

Request for Quotation

FROM	NORWEGIAN REFUGEE COUNCIL
Address	White Nile State, Kosti, Area Office
City	Kosti
Country	Sudan
Phone #	+249912386155-+249123386155
Email	sd.procurementskao@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-525	Currency	SDG
RFQ Issuing Date:	JAN 06, 2025	Bid Validity Period (days):	Preferably 30 days
RFQ Closing Date:	JAN 11, 2025	Required Delivery Date:	
RFQ Closing Time:	03:00 PM (GMT +2)	Required Delivery Destination:	White Nile State, Kosti, Alandalus Area, NRC Area Office
Questions to the RFQ	sd.procurementskao@nrc.no	Required Delivery Terms:	GRN

Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	CEP manual age 6-9 black and white with cover page	Piece	48		
2	CEP manual age(10-14) Black and white with cover	Piece	16		
3	BLP manual black and white with cover	Piece	48		
4	Certificates Printing black and white	Piece	48		
5	Registration form A3 paper black and white	Piece	100		
6	SLEC pre test for students black and white(10-14)	Piece	150		
7	SLEC post test for students (6-9)black and white	Piece	150		
8	SLEC BLP test for teachers black and white	Piece	96		
9	SLEC CEP test for teachers black and white	Piece	96		
10	SLEC pre test for students black and white (10-14)	Piece	150		
11	SLEC post test for students black and white (10-14)	Piece	150		
Total					

Important notice:

- NRC have the right to contract a selected bidder for specific Location or locality
- Sample must be delivered to NRC Kosti Office, Alandalus Area, Alandalus St, Northern of WFP.

What is the currency of the quote? DO NOT PROVIDE QUOTES IN USD we pay just in SDG	
Delivery Lead Time (in days , from receipt of NRC Purchase Order) to each of the location	
Bid Validity Period (in days from receipt of NRC Purchase Order):	
Please confirm the following payment terms: <u>100% After Delivery</u> (No Advance payment can be issued)	

Name	
Position	
Date Signature Stamp	

Criteria:

	Price	40
	Delivery	40
	Experince (5marks for each Project)	20
	Total	100
	delivery Time	
	Delivery Time	Mark
1	1 to 3 days (not applicable)	20
2	4 to 7	15
3	8 to 15	5
4	more than 15 days	0

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.procurementskao@nrc.no
- **(offers received on other email addresses will not be considered)** with subject: **PF-KSI-A0-525**
- 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.
- Step 4: Delivery time
- Step 5: Food quality and quantity/portions (fresh food, balanced diet meat, vegetables & fruits)
- Step 6: Supplier must demonstrate ability to deliver food to the training location as per the (agreed) training schedule

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 (Mandatory)	

Payment terms:

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