

REQUEST FOR QUOTATION

Sewing Machine and Spare Parts

TO:

Date of issue:	16 January 2025
File no.:	GED 24153, 24314 and 24317
Contract title:	Sewing Machines, Spare Parts for Sewing machine
Closing date:	22 January 2025
For further information, please contact the Contracting Authority:	Norwegian Church Aid – NCA Gedaref office -Al Matamr area Contact person:0110 270 329 E-mail: procurement.sudan@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	Sewing machine (JUKI)	PCs	47	30 January 2025 -Gedaref office
2	Sewing machine spare part (ilba)	PCs	193	30 January 2025 -Gedaref office
3	Sewing machine scissors	PCs	86	30 January 2025 -Gedaref office
4	Sewing machine rope	PCs	90	30 January 2025 -Gedaref office
5	Measuring tape, 2 meters, high quality	PCs	52	30 January 2025 -Gedaref office
6	Sew machine spare part (machine arm)	PCs	65	30 January 2025 -Gedaref office
7	Sewing machine oil, small bottle	PCs	59	30 January 2025 -Gedaref office
8	Sewing machine spare part (bolt)	PCs	70	30 January 2025 -Gedaref office
9	Sewing machine spare part (spring)	PCs	70	30 January 2025 -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 UNFPA. The supplier can submit a quotation for one, several or all lots.

A.3. Cost of quotation

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.



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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 and Technical Data Form in Annex 1.

B.2. Payment

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

- (a) Invoice one original
- (b) Proof of delivery

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	Sewing machine (JUKI)	PCs	47		
2	Sewing machine spare part (ilba)	PCs	193		
3	Sewing machine scissors, German	PCs	86		
4	Sewing machine spare part (machine rope)	PCs	90		
5	Measuring tape, 2 meters, high quality	PCs	52		
6	Sewing machine spare part (machine arm)	PCs	65		
7	Sewing machine oil, small bottle	PCs	59		
8	Sewing machine spare part (bolt)	PCs	70		
9	Sewing machine spare part (spring)	PCs	70		
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/>

After having read this Request for Quotation GED 24153, 24314 and 24317 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.
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- 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



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Telephone no.
E-mail:
Name of contact person
Date: