



NORWEGIAN CHURCH AID
actalliance

REQUEST FOR QUOTATION

TO:

<Name and address>

Date of issue:	20/12/2023
File no.:	3556
Contract title:	Supply and delivery of Re-usable Sanitary Menstrual wear and the accessories to NCA Juba, South Sudan Country Office
Closing date:	11/1/2023 Time: 4:00pm South Sudan Local time
For further information, please contact the Contracting Authority:	Norwegian Church Aid South Sudan Programme Contact person: Taban Charles E-mail: Taban.Charles@nca.co
Please note that the Quotations may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above File Number and the name of the submitting company or by email to dedicated procurement email: Procurement.ncass@nca.no .	

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

Item	Description	Unit	Quantity	Required delivery date
1	Reusable Sanitary Menstrual wear	Pieces	3000	31/1/2023
2	Washing bag	Pieces	1500	31/1/2023
3	Drying bag	Pieces	1500	31/1/2023

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 dignity kits to be purchased are for use by the Contracting Authority in its South Sudan Programme, an intervention supported by Norwegian Government. The supplier can submit a quotation for all as one lot.

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. 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**.

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 60 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



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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 and provide after sales service.

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 3 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.

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 and related services

The subject of the contract is the supply and delivery of the dignity kits 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 30 days after receipt of goods:

- (a) Invoice (one original + two copies)
- (b) Proof of delivery Signed - Waybill / Delivery Note / Goods Received Note / Packing list one original + two copies.

B.3. Insurance)

It is the responsibility of the supplier to issue a transport insurance covering transport to point of delivery as per incoterm 2020 DDP.



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QUOTATION SUBMISSION FORM

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

Item	Description	Unit	Qty	Currency USD	
				Unit Price DDP Juba South Sudan	Total Price DDP Juba South Sudan
1	Reusable sanitary menstrual wear	Piece	3000		
2	Washing bags	Piece	1500		
3	Drying bags	Piece	1500		
Total price incl. VAT DDP (Incoterm 2020)					

	Information to be entered by supplier in the below columns
Please state name of Manufacturer	
After sales service and warranty service)	
Please state full contact details of the local after sales service.	
Delivery date	
DDP Point of shipment	
Delivery time to DDP Point of shipment	days
Delivery time to final destination	days
Packing	
Item 1: gross weight / total volume (CBM)	
1.0 3000 Dignity kits	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?	

Suppliers are requested to complete the following form

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.



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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)	Comp ly (Y / N)	Deviations, if any, to be described in this column
1.0	Description	Supply and delivery of reusable sanitary wear and the accessories to NCA Juba Office Republic of South Sudan		
1.1	Period Underwear	1. Period Underwear <ul style="list-style-type: none">• Antimicrobial testing of at least AATC 100• Absorbency of up to 2 pads/tampons worth of blood.• Colour: Black/dark• PUL: Recycled Nylon PUL WP15,000mm (waterproof rating) & MP 15,000gm/m2/24hr (breathability)• Fast drying/moisture wicking top layer• Outer layer: lightweight polyester with minimum 20% elastane• PFAS Free• Legally required to have fabric composition and manufacturing country attached to product (printed or attached)		
1.2	MHM Washing Bag	2. MHM Washing Bag <ul style="list-style-type: none">• Waterproof fabric• Seam sealed seams• Abrasive washing pad durable for 50 washes• Colour: dark navy/black Dimensions: 25 x 43cm		
1.3	MHM Drying Bag	3. MHM Drying Bag <ul style="list-style-type: none">• Moisture wicking & fast drying fabric• Dark colour• Ability to hang on washing line• Dimensions: 40 x 45cm		



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NB: Bidders are required to attached the brochure of the items being offered

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 **3529** 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: