
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.: *97/1*

Date: 13/09/2022

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' 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 /2/ 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) 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.

II) 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

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 September 26th, 2022 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).
 - **Performance bond (certified cheque from an authorized bank in Syria) with a value of 70,000,000. In favour to Syrian Arab Red Crescent-HQ**; the cheque will be duly delivered to the winner after **successfully** completing the delivery process.
For unsuccessful bidders, the cheques will be duly delivered to them once the tender process is finalized by SARC within 20 days.
 - Copy of this request for quotation stamped and signed.
 - Declaration of undertaking form- filled, signed and stamped.
 - 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
 - catalogue for each item
 - 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, will be considered during evaluation and depending on the implied change, may negatively impact 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.

Attn: Procurement Committee
Syrian Arab Red Crescent, Damascus
National Headquarter Office
Shakib Arslan street, Abu Rummaneh
Ref.

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.

17. Performance Bond:

This is required for this procurement. By participating in this tender process, the supplier commits to abide by the terms and conditions of the tender including the liquidated damages clause mentioned in section 11 and the condition of laboratory testing. Performance bond (certified cheque from a well-known bank in Syria) with a value of **Seventy million Syrian pounds**. In favour to Syrian Arab Red Crescent-HQ; the cheque will be duly delivered to the winner after successfully completing the delivery process. For unsuccessful bidders, the cheques will be duly delivered to them once the tender process is finalized by SARC within 20 days.

18. 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	3	Technical Offer
Annex 2	2	Financial Offer

19. 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 and catalogues description 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)					
Performance bond (Required)					

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

Suppliers should submit catalogues for each item.

#	Item	Requested Specifications	Offered Specifications (To be filled by the supplier)	Qty
1	درج للمرضى ستانلس	MDF درجتين معدن أرضية 15*30 cm قياس الدرجة		8
2	جهاز منظم للايكو	online UPS / 1100 VA		4
3	ميزان حوامل	Capacity-5-150kg. Graduation-100gr. Precision-25 gr. Washable surface.		1
4	سماعة طبيب	For auscultation (chest, abdomen, etc...) Binaural, Double cup, chest piece: flat and conical. Y-shaped tube. Adjustable arms with flexible spring. Two earpieces. It be used for adults and paediatrics.		1
5	جهاز ايكو	: Ultrasound Machine .1 Display 10 inch at least .2 Power supply 220-240V,50Hz .3 With Probe Convex 3.5MHZ with angle scanning ,at least 60°,diameter 60mm at least .4 Works in mode M,Band B,B dual , it supported with programm for all abdomen measuring , gynecology and ,maternity Sizes .5 Supplied with printer and thermal .paper 12 rols at least .6 The bidder should commitment in installating and operating and trainng . a location in .7 Warranty .		3
6	سرير فحص للمرضى	Dimensions: 180 cm l x 60cm .Approx w x 80cm h - Framework made of square steel tubes - rectangular and Adjustable backrest by hand lever - Two sectioned The bidder should commitment in installating and warranty		1

7	معقمة للأدوات	Litre,with one shelf at least and 26 range of temperature 50 - 200 C° at timer and thermostat , 220V ,least	1
8	بروب نسائي	Ultrasound Brand: Chison ECO1	2

Delivery place.....

Delivery Date.....

Payment.....

Offer validity.....

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

Name of Person Signing:

Position in the Company:

Company name:

Annex 2, Detailed Pricing/ Financial Offer;

#	Item	QTY	Unit Price SYP	Total Price SYP
1	درج للمرضى ستانلس	8		
2	جهاز منظم للايكو	4		
3	ميزان حوامل	1		
4	سماعة طبيب	1		
5	جهاز ايكو	3		
6	سرير فحص للمرضى	1		
7	معقمة للأدوات	1		
8	بروب نسائي	2		
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: