
Syrian Arab Red Crescent
Shakib Arslan Street, Abu Rummaneh,
P.O Box 3790, Damascus, Syria
Tel: 00963 11 3327645/153 Fax: 00963 113327695

To:

Attention:

From: *SARC Procurement Unit – Logistics Dep.*

Our file ref.: **4927/1**

Date: **13/10/2021**

N° of pages including this page: **7**

Re: **Request for Quotation for Supplying Medical devices**

If you do not receive all pages, please contact us immediately. Thank you.

REQUEST FOR QUOTATION

The Syrian Arab Red Crescent (SARC), also referred to in this document as 'Purchaser', invites your company to submit a firm quotation for supplying **Medical devices**. Kindly request your best firm offer for the following:

1. Type and Quantity:

Information on the items, specifications and quantities are stated in **"Annex1: Detailed Technical Specifications/Technical Offer Form"**

2. Delivery Terms:

- a. The purchaser reserves the right to increase or decrease the listed quantities during the tender process.
- b. The planned final delivery points are SARC warehouses in Damascus in quantities and Locations
- c. Due to the evolving environment in Syria, the purchaser reserves the right to move the destination of the ordered goods to any of the other locations where they deem more appropriate at the time.

3. Delivery Date:

The selected supplier will be given a maximum of /4/ weeks to complete deliveries. The purchaser reserves the right to change this delivery period if the tendering period takes longer than expected. Specific information on delivery dates will be provided in the contract.

4. **Quality specifications:**

Goods offered must meet Syrian standards and the minimum specifications indicated in **"Annex 1: Detailed Technical Specifications/Technical Bid"**.

5. **Alternatives:**

*Alternative specifications may be accepted on condition that the varying specifications are clearly indicated in Annex 1 (Technical Bid) and the alternatives are found to be as suitable as the requested specifications. The decision on whether to accept alternatives will be the sole responsibility of the purchaser and will be final. **Suppliers will not be allowed to make changes on specifications after expiry of bids submission period.***

6. **Language:**

All documents and markings shall be in **Arabic or English**.

7. **Cost breakdown:**

"Financial Offer" in annex /2/ is to be completed by supplier.

Prices should be inclusive of all applicable taxes, transportation to the final delivery address, loading and offloading, transit Insurance, and all other related costs involved.

Please provide your best DAP Warehouse offer, as there will be No price negotiation after opening of the bids

8. **Currency:**

All costs shall be fixed and firm in Syrian Pounds (SYP) only.

9. **Inspection**

I) Catalogue Inspection

In order to aid evaluation of bids, **bidders must deliver Catalogue of every item** to Syrian Arab Red Crescent HQ along with the envelopes; **any offer sent without a catalogue is to be rejected.**

catalogues are expected to conform to the specifications detailed in Annex 1 and any deviations must be clearly indicated by the bidder. The **catalogue** are for aiding inspection and shall not negate the quality specifications in annex 1.

II) Pre-shipment Inspection

The purchaser reserves the right to conduct a **pre-shipment inspection of the items, 5 days prior to the delivery date** by its own personnel or reputed third parties to confirm quantity and quality.

III) Final Inspection

A last inspection will be done by the purchaser or a third-party company, at the time of **delivery at the destination.** Supplies that fail to meet the required specifications will be rejected. The Purchaser reserves the right to reject part or whole of the consignments that contain unaccepted quality supplies. In case of partial rejection, the supplier will meet the total cost incurred in the process as will be determined by the Purchaser.

The selected bidder must offer the items for inspection in such a manner that it does not affect the delivery schedule.

10. Liquidated Damages Clause

Please be advised that delivery after the agreed schedule may be subject to a penalty from 0.1% per day up to a maximum of 20% of the total value of the contract. If the delay lasts more than 30 days from the date agreed on the contract, the contract will be voided, penalties charged to the supplier; besides other actions related to non-performance of the contract.

11. Payment

As per Organization policy, no advance payment will be allowed.

Payment will be done within 30 days from date of the receipt of goods; and all supporting documents in good order, including invoice.

Documents required for payment processing:

1. Commercial invoice / commercial receipt
2. Packing list
3. Goods Receipt Note

12. Insurance

Suppliers will be responsible for Goods until they have been delivered and accepted by the Purchaser. All risks mitigation during the transportation from the supplier's location to the designated destination requested by the Purchaser will therefore be the responsibility of the Supplier.

13. All or None Clause:

The Purchaser reserves the right to accept the whole or part of the supplier's offer and the lowest priced bid will not be automatically accepted.

14. Conditions for submitting offers:

Offers must be received at the latest on **October 24th, 2021 by 2:00 PM local time** or earlier, if possible, to:

Each bidder shall submit /3/ different sealed envelopes marked as follows:

- **"Envelope 1: Administrative Documents":** This envelope should have the following contents:
 - Bidder's company profile.
 - Business Registration/commercial Certificate.
 - Bidder's Identity card. (Copy).
 - Certificate of Registration with the relevant Government Ministry.
 - SARC supplier registration form-filled signed and stamped.
 - Copy of this request for quotation stamped and signed.
 - Declaration of undertaking form- filled, signed and stamped.
 - Any testimonials/proof of past experience.
 - Registered license to supply medical devices
 - quality certification. Ex. **CE Mark (Europe), Device Licence (Japan), Device Licence (Canada), MPALS License (Australia), and 510 k Device Letter (USA).**
 - ISO standards certificate or any equivalent standards according to the national regulatory authorities in Syria referred under the Syrian Ministry of Health.

Note: Financial information must not be included in this envelope.

- **“Envelope 2: Technical Bid”:** This sealed envelope should have the following contents:
 - Annex 1: Detailed Technical Specifications/Technical Offer Form- Filled, signed and stamped
 - Any clarifications on products
 - Catalogues for devices.

***Note:** Financial information must not be included in this envelope.*
- **“Envelope 3: Financial offer”:** This sealed envelope should have the following:
 - Annex 2: Financial Offer- filled signed and stamped
 - Any clarifications on pricing

***Note:** Any pricing clarifications that essentially changes the terms stated by the Purchaser, would be considered during evaluation and depending on the implied change, may negatively affect the bidder’s potential to win the tender*

The purchaser will not accept any addition / alterations / deletions of the Bid however; the purchaser reserves the right to request clarification or call for supporting documents from any of the bidders.

The cover page/envelope shall clearly identify the sender and receiver (see below).
Please note that no pricing information must appear on this page.

<p>Attn: Procurement Committee Syrian Arab Red Crescent, Damascus National Headquarter Office Shakib Arslan Street, Abu Rummaneh Ref.</p>
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The purchaser reserves the right to reject Offers, which do not comply with the specified requirements.

15. Validity

Your offer must be valid for /60/ days, before which a Purchase Order, if placed shall be accepted by you.

16. Terms and Conditions:

Please note that all the pages of this document will form part of your bid. Please confirm your acceptance of information and conditions contained in this document as well as the attached RCRC Terms and conditions; by signing all pages and sending back in the envelope marked **“Envelope1: Administrative Documents”**, without financial information.

Supplier Registration Form

Please fill in and return the attached Supplier Registration Form. The form should be included in the envelope marked **“Envelope 1: Administrative Documents”**

17. List of Documents and Annexes:

This request for quotation comes with the following list of documents:

Document	No. of pages	Included
Request for quotation	7	1. Declaration of Undertaking 2. Declaration of compliance
Annex 1	4	Technical Offer
Annex 2	2	Financial Offer
Annex 3	6	Supplier Registration Form

18. Evaluation Criteria:

Section	Criteria	Determinants
Administrative	Pass/Fail	Complete filling, signing, stamping of Supplier Registration form and provision of all required attachments
Technical	Pass/Fail	All items description, catalogues meet the minimum specifications. All submitted documents signed, stamped and dated
Financial	Competitiveness	Annexes 3 properly filled stamped and dated. Prices quoted are most competitive and SARC payment terms agreed with.

Note: Failure to pass administrative and technical evaluation stages will lead to disqualification irrespective of competitiveness of prices quoted.

Thank you and best regards,

Syrian Arab Red Crescent President,

Eng. Khaled Hboubati



DECLARATION OF UNDERTAKING

For the attention of

Syrian Arab Red Crescent

SARC Headquarters

Street: Shakib Arslan Street, Abu Rummaneh

City: *Damascus*

Country: Syria

Subject: Declaration of Undertaking

Project Name: **Provision of Supplying Medical devices**

We the undersigned,

[Name, and address of the company],

Hereby declare that,

in emphasising the importance of a free, fair and competitive awarding procedure that precludes abuse, this company thus far has not offered or granted any inadmissible advantages either directly or indirectly to public servants or other persons in connection with this bid, nor shall it offer or grant any such incentives or rewards in the present awarding procedure or, in the case of an award, during the subsequent execution of the Agreement.

We shall inform our employees of their respective duties and their commitment to observe this self-imposed obligation.

Authorized Person

Name: _____ Designation: _____

Cell / Tel No: _____ E-mail: _____

Signature and stamp _____ Dated: _____

DECLARATION OF COMPLIANCE WITH ADMINISTRATIVE REQUIREMENTS

Description	To be filled in by bidder		To be filled in by SARC		
	Included ?		Present & complete ?		Comments
Step/ document to be submitted	Yes	No	Yes	No	
Tender package delivered before the deadline specified in the tender (Required)					
Supplier registration form – completed, signed & stamped (Required)					
Declaration forms signed and submitted (Required)					
3 separate sealed envelopes submitted for Administrative, Technical and Financial Bids (Required)					
Copy of company registration (Required)					
Copies of past contracts/ POs as proof of experience (Preferred)					
Relevant certifications and registration with Government bodies (Preferred)					
Quality certificates for goods offered (Preferred)					

N/B The Purchaser reserves the right to reject bids which do not meet administrative compliance irrespective of their technical and financial competitiveness.

I declare that the above information and documentation are true and correct.

Authorized Person

Name: _____ Designation: _____

Cell / Tel No: _____ E-mail: _____

Signature and stamp _____ Dated: _____

Annex 1: Technical Specification/Technical Offer form

Supplier is asked to submit a catalogue for each item with his offer, otherwise the offer will not be considered

General description of Requirements;

#	Item	Requested Specifications	Offered Specifications (To be filled by the supplier)	Qty
1.	Electrocardiogram (ECG) تخطيط قلب	Electrocardiogram Machine (ECG) 3 channels at least, Portable, operating on AC and with internal rechargeable lithium batteries. Portable, built in thermal printer, rechargeable battery, AC/DC power. Automatic ECG measurement and interpretation, the bidder should be mention the all specifications. With Thermal paper role qty.30		1
2.	Pulse Oximeter (Finger) اوکسمیتر	Should have plethysmography waveform with numeric display for SPO2 and Heart rate on LCD/TFT display. 2. Should have a SPO2 range of 0 to 100%. 3. Should have SPO2 accuracy of $\pm 2\%$. 4. Should provide bar graph for pulse strength. 5. Audio and visual alarm for both upper and lower SPO2, Heart rate.		3
3.	Ultrasound ایکو	Ultrasound Machine : with display 10inch at least, 220-240V,50Hz and Weight no more 10KGm With Probe Convex 3.5MHZ(abdomen)and Vaginal Probe with works in mode M,B and B,B dual ,it supported with program for Abdomen, gynaecology and maternity Sizes, with printer and thermal paper		1
4.	Examination bed سریر فحص	Approx. Dimensions: 180 cm l x 60cm w x 80cm h - Framework made of rectangular and square steel tubes - Adjustable backrest by hand lever - Two sectioned		3
5.	Mobile exam light ضوء فحص نقال	length and head adjustable , Power supply : 220V		3
6.	Sphygmomanometer میزان ضغط	Sphygmomanometer For Adults, Aneroid		3

7.	Blood Glucose Meter جهاز فحص سكر	Blood Glucose Meter with 400 Test Strips at least		1
8.	Suction machine ماص مفرزات	Electric, With 1 Bottle 2 Litters Autoclavable, All filters and component must be reusable and autoclavable. Power supply 220 V, 50-60Hz		3
9.	Thermometer, میزان حرارة Digital	infra-red digital thermometer		4
10	Nebuliser جهاز ارذاذ	Nebulizer Kits, Mouthpiece, Nosepiece, Air tube Pvc 2m, Airfilter, AC power 220v-50hz, Adult Mask (Pvc), Child Mask (Pvc) Accessories must be washable and reusable.		2
11	Digital scale (adult) میزان وزن للكبار	Capacity-5-150kg. Graduation-100gr. Precision-25 gr. Washable surface.		2
12	Instruments table طاولة ادوات	Stainless with two shelves		3
13	small surgery box علبة ادوات			3
14	Sterilizing Box علبة تعقيم			2
15	X-ray film Viewer(illuminator) لوحة اضاءة لاطهار افلام الاشعة	Light power: The minimum luminance for a Negatoscope with an on/off switch must be set greater than 1700cd/m ² . Wall-Mount, Wall Fixations shall be provided for . Cord , Local Plug Power Supply : 220V/50Hz		2
16	Gynecology chair كرسي نسائي	Platform in two or three sections with traditional, Removable and sliding basin made instainless steel, Back rest and leg rest adjustable Length: 1800 mm, Height:750 mm, Width: 620 mm,		1
17	Stethoscope(adult , pediatric) سماعة طبيب	Monitoring Stethoscope Detect normal and abnormal sounds and rhythms		3

18	EENT diagnostic set رباعي	<p>Components:</p> <p>Battery handle \varnothing 28mm for 2 C-type batteries, a base for otoscope and ophthalmoscope head, standard illumination 2.7V.</p> <ul style="list-style-type: none"> - Otoscope head <p>Pin contact, fits to handle.</p> <p>Swivel-mounted lens: 4x magnifier (removable to introduce instruments)</p> <p>Auricle specula: size 2, 3 and 4mm, reusable.</p> <ul style="list-style-type: none"> - Ophthalmoscope head - Bent-arm illuminator with pin-contact fitting: stainless steel chrome-plated. - Blade, tongue holder: stainless steel chrome-plated. - Nasal speculum - Laryngeal mirrors: n°3 and 4, stainless steel chrome. - Standard bulb 	3
19	Oxygen Cylinder اسطوانة اوكسجين	Oxygen cylinder: filled with oxygend ,capacity 25 litre, with regulator, hose and mask	3
20	Gynecology instrument box علبة ادوات نسائية	<p>Consist of:</p> <p>KIDNEY DISH, medium, 250x140x40mm, stainless steel, Qty. 1</p> <p>SCISSORS, MAYO, 17 cm, curved, Qty. 1</p> <p>FORCEPS, TOWEL CLAMP, BACKAUS, 13 cm,Qty. 6</p> <p>FORCEPS, SPONGE, FOERSTER, 24cm, serrated jaws, straight,Qty. 2</p> <p>SPECULUM-RETR., KALLMORGEN, size 1 / 70x40mm, set of 2, vag.,Qty. 1</p> <p>SPECULUM-RETR., KALLMORGEN, size 2/ 90x40mm, set of 2, vag.,Qty. 1</p> <p>SPECULUM, AUVARD, 240 x 75 x 38 mm, vaginal, with weight,Qty. 1</p> <p>DILATATOR, UTERINE, HEGAR, double-ended, set of 8 dilators ,Qty.1</p> <p>SOUND, UTERINE, SIMS, 32 cm, rigid ,Qty.1</p> <p>FORCEPS, SEIZING, POZZI, 25 cm, tenaculum, straight ,Qty.2</p> <p>FORCEPS, SEIZING, KELLY, OVARY, 32 cm, 18 mm jaws, curved,Qty. 1</p> <p>CURETTE, UTERINE, RECAMIER, 8 mm wide, rigid, sharp,Qty. 1</p> <p>CURETTE, UTERINE, RECAMIER, 11 mm wide, rigid, sharp,Qty. 1</p> <p>CURETTE, UTERINE, RECAMIER, 14 mm wide, rigid, sharp,Qty. 1</p> <p>CURETTE, UTERINE, RECAMIER, 8 mm wide,</p>	1

		rigid, blunt ,Qty.1 CURETTE, UTERINE, RECAMIER, 11 mm wide, rigid, blunt ,Qty.1 CURETTE, UTERINE, RECAMIER, 14 mm wide, rigid, blunt,Qty. 1 CURETTE, UTERINE, RECAMIER, 16 mm wide, rigid, blunt,Qty. 1 CURETTE, UTERINE, RECAMIER, 20 mm wide, rigid, blunt ,Qty.1 BASKET, STERILIZING, 480 x 255x 100mm, + lid,Qty.1		
21.	Dry Sterilizer معقمة	26 Litre,with one shelf at least and range of temperature 50 - 200 C° at least, timer and thermostat , 220V		1
22.	Digital scale(infant) ميزان وزن رضع			1
23.	Digital scale(Pediatric) ميزان وزن اطفال			1
24.	Length meter مقياس طول			1
25.	Ultrasound	Ultrasound Machine : with display 10 inch at least, 220-240V,50Hz and Weight no more 10KGm With Probe Convex 3.5MHZ(abdomen)with angle scanning at least 60°,diameter 60mm at least, works in mode M,B and B,B dual ,it supported with programm for Abdomen, gynecology and maternity Sizes, with printer and thermal paper		1

Delivery place.....

Delivery Date.....

Payment.....

Offer validity.....

Warranty.....

Signed..... Date.....Stamp

Name of Person Signing:

Position in the Company:

Company name:

Annex 2, Detailed Pricing/ Financial Offer;

#	Item	Estimated QTY	Unit Price SYP	Total Price SYP
1.	Electrocardiogram (ECG) تخطيط قلب	1		
2.	Pulse Oximeter (Finger) اوكسميتر	3		
3.	Ultrasound ايكو	1		
4.	Examination bed سرير فحص	3		
5.	Mobile exam light ضوء فحص نقال	3		
6.	Sphygmomanometer ميزان ضغط	3		
7.	Blood Glucose Meter جهاز فحص سكر	1		
8.	Suction machine ماص مفرزات	3		
9.	Thermometer, Digital ميزان حرارة رقمية	4		
10.	Nebulizer جهاز ارباذ	2		
11.	Digital scale (adult) ميزان وزن للكبار	2		
12.	Instruments table طاولة ادوات	3		
13.	small surgery box علبة ادوات	3		
14.	Sterilizing Box علبة تعقيم	2		
15.	X-ray film Viewer(illuminator) لوحة اضاءة لاطهار افلام الاشعة	2		
16.	Gynecology chair كرسي نسائي	1		
17.	Stethoscope(adult, pediatric) سماعة طبيب	3		
18.	EENT diagnostic set رياعي	3		
19.	Oxygen Cylinder اسطوانة اوكسجين	3		
20.	Gynecology instrument box علبة ادوات نسائية	1		
21.	Dry Sterilizer معقمة	1		

22.	Digital scale(infant) ميزان وزن رضع	1		
23.	Digital scale(Pediatric) ميزان وزن اطفال	1		
24.	Length meter مقياس طول	1		
25.	Ultrasound	1		
Total price: numbers				
Total price: writing				

Note: Prices should be inclusive of all applicable taxes, transportation to the final delivery address, loading and offloading, transit Insurance, and all other related costs involved.

I acknowledge that the above information and documents are reliable and correct and I agree with the general terms and conditions of the Syrian Arab Red Crescent Society.

Name: Position: Company:

Signature: Date: Company Stamp: