

# Request for Quotation

عرض الاسعار

FROM من	NORWEGIAN REFUGEE COUNCIL
Address العنوان	Sudan – Gadarif – East Aljbarab
City المدينة	Gadarif
Country الدولة	Sudan
Phone # الهاتف	
Email بريد الكتروني	<a href="mailto:sd-procurement@nrc.no">sd-procurement@nrc.no</a>

TO الي	
Address العنوان	
City المدينة	
Country الدولة	
Phone # الهاتف	
Email بريد الكتروني	

The office of the Norwegian Refugee Council invites your company to submit a price quotation for the following items in accordance with the requirements detailed below. You may use your company format, or fill up the table below. Please read carefully the instructions on page 3. Along with Attaching the Sample of the furniture.

Request for Quotation Requirements (To be filled by NRC Procurement staff)			
Office Furniture			
RFQ # : عرض الاسعار	PF-672-019 PR- 8501066	Currency العملة	
RFQ Issuing Date: تاريخ الاصدار	25/09/2024	Bid Validity Period (days): (Preferably 30 days) صلاحية السعر المنظمة تفضل 30 يوم	
RFQ Closing Date: تاريخ الاغلاق	3/10/2024	Required Delivery Date: زمن التوصيل ( التنفيذ )	
RFQ Closing Time: زمن الاغلاق	14:00 PM	Required Delivery Destination: جهة التسليم	NRC office – Gadarif – East Jubarab
Questions to the RFQ للاستفسار	aida.rofai@nrc.no	Required Delivery Terms: شروط التسليم المطلوبة	

To be filled by NRC				To be filled by Supplier	
Item #	Description/ Specifications الوصف	Unit الوحدة	Quantity Required الكمية	Unit Price سعر الوحدة	Total Price الجملة
1	Office desks 120CM	PCS	8		
2	Office Chairs, with Arms	PCS	15		
3	Cabinet for Records keeping, Metallic	PCS	6		
4	Iron office cupboard	PCS	6		
5	Reception chairs, Sofa of x3 three unit, Metallic	PCS	11		
6	Water Cooler, Unit with two taps	PCS	1		
7	A4 Papers ( Box of 5 Reem )	BOX	5		
<b>GRAND TOTAL (Including VAT)</b>					
<b>الجملة الكلية شاملة كل الرسوم والقيمة المضافة بالإضافة لي الترحيل</b>					

Delivery Lead Time (in days, from receipt of NRC Purchase Order) فترة التوصيل أو التنفيذ بالايام	
Bid Validity Period (in days from receipt of NRC Purchase Order): صلاحية السعر بالايام بعد التوقيع على امر الشراء	
Defects liability and guarantee period: فترة الضمان ملحوظة ( للاجهزة والمعدات والانشاءات )	
Country of origin of the goods بلد المنشأ او الانتاج ان وجد	

Name الاسم	
Position الوظيفة	
Date Signature Stamp التاريخ - التوقيع - الختم	

### RFQ Terms & Conditions

**Manner of Submission:**

By hand in a sealed envelope to NRC office located **Address:** Gadarif Office – East Jobarab – Alriyada Street - Gadarif Sudan

- By email to the dedicated and secured email address: [sd-procurement@nrc.no](mailto:sd-procurement@nrc.no) (offers received on other email addresses will not be considered)
- 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.
- Provide Samples for the items listed in annex, together with your offer (if relevant)  
يمكن تقديم نموذج للمواد الموجودة في القائمة مع عرض الاسعار اذا كانت مشابهة
- Provide Samples for the items listed in annex, together with your offer (if relevant)

**Mandatory documents:**

Requested document	Check (Y/N)
Company registration Certificate شهادة تسجيل	
Vat Registration Certificate التسجيل في القيمة المضافة	
Tax registration certificate الرقم التعريفي الضريبي	
Passport Copy / ID of company director صورة من اثبات الشخصية \ جواز بطاقة قومية	
Copies of relevant Experience relevant Activates خبرة سابقة في المجال ان وجد	
NRC RFQ to be signed and stamped in each page التوقيع والختم في كل الصفحات	
Technical Specification photo attached	
Ethical Standards Signed and Stamped المعايير الاخلاقية توقع وتختتم لمن يرسو اليه المناقصة او العطاء	

**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

**Payment terms:**

- Payment will be made within **30 days** of receipt of goods, by **bank transfer/cheque only**.  
سيتم الدفع خلال 30 يوم بعد استلام المواد أو انجاز الاعمال بواسطة التحويل البنكي أو الشيك

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