



REQUEST FOR QUOTATION

TO:

| | |
|---|---|
| Date of issue: | 14 th .09 .2021 |
| File no.: | 3187 |
| Contract title: | Stabilized Soil Block Press |
| Closing date: | 20th September 2021, 10:00am |
| For further information, please contact the Contracting Authority: | Norwegian Church Aid, South Sudan Contact person: Taban Charles Tel: 0924 366 001 Fax: E-mail: Taban.Charles@nca.no |
| Please note that the Quotations may be delivered to the Contracting Authority at the above address by in a sealed envelope clearly marked with the above File Number and the name of the submitting company. | |

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

| Item | Description | Unit | Quantity | Required delivery date |
|------|--|------|----------|----------------------------|
| 1 | Stabilized Soil Block Press | Nos. | 2 | 08 th Sept 2021 |
| | Specifications: | | | |
| | - Portable, Weight 130kgs | | | |
| | - Raw materials used: Soil, Cement | | | |
| | - Recommended water content (ratio); 10-15% | | | |
| | - Induced pressure (MPa): The pressure has a compression force of 80-100kn, which is approximately 2.5MPa on the brick surface. | | | |
| | - Manually operated | | | |
| | - Finished unit dimensions: 29 x 14 x 11.5cm | | | |
| | - Rate of production (units/hour): 500, in an 8 hour day with 4 workers, curation duration (days): 14 (wet curing for 7 days, and then dry curing for another 7) | | | |
| | | | | |
| | | | | |
| | | | | |



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 Gumuruk Programme in South Sudan, an intervention supported by MFA. 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.

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. Suppliers technical specifications
3. 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)
4. 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 USD

The price shall be quoted in USD or SSD

For evaluation purpose, where quotations are given in SSD it shall be converted into USD at the rate published in Central Bank of South Sudan on the closing date.

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.

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 it, 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.



SPECIAL CONDITIONS

B.1. Scope of Supply

The subject of the contract is the supply and delivery, of the supplies described in the Price and Technical Data Form in Annex 1.

B.2. After sales Service)

The supplier shall ensure availability of local after sales service and warranty service in <country and location> and shall provide contact details and a description of the local representative responsible for providing after sales service. **(Note: delete article if not required)**

(Option:) The supplier shall provide with the supplies a maintenance manual, **(Option: and an instruction manual)** in the <language> language, in <no. of copies> copies. **(Note: delete option if not required)**

B.3. (Option: Installation and Commissioning)

The supplier shall include in his quotation a complete and detailed plan for start-up and commissioning of the equipment at the project site and shall clearly state what is included in the price and what costs are not included. Any costs that can be reasonably foreseen as necessary for the installation and commissioning of the equipment that are not specifically included or excluded in the price, will be deemed to be included in the overall price. **(Note: delete article if not required)**

B.4. (Option: Training)

The supplier shall include in his quotation a complete and detailed training programme for the operation and maintenance of the equipment at the project site and shall clearly state what is included in the price and what costs are not included. Any costs that can be reasonably foreseen as necessary for the training programme that are not specifically included or excluded in the price, will be deemed to be included in the overall price. **(Note: delete article if not required)**

B.5. Payment

Payment will be made upon receipt of the following documents and within 30 days after receipt of goods:

- (a) Invoice (one original + two copies)
- (b) Proof of delivery **(Options: Signed - Waybill / Delivery Note / Goods Received Note / Packing list)**
(one original + two copies)
- (Options:)**
- (c) Air Way bill in (one original and three copies) or Bill of Lading in (three originals and three copies)
- (d) Warranty Certificate (one original)
- (e) Pre-shipment inspection Certificate (one original)
- (f) Any other document/certificate required for import/export of supplies
- (g) Prepayment guarantee

(Note: adjust the list as required)

B.6. (Option: Insurance)

It is the responsibility of the supplier to issue a transport insurance covering transport to point of delivery <as per Incoterm>. **(Note: delete if not required)**

(Note: Please list additional special requirement related to this specific RFQ as required)



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QUOTATION SUBMISSION FORM

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

| Item | Description | Unit | Qty | Currency [currency] | |
|------|---|------|-----|--------------------------|---------------------------|
| | | | | Unit Price <Incoterm> | Total Price <Incoterm> |
| 1 | <Description of Goods> | | | | |
| 2 | <Description of Goods> | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| | Total price <Incoterm> <place> | | | | |
| | Freight to <Destination, country> | | | | |
| | (Option: Customs duty) | | | | |
| | Value added tax (VAT) | | | | |
| | Total price incl. VAT <Incoterm> <destination, country> (Incoterm 2010) | | | | |

| | Information to be entered by supplier in the below columns |
|---|--|
| Please state name of Manufacturer | |
| (Option: After sales service and warranty service) | |
| Please state full contact details of the local after sales service. | |
| Delivery date | |
| <Incoterm> Point of shipment | |
| Delivery time to <Incoterm> Point of shipment | days |
| Delivery time to final destination | days |
| (Option: Packing) | |
| Item 1: gross weight / total volume (CBM) | |
| <insert extra line for each item> | Kg CBM |
| <insert extra line for each item> | Kg CBM |
| Technical specification | |
| Complete technical description is attached (Y/N) | |
| References | |
| A reference list is attached (shall only be submitted if supplier has not delivered to the Contracting Authority before) | |
| CSR information | |
| Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact. Please state which policies. | |
| Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which. | |
| Does your company have a Code of Conduct? | |

(Note: delete options, which are not required)

Suppliers are requested to complete the following form



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The following technical specifications are provided in the format of a checklist. They are compulsory as minimum standard and will be the only basis for the Contracting Authority to assess the technical compliance of the equipment presented in the quotations. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Quotations for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

TECHNICAL DATA FORM

| Item no.: | Parameter | Characteristics (Contracting Authorities minimum requirement) | Comply (Y / N) | Deviations, if any, to be described in this column |
|-----------|------------------------|---|----------------|--|
| 1 | Description | <Name/description of product> | | |
| | | | | |
| | Specifications | <Technical requirement> | | |
| | | <Insert extra rows as required> | | |
| | (Option: Accessories) | <Specific requirement> | | |
| | (Option: Spare part) | <Specific requirement> | | |
| | (Option: Certificates) | (Option: Please specify and enclose any quality accreditation - ISO 9000 2000 or equivalent held by the manufacturer of the offered products) | | |
| 2 | Description | <Name/description of product> | | |
| | | | | |
| | Specifications | <Technical requirement> | | |
| | | <Insert extra rows as required> | | |
| | (Option: Accessories) | <Specific requirement> | | |
| | (Option: Spare part) | <Specific requirement> | | |
| | (Option: Certificates) | (Option: Please specify and enclose any quality accreditation - ISO 9000 2000 or equivalent held by the manufacturer of the offered products) | | |
| 3 | | | | |

(Note: make a table for each item and insert the relevant requirement. Above is an example of information, the format and requirements shall be adjusted to the specific product. Delete this note)

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 <reference> on behalf of my company/business, I hereby:



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- 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: