

FROM	NORWEGIAN REFUGEE COUNCIL
Address	Nile Area Office -Port Sudan
City	Port Sudan
Country	Sudan
Phone #	+249 962593663/0100997095
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 items 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 #:	BD-KSI-AO-355	Currency	SDG -USD
RFQ Issuing Date:	October 26, 2024	Bid Validity Period (days):	Preferably 30 days
RFQ Closing Date:	October 31, 2024	Required Delivery Date:	One week
RFQ Closing Time:	04:00 PM (GMT +2)	Required Delivery Destination:	Port Sudan
Questions to the RFQ	sd.procurement@nrc.no	Required Delivery Terms:	DAP

To be filled by NRC				To be filled by Supplier	
Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	Coloured Printer Piece Colred Printer (RICOH) Laser Multifunction Printer Color Laser Multifunction Printer Improve productivity with personalized, powerful performance Prints up to 60 ppm, copy, scan, fax 1200x1200 dpi max print resolution Paper capacity of up to 4,700 pages	Pcs	1		
Grand Toal					
VAT					
Grand Total included Vat					

Delivery Lead Time (in days, from receipt of NRC Purchase Order)	
Bid Validity Period (in days from receipt of NRC Purchase Order):	
Attached experience certificate	

Name	
Position	
Date Signature Stamp	

RFQ Terms & Conditions

Manner of Submission:

- By hand in a sealed envelope to NRC office located in **Port Sudan -Almatar Area**
- By email to the dedicated and secured email address: 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.

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.
- **Delivery time:** delivery time will be evaluated according to delivery scoring set by committee
- **Experience :** experience will be evaluated and score rating according to experience scoring set by committee preferable experience with the same geographical area
- **Please check photo attached stamped and sign to indicate that supplier will bring the same quality**

Selection criteria table:

Criteria	Description	Maximum Score
Delivery Time Delivery Destination (Port Sudan Office)	Timeliness and reliability of delivery.	25
Price	Competitiveness of the pricing,	40
Quality	1-Warranty period and coverage details. 2-Ensure regular maintenance for optimal performance. 3- Availability of technical support and service agreements 4-Company profile 5- Installation services included	30
General experience	General experience with NGOs &INGO	5

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)	
All pages must be signed and stamped	

Payment terms:

- Payment will be made within **30 days** of completion of services, 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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Signature & Stamp

