**REQUEST FOR QUOTATION**

* Date: 24/10/2024
* ***From:***Norwegian Refugee Council (NRC)
* Address: South Kordofan – Kadugli Field Office, AL souk Road, House No 12

RFQ \_ for **30 Single Needle Tailoring Sewing Machine JUKI TL - 82 to Kadugli**

**Deadline for submission:6/11/2024**

**Contact Person : Elnil Khalifa**

**Position : *Logistic Officer***

**Email** : elnil.khalifa@nrc.no

**Phone**: +249126607989

**NRC / Kadugli Field Office Looking for a qualified Supplier to deliver 30 Single Needle Tailoring Sewing Machine JUKI TL - 82 to Kadugli**

**technical specifications**

Sewing speed 1,500 stitches/min (max. 1,800 stitches/min) Stitches length max 6mm Needle bar stroke 32 mm Lift of presser foot 7 mm 12 mm by knee lifter Needle DB x 1Lubrication manual lubrication Lubrication oil new defrix oil No. 1 Transmission belt round leather belt 7 mm dia.Bed size 399\*178 mm / or Equivalent to JUNKI TL 82"

Please note that all transportation prices & loading Offloading will be included with the cost of the materials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Description | Unit | Quantity | Est price per unit | Est Total price  |
|
| 1 | Single Needle Tailoring Sewing Machine JUKI TL - 82" Single Needle Tailoring Sewing Machine JUKI TL – 82 Model JUNKI TL - 82 | Piece | 9 |  |   |
| 2 | Single Needle Tailoring Sewing Machine JUKI TL - 82 |  Piece  | 5 |  |  |
| 3 | Single Needle Tailoring Sewing Machine JUKI TL - 82 | piece | 6 |  |  |
| 4 | Single Needle Tailoring Sewing Machine JUKI TL - 82 | Piece | 5 |  |  |
| 5 | Single Needle Tailoring Sewing Machine JUKI TL - 82 | Piece | 5 |  |  |
| # | Total  |  Piese | *30* |  |  |

**Note: All the prices should include VAT, and all the pages must be stamped with company stamp**

You can use the above table *OR* print your quotation on your own letterhead 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** |
| What is the currency of the offer?*(Euro, USD, GBP other…)***Note that NRC will favour quotes in SDG.**  |  |
| Please confirm your products will be **packed in boxes and labelled with Item name and quantities in the box**  |  |
| Specify transport cost up to delivery place: by air, sea, land (as applicable):Total price (INCOTERM Delivered Duty Unpaid (DDU) Net price after deduction of discounts |  |
| Do you accept payment after delivery?*(if not, please explain your payment terms)****Payment will be within 15 working days after the delivery of products*** |  |
| What is the validity period of your offer?*(in days)****(Preferable 30 days)*** |  |
| What is the guaranty period? |  |
| Please explain the guaranty conditions if any : | - |
| What is the origin of the items? *(manufacturing country)* |  |
| What is the delivery time?*(please specify delivery schedule if any* |  |
| Please confirm delivery cost is included in the price? |  |

**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 proforma document.

* Hand delivery to NRC office mentioned above on the first page.

Your quotation / offer **must be** signed and stamped on all pages (including the present Request for 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 |  |
| Company tax registration certificate |  |
| NRC Request for Quotation (filled up, signed and stamped)Additional quotation on company letterhead document, if any… |  |
| Suppliers Ethical Standards Declaration signed and stamped |  |

You can also attach additional documents such as photos, company profile, certifications…

**6 - PAYMENT INFORMATION:**

Payment will be made within 30 days of receipt of goods, by bank transfer/cheque only.

NRC is not subject to VAT; therefore, all offers should be exclusive of VAT costs.

For payment by cheque ;please indicate under which Name NRC shall Issue the Cheque you can write

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| --- |
|  |

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 supplier s not meeting these standards.

**7 - INSPECTION**

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

**8 - OTHER INFORMATION:**

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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.

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