

Request for Quotation

FROM	NORWEGIAN REFUGEE COUNCIL
Address	White Nile State, Kosti, Area Office
City	Kosti
Country	Sudan
Phone #	+249 100997095
Email	sd.procurement@nrc.no

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-380	Currency	SDG
RFQ Issuing Date:	September 20, 2024	Bid Validity Period (days):	Preferably 30 days
RFQ Closing Date:	September 26, 2024	Required Delivery Date:	Within 5days
RFQ Closing Time:	04:00 PM (GMT +2)	Required Delivery Destination:	White Nile State, Kosti, Alandalus Area, NRC
Questions to the RFQ	sd.procurement@nrc.no	Required Delivery Terms:	GRN

Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	Regenerative materials (Banana Seedlings) شتلات أشجار الموز	Piece	700		
2	Tie wire 5 kg using on fencing banana circles سلك رباط	Pcs	20		
3	Empty onion bag	Pcs	320		
4	bamboo wood - length 3 meters, each bundle have 10 pieces (قنا) خشب خيزران	Bundle	32		
5	Banana tree seedlings شتلات أشجار الموز	Pcs	100		
6	corn seeds (درة عشرين) بدور درة	Kilogram	2.5		
7	Green Onions البصل الأخضر	Kilogram	2.5		
8	Guava Tree Seedlings شتلات أشجار الجوافة	Piece	25		
9	Jeer jeer (arugula) جرجير	Kilogram	2.5		
10	Jews Mallow/Khudra/Molokhia ملوخية خضرة	Kilogram	2.5		
11	Lemon Tree Seedlings شتلات شجرة الليمون	Piece	25		
12	Mango Tree Seedlings شتلات شجرة المانجو	Piece	25		
13	Moringa Tree Seedlings شتلات شجرة المورنجا	Piece	25		
14	Okra البامية	Kilogram	2.5		
15	Onions (seeds) بذور البصل	Kilogram	2.5		
16	Pomegranate Tree Seedlings شتلات شجرة الرمان	Piece	25		

17	Pumpkin seeds (multiple types اليقتين-أنواع متعددة)	Kilogram	2.5		
18	Purslane (Local name - Regla) الرجلة	Kilogram	2.5		
19	Radish - (Local name - Figil) الفجل	Kilogram	2.5		
20	sesame seeds بذور السمسم	Kilogram	2.5		
21	sweet potato plant نبات البطاطا الحلوة البامبي	Kilogram	2.5		
22	Tamarind Tree Seedlings شتلات شجرة التمر الهندي	Piece	2.5		
23	Tomatoes الطماطم	Kilogram	2.5		
24	Watermelon البطيخ	Kilogram	2.5		
25	Shovel طورية	Piece	125		
26	Plastic gloves قفازات بلاستيكية	Pair	110		
27	Metal Rake مجرفة كرك	Piece	125		
28	Metal Spade with metal handheld كوريك	Piece	125		
29	Metal wheelbarrow عربة يدوية درداقة حديد	Piece	70		
30	Empty sugar sakes - 50 KG جوالاات سكر فارغة	Piece	350		
31	Wooden poles - small size of 4m length أعمدة خشبية صغيرة الحجم بطول أربعة امتار	Piece	5		
32	Wood saw منشار خشب	Piece	10		
33	Hammer مطرقة	Piece	5		
34	2" Wood nails مسامير خشب 2 بوصة	Packet	5		
35	Iron two-sided pickaxe معول حديد ذو وجهين براسين	Piece	18		
36	bamboo wood (bundle have 10) length 6miters	Batch	15		
37	Onion bags - 50 KG اكياس بصل 50 جرام	Piece	100		
38	Hemp rope (Bundle contains 100-meter حبل قنب 100 متر)	Pcs	10		
Sub TOTAL (Including Transportation cost)					
Vat					
Grand TOTAL (Including Vat)					
Currency (SDG)					

Important notice:

- Bidders must provide sample of each items any bidder will not submit sample will be ineligible for further assessment.
- Sample must be delivered to NRC Kosti Office, Alandalus Area, Alandalus St, Northern of WFP. (or at any NRC Offices in Gedaref /Port Sudan)

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	
Name	
Position	
Date Signature Stamp	

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: sd.procurement@nrc.no (**offers received on other email addresses will not be considered**) with subject: **PF-KSI-AO-380**
- 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

Selection criteria

Criteria	Description	Total mark
Delivery Time Delivery Destination (White Nile: Kosti office ,)	Timeliness and reliability of delivery. Historical performance and proposed schedule.	20
price	Quality of the sample lunch box, presentation, food quality, and attached catalogue/photos.	40%
Quality	1-sample submission base on all items and seeds expiration date is more than 6 month 2-partial submission of items 70% of items requested 3- sample submission must be newly product seeds at least expiration date more than 6 month	30%
Experince	previous experience with proof of work (certification	10%

Mandatory documents:

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

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. <u>Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid.</u></p> <p>NRC reserves the right to reject quotations provided by suppliers not meeting these standards.</p>
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