. Colour: white. Size: M Printed image is in annex -2	Piece	5		
24	Round neck T-shirts	Round neck T-shirts with collar for commemoration of GHD. Colour: orange. Size: XXL. Printed image is in annex -2	Piece	2		
25	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of GHD. Colour: white. Size: XL. Printed image is in annex -2	Piece	10		
26	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of GHD. Colour: white. Size: L. Printed image is in annex -2	Piece	5		
27	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of GHD. Colour: white. Size: M. Printed image is in annex -2	Piece	3		
28	Banners	Banners for commemoration of world toilet day Printed image is in annex-3	Piece	2		

29	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of world toilet day. Colour: white. Size: XXL. Printed image is in annex - 4	Piece	5		
30	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of world toilet day. Colour: white. Size: XL. Printed image is in annex -4	Piece	10		
31	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of world toilet day. Colour: white. Size: L. Printed image is in annex-4	Piece	10		
32	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of world toilet day. Colour: white. Size: M. Printed image is in annex-4	Piece	5		
33	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of world toilet day. Colour: orange. Size: XXL. Printed image is in annex - 4	Piece	2		
34	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of world toilet day. Colour: orange. Size: XL. Printed image is in annex-4	Piece	10		
35	Round neck T-shirts	Round neck T-shirts with collar for commemoration of world toilet day. Colour: orange. Size: L. Printed image is in annex-4	Piece	5		
36	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar for commemoration of world toilet day. Colour: orange. Size: M. Printed image is in annex - 4	Piece	3		
GRAND TOTAL (incl. VAT)						

Lot #2:

No	Items	Specifications	Unit	Qty	Unit Price with VAT	Total Price with VAT
1	Hygiene promotion	IEC flyers size A4 for hand washing Printed image is in Annex 12	Piece	500		
2	Hygiene promotion	IEC flyers size A3 for hand washing Printed image is in Annex 12	Piece	500		
3	Hygiene promotion	IEC flyers size A4 for hygiene promotion Printed image is in Annex 13	Piece	500		
4	Hygiene promotion	IEC flyers size A3 for hygiene promotion Printed image is in Annex 13	Piece	500		
5	Hygiene promotion	IEC flyers size A4 for toilet use Printed image is in Annex 14	Piece	500		
6	Hygiene promotion	IEC flyers size A3 for toilet use Printed image is in 14	Piece	500		
7	Foldable banners	Foldable banners with hygiene sensitization message on Hygiene promotion Printed image is in annex 15	Piece	2		
8	Banners	Roll up banner with hygiene sensitization on hand washing Printed image is in annex 16	Piece	2		
9	Foldable banners	foldable banner with hygiene sensitization on proper toilet use Printed image is in annex 17	Piece	2		
10	Hats	hats for hygiene promotion team back in colure with NRC logo	Piece	100		
11	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar. Colour: white. Size: XXL. Printed image is in annex 18	Piece	5		
12	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar. Colour: white. Size: XL. Printed image is in annex 18	Piece	25		
13	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar. Colour: white. Size: L. Printed image is in annex 18	Piece	15		

14	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar. Colour: white. Size: M. Printed image is in annex 18	Piece	5		
15	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar. Colour: orange. Size: XXL. Printed image is in annex 18	Piece	5		
16	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar. Colour: orange. Size: XL. Printed image is in annex 18	Piece	25		
17	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar. Colour: orange. Size: L. Printed image is in annex 18	Piece	15		
18	Round neck T-shirts	Round neck T-shirts with printings in the front and back with collar. Colour: orange. Size: M. Printed image is in annex 18	Piece	5		
GRAND TOTAL (incl. VAT)						

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
<p>What is the currency of the offer? (SDG, USD, other...)</p> <p>Note that NRC will favour quotes in USD. Please read below regarding USD payments.</p> <p><u>DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.</u></p>	
<p>Please confirm your prices include all taxes and fees (net prices): (if not, please explain and detail the taxes & fees)</p>	
<p>If your offer is in USD => payment will be made by bank transfer.</p> <ul style="list-style-type: none"> - 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. <p>(please provide bank details for each account)</p> <p>Please read the note below regarding payments in USD and quote accordingly.</p>	
<p>Do you accept payment after delivery? (Within 30 days). (if not, please explain your payment terms)</p>	
<p>What is the validity period of your offer? (in days)</p>	
<p>Please confirm you can deliver to our address in:</p> <p>Noregian Refugee Office, Kosti, Al-Andalus Area ,Al Andalus Street, North of WFP, East from CORE Sudan</p>	
<p>Please confirm providing samples (MANDATORY)</p> <p>For T-shirts: 4 different sizes (M, L, XL, XXL) each one with printings in the front and back with different images.</p> <p>For hats: 1 sample</p> <p>For banners 1 sample</p> <p>For flyers (1 sample for A4 & A3)</p> <p>(Note that miss-provision of samples will lead to disqualification)</p>	
<p>What is the delivery time? (in days) (please specify delivery schedule if any)</p>	
<p>Is delivery included in the price? (if not, please add a line for the delivery cost)</p>	

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 first pages, or by using your own proforma document.

RFQ Hand delivery to:

Address: Africa Street, Nile Tower, 4th Floor, St. 63
15.560261551708368, 32.552712818691106

Email to SD.Procurement@nrc.no and Cc: Hussam.Mohammed@nrc.no

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

NRC will evaluate and contract one supplier for the two lots, **OR** NRC will contract supplier for each lot as necessary and depending of evaluation results.

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 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 :
 - 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.
- For payment outside of Sudan (UAE or others) to one of your company, please provide us with the following :
 - o A quote under the name of your company abroad.
 - o 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) <i>(mandatory for screening)</i>	
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	
Samples of all items mentioned in the above lots (1,2)	
NRC Request for Quotation (filled up, signed and stamped) Additional quotation on company letter head document, if any...	

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.