



Ref: 1/2798

Date: 16/7/2020

The Syrian Arab Red Crescent presents its best greetings,

Request for quotation for the establishment of Frame Agreement(s) for the Provision of supplying GLOVES - EXAMINATION - NON-STERILE.

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.

The Syrian Arab Red Crescent (SARC) supported by The International Federation of Red Cross and Red Crescent Societies (IFRC) kindly request your best firm offer for the following:

1. REQUIREMENTS

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

1.1 DURATION:

SARC will award a framework agreement of three months and can be renewed twice. The successful bidders will be requested to maintain their quoted price for the duration of the Frame Agreement (please see section 3.2 for further provisions).

1.2 ESTIMATED VOLUME:

Please refer to "Annex I- Technical Offer Form"

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

1.3 Delivery Terms:

- Items are to be delivered to SARC's warehouse in Damascus within one week from signing the PO.
- Notes: The purchaser reserves the right to increase or decrease the listed quantities during the tender process.
- 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 mentioned in where they deem more appropriate at the time.

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



2.2 ENQUIRIES:

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

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

Please note that a sample is needed (box of 100)

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 items 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;
- If multi location company, specify headquarters location;

3.1.3 Supplier Registration Form:

Please fill in the SARC Supplier Registration Form (Annex 3) including a copy of licence that bidding company is authorized to operate in the services sector, 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 /EU/ 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.

3.2 CONTENT OF YOUR FINANCIAL OFFER:

Bidders are requested to fill 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

The cost of preparing and delivering of the proposal, including any related travel, is not reimbursable.

CURRENCY OF OFFER:

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

The prices should remain fixed for at least three months please indicate that in the Financial Offer (Annex 2).

3.3 INFORMATION FOR SUBMISSION OF BID

Offers and samples must be submitted in hard copies according to below,

In a sealed envelopes sent to the following address:

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

The Technical and Financial offers shall be clearly separated.

Deadline to submit bids: **26 July 2020 by 03:00 pm (Damascus Local Time).**

Failing to provide a sample will automatically cause the rejection of the offer.

Please indicate on the envelopes:

- Ref: RFQ no.
- Supplier 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.

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 item.

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 or not providing a sample 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.

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 goods 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 the date of receiving the goods. Payment is to be processed against presentation of Payment or Commercial Invoice and receipt if goods from SARC Warehouse.

5.4 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 cost CPT 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.

5.5 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.

5.6 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.

Best Regards,

Eng. Khaled Hboubati

Syrian Arab Red Crescent President

