

REQUEST FOR QUOTATION

Date: November 16, 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
Email: sd.procurement@nrc.no
Phone: +249 91 121 9777

Deadline for submission: 21st of November 2022 @ 12:00 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	Pallets	The Echo i5.1 has been designed to offer a high performance to a low cost, Universal for enclosed circuits, distribution, areas of production and exports Dimensions: 120*100 cm – <u>Supplier Visit is Mandatory for Eligibility to obtain information about the required sample</u>	Piece	180		
GRAND TOTAL (incl. VAT)						

Supplier Visit of the Office (Africa Street, Nile Tower, 4th Floor, St. 63)

The Bidder, at the Bidder's own responsibility and risk, is **compulsory to visit** and examine the Sample and obtain all information that may be necessary for preparing the bid. The costs of visiting the Site shall be at the Bidder's own expense.

The visit will be conducted from **17th / 20th / 21th Nov 2022 at Africa Street, Nile Tower, 4th Floor, St. 63**. **Site visits are mandatory for supplier eligibility, the supplier will be given a visit receipt signed by both NRC representative and supplier.**

Providers interested in this RFQ must contact **Hussam Eldin** on the above-mentioned date to confirm visit.
Phone Number: +249 91 121 9777

Questions of any kind will be most welcomed. In line to ensure fair and transparent process all answers will be given to all present suppliers.

The visit is mandatory. At the end of the visit, a receipt will be given to the provider to prove his participation to the visit. The receipt must be included in the envelop as a mandatory document.





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You can use the above table OR print your quotation on your own letter-head 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
<p>What is the currency of the offer? (SDG, USD, other...)</p> <p>Note that NRC will favour quotes in SDG. Please read below regarding USD payments.</p> <p>DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.</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? (if not, please explain your payment terms)</p>	
<p>What is the validity period of your offer? (in days) (minimum 30 days)</p>	
<p>What is the guarantee period?</p>	
<p>Please explain the guarantee conditions if any:</p>	
<p>What is the origin of the items? (manufacturing country)</p>	
<p>Please confirm you can deliver to our address in: Khartoum, NRC Warehouse, plot #3015, Block #35, Southern of Local Market, nearby to DAL Motors Warehouse, Alhawa St.</p>	
<p>What is the delivery time? (nrc Prefer to deliver pallets wihtin 2 days)</p>	
<p>Is delivery included in the price? (if not, please add a line for the delivery cost)</p>	
<p>Please confirm you can provide a sample for the pallets (Mandortory – this will be part in the evlaution)</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 page 1, or by using your own pro-forma document.
You must provide a sample for an item.

- Hand delivery to the above mentioned address
- Email to sd.procurement@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	
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.