**REQUEST FOR QUOTATION**

From: The Norwegian Refugee Council (NRC)

Date: 18th November 2018

No. of pages including this page: 3

**Subject:** Consultancy - Assessment on Access to Justice

**PR Reference number:** 0061.CXB

**Expected Deliverables:**

Please read fully the attached Consultant Terms of Reference for a full overview of the expected deliverables. Note that the deliverables of this consultancy are urgent, and NRC therefore require that consultants be available to start from the 27th November 2018. Applicants unable to start by this date will not be considered.

In sum, the selected consultant must:

* Draft a research and analysis report (20-page maximum including references)
* Complete a documented account of stakeholder (key informant) meetings with government, UN, INGO and partner agencies
* Complete a documented account of all focus group discussions and case study interviews
* Complete all other tasks outlined in the terms of reference

**Manner of Submission:**

Please submit your quotation in accordance with the requirements detailed below by

* e-mail your offer to [bd.tenders@nrc.no](mailto:bd.tenders@nrc.no) copying [miradije.hodza@nrc.no](mailto:miradije.hodza@nrc.no)

Deadline for submission of quotations is 12 mid-day on Saturday 24th November promptly. Individuals who do not submit their quotation by this deadline will not be considered.

**Your quotation should clearly indicate the following:**

Please use the empty box in the table below to provide details:

|  |  |
| --- | --- |
| Please state your highest academic qualification. |  |
| What is your availability to start the assignment? |  |
| Please attach a copy of your CV and state here if a copy of your CV attached?  Yes/ No |  |
| Please attach a copy of your ‘letter of interest’ and state here if a copy of this is attached.  Yes/ No |  |
| Please attach an Indicative work-plan for completing the deliverables.  Is this attached? Yes/ No |  |
| Referees. Please provide details of two professional referees |  |
| State your level of English proficiency. Novice, intermediate, advanced or fluent. |  |
| Please attach a copy of your national ID and state here if a copy of your national ID attached?  Yes/ No |  |

**Pricing Proposal:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Description of Services** | **Unit** | **Quantity** | **Unit Price (BDT) including all taxes** | **Total Price (BDT) including all taxes** |
| 1 | Consultancy Fee | Day | 24 |  |  |

\* Note that the daily fee must include all consultants’ costs related to the required deliverables. NRC will only cover costs outlined in the attached Terms of Reference.

**Conditions of quotation:**

Payment will be made within 30 days of receipt of goods, by bank transfer/cheque only. The prices quoted must include all taxes that may be due under Government of Bangladesh taxation law. NRC will not withhold tax from the payment and the contractor is fully responsible for all tax payments.

All individuals doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by individuals not meeting these standards. Individuals doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

**Currencies of bid and payment**

All prices shall be quoted by the individual in Bangladeshi Taka unless otherwise stated. Similarly, all payments will be made in Bangladeshi Taka.

**Inspection**

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

**Individuals Information**

Name………………………………………………………………………………………………

Address…………………………………………………………………………………...............

Year of Birth ………………………………………………………………………………………

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.

NRC will complete reference checks on shortlisted consultants. Please be sure to have contacts of referees available at short notice, and wait for a response from NRC if you have been shortlisted.

**PREVIOUS EXPERIENCE**

The individual is requested to:

1. Complete the following **Previous Experience** **Table** listing the work undertaken that is similar to the works required under this contract
2. Submit **evidences of previous experience** in form of Contracts, Completion Certificates, Handover Documents etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Name of Project / Type of work** | **Contracting Authority and Place** | **Starting date** | **Ending date** | **Duration of the works contract** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **…** |  |  |  |  |  |

**NOTE**: The list shouldn’t be limited to this Form in regards to the number of works reported. A comprehensive list of all experience relevant to this assignment has to be submitted adapting the form to the necessary rows outlined above.

NRC may conduct reference checks for any previous contracts complete