

# Request for Quotation

<b>FROM</b>	<b>NORWEGIAN REFUGEE COUNCIL</b>
Address	Prinsens gate 2
City	Oslo
Country	Norway
Phone #	
Email	<a href="mailto:logistics@nrc.no">logistics@nrc.no</a>

<b>TO</b>	
Address	
City	
Country	
Phone #	
Email	

The office of the Norwegian Refugee Council invites your company to submit a price quotation for the following items in accordance with the requirements detailed below.

**You may use your company format or fill up the table below. Please read carefully the instructions on page 2.**

Request for Quotation Requirements			
RFQ # :	01 - MSCM	Currency	NOK
RFQ Issuing Date:	23/03/2026	Bid Validity Period (days):	30 days
RFQ Closing Date:	01/04/2026	Required Delivery Date:	April – November 2026
RFQ Closing Time:	17:00 Oslo Local Time	Required Delivery Destination:	Remotely to NRC Country Offices
Questions to the RFQ	<a href="mailto:logistics@nrc.no">logistics@nrc.no</a>	Required Delivery Terms:	N/A

To be filled by NRC				To be filled by Supplier	
Item #	Description/ Specifications	Unit	Quantity Required	Unit Price	Total Price
1	Recruitment of consultant - 'SCM Systems Adoption Adviser' (See Annex 1 for details)	Full Time Equivalent (FTE)	4 FTE spread over 8 months		
<b>GRAND TOTAL (Including VAT) in NOK</b>					

Delivery Lead Time (in days, from receipt of NRC Purchase Order)	N/A
Bid Validity Period (in days from receipt of NRC Purchase Order):	
Defects liability and guarantee period:	N/A
Country of origin of the goods	N/A

Name	
Position	
Date Signature Stamp	

## RFQ Terms & Conditions

### Manner of Submission:

- By email to the dedicated and secured email address: [logistics@nrc.no](mailto:logistics@nrc.no) (offers received on other email addresses will not be considered)
- Before the Closing date & Time mentioned above. Companies who do not submit their quotation by this deadline will not be considered

### Requirements:

- All Bids must include all customs and taxes payable in the country of delivery unless the RFQ specifically requests differently
- Bids must be submitted in the currency indicated in the RFQ. Bids in other currency might not be accepted
- Bids must be valid for the validity period indicated in the RFQ. Bids not meeting this validity period might be disqualified
- All enquires and questions should be addressed to the email given in the RFQ details section. All questions and answers will be shared with all invited suppliers.
- 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.

### Assessment Criteria:

- All bids received and accepted will be evaluated based on the following:
- Step 1: Administrative compliance check: Each bid will be checked to ensure compliance with all the RFQ requirements
- Step 2: Technical Evaluation: All bids will be technically evaluated based on “best value for money”
- Step 3: Financial Evaluation: Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality

### Payment terms:

- Payment will be made within 30 days of receipt of services, by bank transfer.

<p>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.</p> <p>NRC also expects suppliers who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an NRC contract will be required to sign a data processing / sharing agreement as part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.</p> <p>If the activities of the contract take place in areas with Explosive Hazards, NRC accepts no liability for injury and/or death to contractor’s staff or damage to contractor’s property.</p>	<p>Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation and donor regulations require NRC to screen contractors against various international lists to ensure due diligence. Submission of the quotation constitutes acceptance of these screening practices.</p> <p>NRC aims to purchase products and services with 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.</p> <p>All suppliers doing business with NRC should maintain high standards on ethical and environmental issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. <b><u>Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid.</u></b></p> <p>NRC reserves the right to reject quotations provided by suppliers not meeting these standards.</p>
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## **Annex 1: Terms of Reference (ToR) for SCM Systems Adoption Adviser**

### **1. Background**

In line with NRC's Supply Chain Digital Vision and plans, NRC is rolling out the following 2 systems through 2026

- a. Warehouse Management System (WMS): The objective is to roll out the system in 60 warehouses across NRC
- b. Tender Management System (TMS): The objective is to roll out the system in 10 selected NRC Cos.

### **2. Duration of the service and number of hours per month**

- 4 months FTE spread over approximately 7 to 8 months. The number of months would depend upon the eventual pace of the rollouts.

### **3. Scope of Work**

Support the roll-out of the WMS and the TMS with regards to the following key activities:

- a. Pre-rollout phase
  - I. Develop a roll out plan per CO and follow up for its implementation
  - II. Training of staff (Logistics and Non-Logistics)
  - III. Guiding COs for collection of Master data
- b. Preparations and coordination for Going-Live
- c. Post-rollout phase
  - I. Provide immediate post Go-Live support to the COs
  - II. General coordination and follow up with the COs
  - III. Monitor and track the usage of the systems by the Cos post Go-Live
- d. General help desk support and troubleshooting on an ongoing basis for COs where the WMS and the TMS have been implemented
- e. Creation of new and/or updating of existing training material as may required

### **4. Deliverables**

- a. Ensure successful roll out of the WMS in 60 warehouses across NRC. Approximately 6 to 8 warehouses every month.
- b. Ensure successful roll out of the TMS system in 10 selected NRC COs (roll out in 1 or 2 CO(s) per month)
- c. General help desk support and troubleshooting on an ongoing basis for COs where the WMS and the TMS have been implemented during the duration of the assignment

### **5. Ideal Candidate**

- a. Minimum 3 years of experience leading the implementation of digital systems in the humanitarian context through all its key phases (pre-roll-out, roll-out and post-roll out), preferably with regards to digital supply chain systems

- b. Experience of analysing digital systems and identifying areas for improvement and development.
- c. Strong preference for candidates with previous experience of working with supply chain in NRC
- d. Documented results related to the position's responsibilities
- e. Minimum of Bachelor's degree, preferably in Supply Chain or related areas
- f. Experience from working in complex and volatile contexts
- g. Fluency in English, both written and verbal. Knowledge of French and/or Arabic and/or Spanish is not mandatory but would be an advantage.