



Date: 12 / 3 / 2020

Ref: 1149/1

التاريخ: ٢٠١ / /

الرقم:

The Syrian Arab Red Crescent presents its best greetings,

Request for quotation for the establishment of Frame Agreement(s) with Companies for the Provision of customs clearance and container transport for one year.

The Syrian Arab Red Crescent (SARC) is a member of The International Federation of Red Cross and Red Crescent Societies (IFRC), which is the world's largest humanitarian organization, providing assistance without discrimination as to nationality, race, religious beliefs, class or political opinions.

1. REQUIREMENTS

The Syrian Arab Red crescent invites your company to make a firm offer for the establishment of a Frame Agreement(s) for the provision of:

- (a) Customs Clearance of varying cargo packages through different ports in Syria
- (b) Transport service for cargo from different ports to SARC specific warehouses
- (c) Export clearance and forwarding of cargo through different ports

The exact specifications of the required services are detailed in "Annex I- Technical Offer Form" of this tender.

1.1 DURATION:

SARC may award multiple Frame Agreement(s) with a duration of one (1) year with planned starting date as of February 01, 2020, and potentially extendable for a further period of one (1) year for a maximum period of three (1) consecutive years, subject to satisfactory performance. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s) (please see section 3.2 for further provisions).

Note: this document is not construed in any way as an offer to contract your firm.





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2. BIDDING INFORMATION

2.1 RFQ DOCUMENTS:

The following annexes form integral part of this Request for Quotation:

- Annex 1: Technical Offer Form
- Annex 2: Financial Offer Form
- Annex 3: SARC Supplier Registration Form
- Annex 4: Local procurement in Syria
- Annex 5: Information for due diligence

2.2 ACKNOWLEDGEMENT:

Please confirm the receipt of this RFQ by return e-mail to leen.hokan@sarc-sy.org informing SARC whether:

- All tender documents of this RFQ have been received
- Whether or not you will be submitting a bid

Important: Please do NOT send bid submissions to this e-mail address

2.3 ENQUIRIES:

Requests for clarifications regarding this Request for Quotation should be send by e-mail to leen.hokan@sarc-sy.org

Deadline to submit requests for clarifications: **19 March 2020 by 03:00 pm** Damascus Local Time



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Response to inquiries shall be communicated to all bidders by e-mail.

Please do NOT send your offer to these e-mail addresses as this will result in disqualification of the proposal.

3. SUBMISSION OF BIDS

Please submit your offer in ENGLISH language.

Please submit your offer in two separate sets as follows:

- Envelope 1- Technical Offer
- Envelope 2 -Financial Offer

3.1 CONTENT OF YOUR TECHNICAL OFFER:

Please DO NOT include pricing information in your Technical Offer. TECHNICAL OFFERS THAT CONTAIN PRICING INFORMATION WILL NOT BE ELIGIBLE.

The specifications of the required services are detailed in Annex I of this tender.

Your technical offer must include the following:

- 3.1.1 Technical Offer Form (Annex 1) of this RFQ filled out.
- 3.1.2 Description of the company and the company's qualifications:

A description of the company with the following documents:

- Company profile
- Company registration certificate and latest audit reports;
- Year founded;
- Previous working experience with NGOs if any.





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3.1.3 Supplier Registration Form:

Please fill in the SARC Supplier Registration Form (Annex 3), certificate of incorporation/registration of the country of registration, an original statement from the bank, for the banking account to be used. Please note that all documents should be issued in ENGLISH or ARABIC.

3.1.4 Your technical offer should contain an acknowledgement of your company's acceptance of the SARC General Terms and conditions mentioned in this document.

3.1.5 Certificates of Appreciation or accreditation, if any.

3.1.6 Results /Report of the Social Audit, if any.

3.1.7 Please note that a Supplier sanctioned or barred by a UN body/ the World Bank/ the Asian Development Bank and/or barred or sanctioned under any domestic law or by an international body shall be ineligible to offer or participate in any tender process of the SARC.

Please provide a statement that your company is not sanctioned or barred by such body.

3.2 CONTENT OF YOUR FINANCIAL OFFER:

Service Providers are requested to provide an offer for the overall clearance services, as per the Financial Offer Form (Annex 2). Bids that have a different price structure may not be accepted.

Bidders should also detail in the financial proposal, the proposed payment terms

CURRENCY OF OFFER:

Your financial offer should be in Syrian Pound (SYP) only.

The prices should remain fixed for at least one (1) year, preferably two years. I .

3.3 INFORMATION FOR SUBMISSION OF BID

Offers must be submitted in sealed envelopes sent to the following address:

Abu Rummaneh - Shakib Arslan Str.

Damascus - Syria

Tel: 00963 11 4041

Fax: 00963 11 332 7695

P.O. Box: Damascus - 3790

E-mail: sarchq@sarc-sy.org

Website: www.sarc.sy

Together for humanity
Ensemble pour l'humanité
Juntos por la humanidad
معاً من أجل الإنسانية



أبو رمانة - شارع شكيب أرسلان

دمشق - سورية

هاتف: ٠٠٩٦٣ ١١ ٤٠٤١

فاكس: ٠٠٩٦٣ ١١ ٣٣٢ ٧٦٩٥

ص.ب: دمشق - ٣٧٩٠

بريد الكتروني: sarchq@sarc-sy.org

الموقع الالكتروني: www.sarc.sy



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

The Technical and Financial offers shall be clearly separated.

Deadline to submit bids: **5th April 2020 by 03:00 pm** (Damascus Local Time).

Please indicate on the envelopes:

- Ref: RFQ no.
- Service provider name
- Number of envelopes submitted (e.g. 1/2, 2/2)

4. EVALUATION OF BIDS

The offers shall be evaluated based on the submitted offers as well as Supplier Registration Form and supporting documents. The evaluation will involve consideration of several factors such as the following, but not limited to:

4.1 Supplier evaluation:

- Financial standing;
- Core business;
- Track record;
- Contract capacity;
- Ability to respond quickly to needs;
- Timely delivery.



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4.2 Technical evaluation of offer:

- Technical offer in compliance with the required SARC specifications (pass/fail criteria);
- Submission of the required documentation;

4.3 Financial Evaluation:

The unit cost offered for each of the requested services

4.4 PERTINENT INFORMATION

- SARC reserves the right to reject any offer if it does not fully comply with supplier eligibility and technical requirements.
- SARC reserves the right to accept or reject the whole or part of any offer and the lowest quoted price need not to be accepted.
- SARC reserves the right to accept or reject any or all tenders or part of the tender received in this connection, or altogether cancel this tender.
- Bids received by the SARC after the deadline or not as per the requirements will not be considered.
- Any bid in envelopes that are not properly marked will not be considered.
- Bidders presenting incomplete documents will be excluded from the bidding process.
- BIDS HAVE TO BE SIGNED AND STAMPED BY BIDDER
- Alternatives to required specifications might not be accepted.
- Bids will not be returned to the Bidder.
- The Financial Offer shall only be opened for evaluation if the supplier's technical offer is acceptable.



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5. FURTHER PROVISIONS:

5.1 DEFAULT:

In case of default by the Supplier, including but not limited to failure or refusal to make deliveries within the time limit specified, the Buyer may procure the goods or services from other sources and hold the Supplier responsible for any excess costs occasioned thereby. Furthermore, the Buyer may, by written notice, terminate the right of the Supplier to proceed with the deliveries, or such parts thereof as to which there has been default.

5.2 GUARANTEE/ WARRANTY:

The Supplier warrants the services under the order to be fit for their intended use, free from defects and indemnifies the SARC against any claims resulting therefrom.

5.3 PAYMENT TERMS:

Within 30 days from date of successful completion of the requested services. Payment is to be processed against presentation of Payment or Commercial Invoice.

5.4 ALL OR NONE CLAUSE:

SARC reserves the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.

5.5 ZERO TOLERANCE POLICY

Please note that SARC strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favour, hospitality, etc. to their staff.

Thank you and best regards,

Syrian Arab Red Crescent President,

Eng. Khaled Hboubati



Abu Rummaneh - Shakib Arslan Str.

Damascus - Syria

Tel: 00963 11 4041

Fax: 00963 11 332 7695

P.O. Box: Damascus - 3790

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