

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 08, 2025	Bid Validity Period (days):	Preferably 30 days
RFQ Closing Date:	JAN 12, 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:	DAP

Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	Passbook dimension - 15cm Horizontal - 11cm Vertical - cover paper is green colour - number of pages 13 pages and print the shape in tow side	Piece	600		
2	Social fund bag, Loan and Fines bag	Piece	60		
3	Arrow stamp	Piece	60		
4	Stam normal (finger stamp) with ink	Piece	20		
5	Red pen (Big)	Piece	40		
6	Blue pen (Big)	Piece	40		
7	Plastic Pots according to the attached Photo	Piece	60		
8	Ruler	Piece	40		
9	Ledger Book	Piece	20		
10	Stick notes	Piece	40		
11	Calculator Medium	Piece	20		
12	Small Notebook	Piece	600		
13	Marker Pen	Box	20		
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: 100% After Delivery (No Advance payment can be issued)	

Name	
Position	
Date Signature Stamp	

Criteria:

Price	40	
Delivery	40	
Experience (5marks for each Project)	20	
Total	100	
delivery Time		
Delivery Time	Mark	
1	1 to 2 days	20
2	3 to 5	15
3	more than 8 days	5

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.

