

Norwegian Refugee Council (NRC) Sudan
RFQ: PF-GAD-664-111-01-2025 Meals, Refreshment & Office
Supplies AGREEMENT
IN GADARIF

Date: 24/04/2025

SUBJECT: REQUEST FOR QUOTATION

Dear Mr/Ms

NRC is looking for reliable suppliers to provide **Meals ,Refreshment & Office Supplies** , to support our operation in Gadarif

The outcome of this Request for Quotation will be one or several Agreement(s) signed for a period of 6 to 12 months.

If you are interested, please contact abdulaziz.omer@nrc.no and sd.procurement.gadarif@nrc.no
Cc: sd.procurement@nrc.no to request the bidding document, and participate in the information session on May 3th, 2025.

The deadline for submission: 8/05/2025

Yours sincerely,
The Bid Committee.

RFQ PROCESS

SCHEDULE	DATE	Comment
Request for Quotations Launch الإعلان عن فتح التقديم للعطاء	24/05/2025	
Information Session جلسة معلومات	3/05/2025 (12:00 – 02:00PM)	
Period of submission of offer فترة تقديم العروض	From 24/04/2025 To 8/05/2025	
opening session by NRC موعد فتح المطاريف وسيتم الفتح داخليا بواسطة لجنة المناقصة التابع للمجلس الترويجي للاجئين	12/05/2025	
Items: Sample technical check الكشف والمعاينة على	13-/14/05/2025	
Notification of award to the successful bidder إخطار الفائز بالعطاء	15/05/2025	
Signature of the contract توقيع العقود	Expected by 19-20/05/2025	

What should I do if I am interested?

Suppliers interested in rendering Meals, Refreshment & Office Supplies to NRC are invited to attend the information session to learn more about the process and ask all their questions.

How to submit my offer?

Interested suppliers will have the opportunity to present their Items Sample to the NRC committee during the period of submission of the offer (see schedule above).

Please carefully read the NRC Requirement below to understand what NRC needs, and how to submit your offer.

Technical offer (all required documents) to be submitted via sd.procurement@nrc.no.

NRC will check the documentation and inspect the Samples (technical check) to make sure everything is up to NRC standards.

Interested suppliers will be informed of the results of the technical check immediately

How will I know if I am selected or not?

At the end of the submission period, the NRC committee will open all the financial envelopes and will decide on the selected suppliers Following the predefined criteria.

Selected suppliers will be invited to the NRC office to discuss the contract.

Non - Selected Suppliers will receive aregret letter.

What should I expect out of this process?

NRC will offer a 12-month agreement with the selected supplier(s).

The agreement period may be negotiated between NRC and the supplier.

NRC may sign more than one agreement with more than one supplier.

NRC REQUIREMENTS – Financial Offer

To be filled by Supplier					
Item #	Description/ Specifications الوصف	Unit الوحدة	Quantity Required الكمية	Unit Price سعر الوحدة	Total Price الجملة
1	Chicken Size of 230 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise(	Packet	10,000		
2	Chicken Size of 270 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise(	Packet	10,000		
3	Chicken of 500 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise(	Packet	10,000		
4	Chicken Size of 1000 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise (	Packet	10,000		
5	Chicken Size of 1200 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise(	Packet	10,000		
6	Chicken Size of 1100 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2	Packet	10,000		

	Bread, chili paste, Ketchup, Mayonnaise(				
7	Sandwich Sized Jambo (Crispy fried chicken)	PCS	10,000		
8	Sandwich Sized Jambo (Shish)	PCS	10,000		
9	Sandwich Sized Jambo (Shawarma)	PCS	10,000		
10	Sandwich Sized Jambo (Fish)	PCS	10,000		
11	Sandwich Size Normal (Crispy fried chicken)	PCS	10,000		
12	Sandwich Sized Normal (Shish)	PCS	10,000		
13	Sandwich Sized Normal (Shawarma)	PCS	10,000		
14	Sandwich Sized Normal (Fish)	PCS	10,000		
15	Water bottle of 300ML	Bottle	10,000		
16	Water bottle of 500ML	Bottle	10,000		
17	Water bottle of 600ML	Bottle	10,000		
18	Date good quality	Killa	10,000		
19	Sweets of good quality	Bage	10,000		
20	Biscuit Type Orio	Carton	10,000		
21	Ground Nuts type Pe nuts(Ful Modambas)	KG	10,000		
22	Sweet Type Basta Good Quality	KG	10,000		
23	Soda type Pepsi size 300ML	Bottle	10,000		
24	Soda type Pepsi size 500 ML	Bottle	10,000		
25	Soda type Pepsi size 600ML	Bottle	10,000		
26	Soda type Colla size 300ML	Bottle	10,000		
27	Soda type Colla size 500ML	Bottle	10,000		
28	Soda type Colla size 600ML	Bottle	10,000		
29	Soda type Kenzi Colla size 300ML	Bottle	10,000		
30	Soda type Maza size 300ML	Bottle	10,000		
31	Soda type Maza size 500ML	Bottle	10,000		
32	Soda type Maza size 600ML	Bottle	10,000		
33	Soda type Steam size 300ML	Bottle	10,000		
34	Soda type Steam size 500ML	Bottle	10,000		
35	Soda type Steam size 600ML	Bottle	10,000		

36	Sugar of 1 KG	KG	10,000		
37	Milk Good quality of 1 KG	KG	10,000		
38	Tea Big carton of 40 bag good quality (Algazaltain or similar)	Carton	10,000		
39	Drinking Water Drum of 20L (for Office Use)	Drum	10,000		
40	Nescafe Packet of 12 PCS	Packet	10,000		
41	Coffee per KG	KG	10,000		
42	Sheep meat Size of 230 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise(	Packet	10,000		
43	Sheep meat Size of 270 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise(	Packet	10,000		
44	Sheep meat of 500 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise (	Packet	10,000		
45	Sheep meat Size of 1000 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise (	Packet	10,000		
46	Sheep meat Size of 1200 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise(	Packet	10,000		

47	Sheep meat Size of 1100 Gram Packet contains (Kofta, Fried fish, Sausage, Falafel, Potato chip, chess, Olive, 2 Bread, chili paste, Ketchup, Mayonnaise(	Packet	10,000		
Total					

Selection Criteria :

Criteria	Weight	Scoring method	
Price	35%	(Min offered price/bid price X percentage)	
Payment Terms	10%	(Accepts NRC payment terms, with no request for advance.) Will receive full marks. • Advance payment – 0% • Payment after delivery – 10%	
Quality of Items:	25%	Sample review based on sample specification per each item: Good quality 25% based on the sample Medium Quality 10% based on the sample Poor Quality 0% based on the sample • adherence to NRC Specification – 100% • No adherence to NRC Specification – 0%	
Delivery Time	10%	(Benchmarks is) less than 1 weeks = 10% Above 1 week = 5% more than 2 weeks = 0%	
Previous experience with NGO, with NGOs & UN and other entities	10%	Provide all relevant Copies of POs/contracts/ completion certificates/ reference letters of similar projects and Reference checks required The supplier possesses the full package of items will score - 10% the supplier possesses partial items will score- 5% the supplier non possess will score -0% No Copies of POs/contracts/ completion certificates/ reference letters of similar projects - 0%	
Financial Capacity	10%	Bank statement / financial statement > 15K USD 10% > 8 K USD 5% <500 USD 0%	
Total	100%		

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 (للأجهزة 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
- 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 إثبات 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 والتوقيع والختم في كل الصفحات	
Technical Specification photo attached صورة مرفقة من المواصفات الفنية	
Ethical Standards Signed and Stamped المعايير الاخلاقية توقيع وتختم 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

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. 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.	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. 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. 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. Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid.
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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.	NRC reserves the right to reject quotations provided by suppliers not meeting these standards.
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