**REQUEST FOR QUOTATION**

From: NRC Head Office, Oslo

Date: 27 Sept. 2022

**Subject: Editing, Proofreading and Designing of the Logistics Handbook**

**Manner of Submission:**

Please submit your quotation in accordance with the requirements detailed below by email to jerome.morteau@nrc.no

Deadline for submission of quotations **is 07 October 2022 EoB**

**Requirements:**

The office of the Norwegian Refugee Council invites your company to make a firm offer for the following :

* **Editing and language proofing of a word document**
	+ Language ENGLISH
	+ 130 pages (estimated)
	+ 55 000 words (estimated)
* **Design of the document** in Adobe IN-DESIGN to harmonize the presentation, including
	+ Titles and numbering
	+ Font, colors, spacing
	+ Hyperlinks
	+ Overall presentation

Please note that the document is currently under revision. It is a logistics handbook comprising of 13 chapters. Familiarity with supply chain terms and language will be a plus (please mention it on your quotation).

Your quotation should clearly indicate the following;

* Editing cost per word (or per hours indicating the number of words per hour)
* Proofing cost per page or word (or per hours indicating the amount of pages / word per hour)
* Design cost per page (or per hours indicating the number of pages per hour)
* Other fees (please detail)
* Taxes if relevant / apply
* Total net price and currency of offer (preferably USD)
* Estimated delivery time
* Availability to deliver the work before end of year 2022
* Any relevant references and/or similar previous work

Your quotation must contain all necessary information and details to be easily understandable. Please make sure to provide unit prices, as the final cost will be adjusted based on the final number of words / pages.

**Conditions of quotation:**

Payment will be made within 30 days of receipt of the service by bank transfer.

All suppliers 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 suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the 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.

**Supplier Information**

Company name………………………………………………Stamp…………………………...

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

Contact person……………………………………………………………………………………

Contact Telephone number……………………………………………………………………..

Email/Fax………………………………………………………………………………………….

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.