

Request for Quotation

عرض الاسعار

FROM من	NORWEGIAN REFUGEE COUNCIL
Address العنوان	Sudan – Gadarif – East Aljbarab
City المدينة	Gadarif
Country الدولة	Sudan
Phone # الهاتف	
Email بريد الكتروني	sd.procurement.gadarif@nrc.no Hisham : 0911219825

TO الى العمل \ الشركة	
Address العنوان	
City المدينة	
Country الدولة	
Phone # الهاتف	
Email بريد الكتروني	

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 read carefully the instructions on page 5

Request for Quotation Requirements (Supply of Teacher reference Books)			
Supply of teacher's reference Books			
RFQ # : عرض الاسعار	PF- SD-GAD- 689-04 PR- 8501322	Currency العملة	
RFQ Issuing Date: تاريخ الاصدار	25/05/2025	Bid Validity Period (days): (Preferably 30 days) صلاحية السعر المنظمة تفضل 30 يوم	
RFQ Closing Date: تاريخ الاغلاق	29 /05/2025	Required Delivery Date: (التنفيذ) زمن التوصيل	
RFQ Closing Time: زمن الاغلاق	16:00 PM	Required Delivery Destination: جهة التسليم	NRC office – Gadarif – East Jubarab
Questions to the RFQ للاستفسار	sd.procurement.gadarif@nrc.no	Required Delivery Terms: شروط التسليم المطلوبة	

To be filled by Supplier					
Item #	Description/ Specifications الوصف	Unit الوحدة	Quantity Required الكمية	Unit Price سعر الوحدة	Total Price الجملة
1	Mathematics – Gadae 1- Activity book	Pcs	24		
2	Mathematics – Gadae 1- Pupils book	Pcs	24		
3	Mathematics – Gadae 2 - Activity book	Pcs	24		
4	Mathematics – Gadae 2 – Work book	Pcs	24		
5	Mathematics – Gadae 3 - Activity book	Pcs	24		
6	Mathematics – Gadae 3 – Students book	Pcs	24		
7	Mathematics & Activity book- Gadae 4	Pcs	24		
8	Mathematics for Grade 5	Pcs	24		
9	Mathematics for Grade 6	Pcs	24		
10	History for Gadae 3	Pcs	24		
11	History & Civic Education Gadae 4	Pcs	24		
12	History & Civic Education Gadae 5	Pcs	24		
13	Smile-1 pupils Book Grade 3 – Basic Level	Pcs	24		
14	Smile - 2 Teachers Book Grade 4 – Basic Level	Pcs	24		
15	Smile – 3 - Teachers Book Grade 5 Basic Level	Pcs	24		
16	Geography for Garde 3	Pcs	24		
17	Geography for Garde 4	Pcs	24		
18	Geography for Garde 5	Pcs	24		
19	Primary Section Geography – Grade 6	Pcs	24		

20	Information and communication technology for grade 6n	Pcs	24		
21	Foundation for computer for Grade - 4	Pcs	24		
22	Computer for Grade – 5	Pcs	24		
23	Natural sciences for grade -3 – Activities Book	Pcs	24		
24	Natural sciences for grade	Pcs	24		
25	Natural sciences for grade 3 – Student Book	Pcs	24		
26	Natural sciences for grade – 4	Pcs	24		
27	Natural sciences for grade -5 – Basic section	Pcs	24		
28	Science for Grade 6 Primary section	Pcs	24		
29	Arabic language – Gadae 1	Pcs	24		
30	Arabic language – Gadae 1	Pcs	24		
31	Arabic language – Gadae 2	Pcs	24		
32	Arabic language – Gadae 3	Pcs	24		
33	Arabic language – Gadae 4	Pcs	24		
34	Arabic language – Gadae 5	Pcs	24		
35	Arabic language – Gadae 6	Pcs	24		
Total					

Delivery Lead Time (in days, from receipt of NRC Purchase Order) فترة التوصيل أو التنفيذ بالايام	
Bid Validity Period (in days from receipt of NRC Purchase Order): صلاحية السعر بالايام بعد التوقيع على امر الشراء	
Defects liability and guarantee period: فترة الضمان ملحوظة (للاجهزة والمعدات والانشاءات)	
Country of origin of the goods بلد المنشأ او الانتاج ان وجد	

Name الاسم	
Position الوظيفة	
Date Signature Stamp - التاريخ - التوقيع - الختم	

RFQ Terms & Conditions

Manner of Submission:

By email to the dedicated and secured email address

sd.procurement.gadarif@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.

Mandatory documents:

Requested document	Check (Y/N)
Company registration Certificate شهادة تسجيل	
Vat Registration Certificate التسجيل في القيمة المضافة	
Tax registration certificate الرقم التعريفي الضريبي	
Passport Copy / ID of company director \ صورة من أثبات الشخصية \ جواز بطاقة قومية	
Copies of relevant Experience relevant Activates خبرة سابقة في المجال ان وجد	
NRC RFQ to be signed and stamped in each page في التوقيع والختم في كل الصفحات	
Technical Specification photo attached صورة مرفقة من المواصفات الفنية	
Ethical Standards Signed and Stamped المعايير الاخلاقية توقع وتختتم لمن يرسو اليه المناقصة او العطاء	

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

Payment terms:

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

سيتم الدفع خلال 30 يوم بعد استلام المواد أو انجاز الاعمال بواسطة التحويل البنكي أو الشيك

<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>
--	---