



NORWEGIAN CHURCH AID
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REQUEST FOR QUOTATION

TO:

Date of issue:	14 April 2025
File no.:	GED 25032
Contract title:	Supply of IEC Materials and Visibility Items
Closing date:	28 April 2025
For further information, please contact the Contracting Authority:	Norwegian Church Aid Contact person: NaserIdin Phone Number 0123554315 E-mail: p.s.u@nca.no
Please note that the Quotations may be delivered to the Contracting Authority at the above email address	

NORWEGIAN CHURCH AID, SUDAN INVITES YOU TO SUBMIT A QUOTATION FOR THE FOLLOWING ITEMS

Item	Description	Unit	Quantity	Required delivery date
1	Plastic banner size 3m x 2.5m, coloured, with hanging rings with different messages with Norwegian Church Aid, Caritas International logos Full colours	PCs	14	NCA Gedaref office
2	Plastic Banner size, 2m x 1.5m, coloured, with hanging rings, with different messages with Norwegian Church Aid, Actalliance, Caritas International logos. With this	Pcs	15	NCA Gedaref office
3	Plastic Banner size, 1m x 1.5m, coloured, with hanging rings, with different messages with Norwegian Church Aid, Actalliance, Caritas International logos. With this	Pcs	5	NCA Gedaref office
4	Photo booth frame (Itar tasweer) 120*120 cm, coloured, with fiber back, with hanging rings, with Norwegian Church Aid, Actalliance, Caritas International logos.	PCs	8	NCA Gedaref office
5	Roll up stand, coloured, size 80cm x 2m, with the different messages with Norwegian Church Aid, Actalliance, Caritas International logo	Roll	12	NCA Gedaref office
6	IEC materials for MHPSS (coloured flyers) A5, with Norwegian Church Aid, Actalliance, Caritas International logos	PCs	165	NCA Gedaref office
7	IEC materials for MHPSS (coloured flyers) A6, with Norwegian Church Aid, Actalliance, Caritas International logos	PCs	1248	NCA Gedaref office
8	IEC materials for MHPSS -Handout, 144 pages, A4 size, print two side Hard book binding glossy paper, Hard cover, coloured, with Norwegian Church Aid, Actalliance, Caritas International logos	book	15	NCA Gedaref office
9	IEC materials for GBV training, handout, coloured 40 pages, two side printing A4 size, Hard book binding, Hard cover, coloured, with Norwegian Church Aid, Actalliance, Caritas International logos	book	30	NCA Gedaref office



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10	IEC materials for PSEA training, coloured 30 pages, two side printing A4 size, Hard book binding, Hard cover, coloured, with Norwegian Church Aid, Actalliance, Caritas International logos	book	20	NCA Gedaref office
11	IEC materials for Case amangement Training, coloured, 50 pages, printing two side glousy A4 size, Hard book binding, Hard cover, coloured, with Norwegian Church Aid, Actalliance, Caritas International logos	book	20	NCA Gedaref office
12	IEC materials for PFA Training, coloured 20 pages, prining two side A4 size, Hard book binding, Hard cover, coloured, with Norwegian Church Aid, Actalliance, Caritas International logos	book	20	NCA Gedaref office
13	IEC material for service mapping(booklet),5 pages, A5, Spiral Binding, hard cover, coloured with Norwegian Church Aid, Actalliance, Caritas International logos	Booklet	200	NCA Gedaref office
14	Booklets for MHPSS staff care, A4, 47 Pages, coloured, A4 size, Hard book binding, Hard cover, coloured, with Norwegian Church Aid, Actalliance and Caritas International logos.	book	30	NCA Gedaref office
15	Dairy, 150 pages, A4 paper, divided in five sections, coloured, hard cover, with Norwegian Church Aid, Actalliance and Caritas International logos	PCs	20	NCA Gedaref office
16	Booklets for community dialogue and FGD sessions, A4,40 pages, spiral binding, 0.10mm, coloured, hard cover, with Norwegian Church Aid, Actalliance and Caritas International logos	booklet	100	NCA Gedaref office
17	Pen (AgilE) with Actalliance, Caritas International and Norwegian Church Aid logo	PCs	320	NCA Gedaref office
18	Notebooks, A5 with spiral binder, with Actalliance, Caritas International and Norwegian Church Aid logo	PCs	420	NCA Gedaref office
19	White T-shirts, size M 150pcs, size L 140 pcs, size XL 37pcs, size XXL 20pcs, with cola, with NORWEGIAN CHURCH AID, Actalliance and Caritas International logos on the back side	PCs	307	NCA Gedaref office
20	Cap with NCA logo, purple colour, with Norwegian Church Aid, Actalliance and Caritas International logos	PCs	238	NCA Gedaref office
21	Design and print poster using 200 gsm art paper (A4 size) Five types (Personal Hygiene, Safe Excreta Management, Safe Water Chain Management, Food Hygiene, and Environmental Health)	PCs	2500	NCA Gedaref office
22	Water bottle, good quality with Norwegian Church Aid logo	PCs	20	NCA Gedaref office
23	Back bag, quality, with Norwegian Church Aid, Actalliance and Caritas International logos	PCs	20	NCA Gedaref office
24	Umbrella, big size, Grey colour, with Norwegian Church Aid, Actalliance and Caritas International logos	PCs	20	NCA Gedaref office

INSTRUCTIONS

A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

A.2. General

The goods to be purchased are for use by the Contracting Authority in its NCA Gedaref in Sudan, an intervention supported by act appeal. The supplier can submit a quotation for one, several or all lots.

A.3. Cost of quotation



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The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

A.4. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with article 13. "Child Labour and Forced Labour" and article 14 "Mines" of the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

A.5. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

A.6. Documents comprising the Request for Quotation

The Supplier shall complete and submit the following document with his quotation:

1. The attached Quotation Submission Form
2. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates and membership certificates of any relevant professional bodies (Shall only be submitted if you have not delivered to the Contracting Authority before)
3. References that we may contact for further background information of your company. (Shall only be submitted if you have not delivered to the Contracting Authority before)

A.7. Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

Price shall be quoted in SDG

VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

A.8. Validity

Quotations shall remain valid and open for acceptance for 30 days after the closing date.

A.9. Closing date

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

A.10. Award of Contract and Criteria

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively.



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The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.11. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 5 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return to the Contracting Authority. On signing the Contract, the successful supplier will become the Contractor, and the Contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

A.12. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

SPECIAL CONDITIONS

B.1. Scope of Supply

The subject of the contract is the supply, of the supplies described in the Price Submission Quotation Form in Annex 1.

B.2. Payment

Payment will be made upon receipt of the following document and within 10 days after receipt of goods:

- (a) Invoice one original

B.3. Insurance

It is the responsibility of the supplier to issue a transport insurance covering transport to point of delivery.



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QUOTATION SUBMISSION FORM

PRICE SCHEDULE (Price and currency to be inserted by supplier)

Item	Description	Unit	Qty	Currency SDG	
				Unit Price	Total Price
1	Plastic banner size 3m x 2.5m, coloured, with hanging rings with different messages with Norwegian Church Aid, Caritas International logos	Pcs	14		
2	Plastic Banner size, 2m x 1.5m, coloured, with hanging rings, with different messages with Norwegian Church Aid, Actalliance, Caritas International logos. With this	Pcs	15		
3	Plastic Banner size, 1m x 1.5m, coloured, with hanging rings, with different messages with Norwegian Church Aid, Actalliance, Caritas International logos. With this	Pcs	5		
4	Photo booth frame (I tar tasweer) 120*120 cm, coloured, with fiber back, with hanging rings, with Norwegian Church Aid, Actalliance, Caritas International logos.	PCs	8		
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13	IEC material for service mapping (booklet), 5 pages, A5, Spiral Binding, hard cover, coloured	booklet	200		



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	with Norwegian Church Aid, Actalliance, Caritas International logos				
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16	Booklets for community dialogue and FGD sessions, A4,40 pages, spiral binding, 0.10mm, coloured, hard cover, with Norwegian Church Aid, Actalliance and Caritas International logos	booklet	100		
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22	Water bottle, good quality with Norwegian Church Aid logo	PCs	20		
23	Back bag, quality, with Norwegian Church Aid, Actalliance and Caritas International logos	PCs	20		
24	Umbrella, big size, Grey colour, with Norwegian Church Aid, Actalliance and Caritas International logos	PCs	20		
Sub-Total					
VAT 17%					
Grand Total					

	Information to be entered by supplier in the below columns
Delivery date	
Delivery time to destination	days
References	
A reference list is attached (shall only be submitted if supplier has not delivered to the Contracting Authority before)	

Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>



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After having read this Request for Quotation GED 25032 on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria stated in the Instructions.
- Certify and attest compliance with the Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by: _____

The Contractor

Name of the company

Address

Telephone no.

E-mail:

Name of contact person

Date: