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| REQUEST FOR QUOTATION **/** **We ask you not to change the request form, not to add or delete sections of the request for quotation, but simply fill in the required fields.****ATTENTION: Legal entities and/or individuals, whose relations might affect the conditions or economic results of their activities or the activities of individuals they represent are NOT ALLOWED to participate in the tender at the same time.****Submission of the quotation shall be in the established format (scans of all pages of the quotation, either in separate .jpg files, or in a separate/single .pdf file, a PDF document with a signature/seal), and we also ask you to submit a proposal in a freely editable format (Word, TXT, etc.)** |
| From:  | Evgen Nikitenko | NRC Ukraine Procurement Team Leader |
| tel: | +38 (050) 46 845 28, +38 (067) 82 858 08 |
| Date of RfQ  | 26.03.2021 |
| No. of pages including this page: 3 |
| **Subject:** | Consultancy NRC Ukraine: Durable Solutions Consultant for NRC Ukraine’s livelihoods programming |
| Reference number  | **8102456** |
| Manner of Submission**: by email**  |
| Please submit your quotation in accordance with the requirements detailed below**:**  |
| By email to:  | **ua.procurement.sdo@nrc.no** |
| Deadline for submission of quotations  | **09.04.2021** | **18:00** | Applicants who do not submit their quotation by this deadline will not be considered  |
| Applicants who send proposal with validity of less than 30 days, or who is not able to fulfill obligations in sent proposal, will not be allowed to take participations in future bids**.** |

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| Requirements**:** |
| The Representative office of NRC in Ukraine invites applicants to make a firm offer for the following services: |

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| ***#*** | *Item* | *Specification* | *Qty* | *Unit* | *Price per unit, USD* | *Total cost, USD* |
| 1 | Consultancy services. | Please, see Terms of Reference /  | 1 | Service  |   |  |
| **Total**  |  |
| Price in quotations must be in USD, specification must comply with requested parameters. Price must include taxes (including VAT, if applicable). Proposal with different data will not be taken into account. |
| The offered price is final, further price change is not allowed.  |
|  NRC Evaluation Criteria and Weighting:a. Price – 20%b. Quality – 30%c. Delivery time – 10%d. Reliability – 10%e. Previous contracts with NRC – 30% |

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| **Your quotation should clearly indicate the following:** |
| **·** The time required to perform the service from the time of order confirmation (working days) |  |
| **·** Proposed budget detailing consultancy fees, international travel, per diem, insurance costs and communication. All budgets and final quotations should be made in USD.  |  |
| **·**  NRC will reimburse only the documented additional costs (as per ToR and your proposal) after the contractor has fulfilled its obligations. Collection of documents needed for reimbursement is the responsibility of the contractor.  | Your comments and remarks**:** |
| **·**  Payment terms**:** | NRC`s standard terms: 100% postpayment within 10 working days for the provided Expected Deliverables from the Consultant after Verification of Receipt and Finalization, as well as receiving of original documents which are required for payment (if your offer is different, please specify)  |
| **·**Validity of the offer (days) - not less than 30 days**:** |  |
| Please, attach to proposal and specify the list of the enclosed files:• Cover Letter addressing how the applicant meets Required Competencies;• CVs for the staff who will be working on the specified activities; • At least 2 samples of previous work undertaken and led by the consultant;  |  |
| • Feedbacks and recommendation letters if available (send in a separate file)  | Please, specify the number of the enclosed files  |
| We ask you to provide certified copies of the following documents:· Registration documents with identification of the classificatory of types of economic activity and statute (if applicable). This can be business registration documentation, and/or VAT or company tax registration from the country of origin;· Financial statements for the last reporting period;· Proof of authority of the person(s), who will sign a quotation, as well as any Contract that may be concluded with your organization in the future.  | Please indicate the names of provided documents in this column**:** |
| VAT payer (yes/no). If yes – please attach the copy of confirming document, signed and stamped  |  |
| Conditions of quotation**:** |
| All consultants doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labor, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards. |
| Consultants doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract**.** |
| Your quotation may be disqualified for the following reasons**:**1. If the quotation contains arithmetic errors**.**2. If the quotation does not match the requested format (submitted in own format of the supplier) or structure of NRC form is altered**.**3. If the quotation is provided after the set deadline.4. If the quotation is not stamped and/or not signed.5. If the proposal is not provided in .jpg files or in a .pdf file, but is submitted only in a freely editable format6. If the supplier, who provided the quotation and won, will not be able to deliver (perform work, provide services) from the organisation, which submitted the quotation7. Legal entity and/or private person, the relationship between them may affect the conditions or economic results of their activities or the activities of persons they represent do not have to participate in the tender at the same time. All questions, please send in writing to the e-mail ua.procurement.sdo@nrc.no, email subject ref: **8102456** |

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| Supplier Information  |
| Company/ Applicants Name |  | **Stamp** **Sign**  |
| Address |  |
| Name and position of the representative of the company who signed the document, proof of authority shall be attached  |  |
| Contact person (if different from the signatory) |  |
| Contact telephone number  |  |
| Email **/**  |  |
| 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.  |