

Beirut, 10 October 2022

Contracting Authority:

The German Red Cross is part of a global community, having provided comprehensive aid for more than 150 years for people in conflict situations, disasters and health or social emergency situations, solely based on their level of need.

Under the banner of humanity, we campaign for life, health, welfare, protection, peaceful coexistence and the dignity of all human beings. The GRC, in its capacity as the National Red Cross Society and the umbrella organization of the free welfare care system, is committed to the seven principles of the Red Cross: humanity, impartiality, neutrality, independence, the voluntary basis, unity and universality.

Name and address:

Deutsches Rotes Kreuz (German Red Cross)
Generalsekretariat (National Headquarters)
Carstennstraße 58
12205 Berlin
Germany

Internet address:

www.drk.de

Contact Person:

Rouba Ordakji – Logistics officer – rouba.ordakji@germanredcross.de

Tenderers should submit their offers by **25 October 2022 at 12.00h** Beirut time the latest.

General Conditions and Remarks:

- All prices in your quotation must be indicated in USD clearly indicating whether VAT is inclusive or exclusive. Quotations in other currencies will be excluded
 - INCOTERMS: DDP Tartous, Syria
 - Incomplete offers and offers that do not meet the deadline will be excluded automatically.
 - All tenders will be opened by the German Red Cross tender committee and all bidders will be informed about the results.
 - Expenses incurred for the tenderer during the preparation and the submission of the quotes are not reimbursable.
 - Payment after delivery and invoice.
 - The intervention zone is within Tartous, Syria. The exact address for the delivery point will be: Syria Arab Red Crescent (SARC) Warehouse
Tartous - Homs Highway,
Next to AlMarfaa gas station
Tartous, Syria.
 - By sending the application the tenderer is bound to above mentioned general conditions and remarks
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Prerequisites for an application for the submitting of tenders:

- The tender language is English.
- The tenderer shall indicate the estimated lead time for the delivery of the requested medical equipment.
- The tenderer should be a registered company in their country and should provide the GRC with a list that includes at least 2 references for similar orders to the region of delivery over the past 2 years with supporting documents as proof of that.
- The tenderer must respect conventions on freedom of association and collective bargaining, elimination of forced and compulsory labor, elimination of discrimination in respect of employment and occupation, and the abolition of child labor. For this, the tenderer should sign the certification that can be found attached.

Ref. 2022-10-10 - Instructions for submissions of quote

The German Red Cross (GRC) is inviting quotations for the provision of Medical Equipment as part of its support to the Syrian Arab Red Crescent. The medical equipment will be distributed to the local community based on their detected needs.

The tenderers are requested to read carefully and ensure compliance with all instructions herein. By submitting your quotation, you indicate that you have received, understood, and accepted the “General Conditions and Remarks” mentioned above and the following specific “Instructions for submission of quote”.

Non-compliance with instructions in this document may disqualify the bidders from the tender exercise.

1. Procurement Procedure

- 1) The procurement is handled via an open procedure.
- 2) The award will lead to a Purchase Order by GRC HQ Berlin and forms as a one-time-service.

2. Deadline of submission and period of validity :

- 1) Deadline of submission of quote and samples is **25 October 2022 at 12.00h Beirut time** the latest.
- 2) Your quotation must state the period of validity, at least 90 days from the deadline for the submission.

3. Costs and ownership of tenders

- 1) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.
- 2) The GRC retains ownership of all quotes received under this quote request. Consequently, tenderers have no right to have their tenders returned to them.

4. Content of tenders and alternative offers

- 1) All tenders submitted must comply with the requirements in the tender documents and comprise of:
 - All pages of the tender must be stamped and signed by the supplier.
 - Company Registration Certificate.
 - Specifications of quoted items including any documentation required as indicated in the technical specifications
 - Financial offer and payment conditions.
 - Earliest delivery; transport conditions (e.g., Incoterms)
 - At least 2 credentials for previous similar services
 - Tenderers self-declaration (See Annex: “Declaration of Conformity”) signed and stamped.
 - Due diligence annex signed and stamped. (See Annex: Due Diligence Check)
 - Registration documents including the VAT registration and other supporting documents.

- 1 Sample of each item – See Samples Evaluation section.
- 2) Alternative offers are permitted and must be marked as such.

5. Financial offer

- 1) Tenderer must quote by item.
- 2) Item price, inspection charges and transport charges are itemized separately in the financial offer.
- 3) All prices are in USD clearly indicating whether VAT is inclusive or exclusive.

6. Submission of quote and further communication

- 1) All quotes, including annexes and supporting documents must be submitted in sealed envelopes to:

*German Red Cross
Attn: Rouba Ordakji – (Tender: 2022-10/10)
Said Freiha Street, Dar Al-Sayyad Building (same as Bank Audi), 5th Floor
Hazmieh, Beirut, Lebanon*

- 2) Tenderers must raise questions in written 10 days prior to deadline for submission of quote latest to procurement.syria@germanredcross.de, otherwise the extension of the deadline is not feasible anymore.
- 3) GRC reserves the right to continue further communication after submission of quotes via a combination of media (e.g., post, e-mail, phone).

7. Samples, Evaluation & Award of Contract

- 1) The tenderer shall send one sample to:

*German Red Cross
Attn: Rouba Ordakji – (Sample: 2022-10/10)
Said Freiha Street, Dar Al-Sayyad Building (same as Bank Audi), 5th Floor
Hazmieh, Beirut, Lebanon*

The samples will remain property of the German Red Cross

The samples must include all items on the content list specifications.

- 2) The decision for the award of contract will be determined via standard value method (Credit points divided by total price; ratio 50/50%). Credit points will be added up through the following criteria (100%): quality of samples (50%), payment terms (10%), delivery schedule (25%), previous experience (15%). Score for each criterion is either:

0: Inacceptable - leads to exclusion

1: Bad → 10: Excellent

In case of equal results, the offer with the higher credit point score will be awarded.

Other criteria which may lead to exclusion, if not fulfilled:

- Quotation must be stated in USD
- No advanced payment

- 3) The GRC may – but is not obliged to - ask each tenderer individually for clarification of its quote including samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. The samples will remain property of the GRC. The tenderer must bear possible additional costs for a sample delivery.

8. Terms of contract

The award will lead to a Purchase Order by GRC and forms a one-time-service. This purchase order will be signed with German Red Cross headquarters based in Berlin and the services will be invoiced to Deutsches Rotes Kreuz e.V., Carstennstr. 58, 12205 Berlin, Germany ;with tax ID number DE1221223471.

9. Terms of delivery and payment

- 1) Unless explicitly permitted, GRC does not accept partial shipments.
- 2) The invoice must contain place of delivery and GRC order number.
- 3) Transport charges must be itemized separately.
- 4) Payment on invoice 30 days net, following receipt of goods and documents in order.
- 5) Payment to be done in Fresh USD (VAT as per official exchange rate)
- 6) Latest delivery date is **November 20, 2022**

10. Self-Declaration

The signee of the attached “Declaration of Conformity” (Ref. Annex) assures that

- 1) No reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists.
- 2) The tenderer fulfils GRC’s claim on good governance, environmental and social responsibility.
- 3) The tenderer agrees on participation in checks and audits as described.

Item and Technical Specifications:

Item	Detailed Specifications	Quantity
Finger pulse oximeter	Single unit finger pulse oximeter - For pediatric and adult patients - Oxygen saturation display range: 0-100% SpO2 - Pulse rate display range: 18-320BPM - Oxygen saturation declared accuracy range: 70-100% SpO2 ± 2 digits - Long life Battery - With carrying case	420
Sphygmomanometer	Portable Sphygmomanometer with set of 3 cuffs, Adult, Child, Infant	420
Stethoscope	Latex Free tubing, Convenient 30" overall length, 22" tube length, Durable chrome-plated binaural. Extra ear tips and diaphragm included Aluminum chest piece.	420

Tender Invitation:
Medical Equipment
(GRC Tender Ref. 2022-10/10)





Packing and Labelling:

Sizes of the boxes containing the medical equipment is to be determined by the supplier.

They should be not too heavy and not too large.

Boxes are to be placed on Euro pallets of dimensions 120 x 80 cm

Each Box containing the items should be labelled as follows:

<table border="1"><tr><td colspan="2">Medical Equipment</td></tr><tr><td colspan="2">GRC Tender Ref. 2022-10/10</td></tr><tr><td>Content</td><td>Quantity</td></tr><tr><td>To be specified by the seller</td><td>To be specified by the seller</td></tr><tr><td colspan="2">CTN SY -</td></tr><tr><td colspan="2">Humanitarian Aid – Not for Sale</td></tr></table>	Medical Equipment		GRC Tender Ref. 2022-10/10		Content	Quantity	To be specified by the seller	To be specified by the seller	CTN SY -		Humanitarian Aid – Not for Sale		Supported by: 	<table border="1"><tr><td colspan="2">معدات طبية</td></tr><tr><td colspan="2">GRC Tender Ref. 2022-10/10</td></tr><tr><td>المحتويات</td><td>الكمية</td></tr><tr><td>يتم تحديدها من قبل المورد</td><td>يتم تحديدها من قبل المورد</td></tr><tr><td colspan="2">CTN SY -</td></tr><tr><td colspan="2">مساعدات إنسانية - غير مخصصة للبيع</td></tr></table>	معدات طبية		GRC Tender Ref. 2022-10/10		المحتويات	الكمية	يتم تحديدها من قبل المورد	يتم تحديدها من قبل المورد	CTN SY -		مساعدات إنسانية - غير مخصصة للبيع		
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SARC SHIPPING INSTRUCTIONS Syria Complex Emergency



Goods to be sent to

Country	Syria	City	Tartous
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Commodity Tracking Number (CTN)

All *bilateral* consignments must bear a SARC Commodity Tracking Number (CTN) which is to be obtained from SARC Headquarters, Damascus.

Note: The CTN Number Will be provided by GRC to the awarded supplier

Contact persons for all shipments

SARC Headquarters in Damascus Att: Eng. Abdulaziz Al-kharrat / Mr. Nasser Merei Function: Logistics Department Director/ Importation Clearance team leader Mobile: +963 94 30 77 887 / +963 94 30 77 712 Tel: +963 11 33 27 691 / 98 / 45 / 46 Fax: +963 11 33 27 695 Email: Abdulziz.alkharrat@sarc-sy.org / nasser.merei@sarc-sy.org	
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Shipments by SEA and ROAD

<u>Consignee</u> Syrian Arab Red Crescent Address: Abu Rummaneh – Shakib Arslan Str. P O Box 3790 Damascus, Syria Att.: Eng. Khaled Hboubati, President of Syrian Arab Red Crescent Tel. number: +963 11 3327691 / 98 / 45 / 46 Fax. number: +963 11 3327695	<u>Delivery</u> Attention same as consignee details. By Sea - Primary Port of Discharge: Latakia Sea Port By Road - Primary Port of Entry: Al-Arida Border (from Lebanon) <u>SARC Warehouse / Delivery Address:</u> Syria Arab Red Crescent (SARC) Warehouse Tartous - Homs Highway, Next to AlMarfaa gas station, Tartous, Syria. <u>Please notify:</u> <i>Eng. Abdulaziz Alkharrat, Logistics Department Director</i> - mobile +963 94 30 77 887, - e-mail: Abdulziz.alkharrat@sarc-sy.org <i>Nasser Merei, / Importation Clearance team leader</i> - mobile: +963 94 30 77 712, - e-mail: nasser.merei@sarc-sy.org
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SARC SHIPPING INSTRUCTIONS Syria Complex Emergency



Notify Party:	Syrian Arab Red Crescent
Address:	Same as consignee
Attn.:	Logistics Department Director, Abdulziz.alkharrat@sarc-sy.org +963 94 30 77 887 SARC / Importation Clearance team leader, nasser.merei@sarc-sy.org +963 94 30 77 712
Contacts:	Same as above
Special Requirements:	<ul style="list-style-type: none">- Copy of preliminary documents (Gift Certificate and detailed Packing list) must be shared by e-mail (colour copy) 40 days in advance of expected time of arrival to Syria in order to request import approval from authorities. NOTE: WITHOUT AN IMPORT APPROVAL, CUSTOMS CLEARANCE CANNOT BE COMMENCED. <u>Import Approval AND Gift Certificate are to be provided by GRC / SARC prior to shipment departure</u>- For All Shipments – Two weeks prior to arrival of the goods: Full set of original shipping documents to be sent via courier to SARC Headquarter, to the contact person. Tracking number of the courier is to be shared with SARC, Abdulziz.alkharrat@sarc-sy.org- Surrender or Express Release BL's required for sea shipments and it is to be sent with the preliminary shipping documents <i>immediately</i> upon departure of the consignment from country of shipment and is to arrive with consignee <i>minimum</i> 3 days prior arrival of consignment to entry point in Syria.- For warehousing purposes, it is essential to optimize space utilization but also due to high turnover and swift movement of goods, all shipments required to be palletized on standard euro pallets dimensions 120x80 cm- Latest delivery date is November 20, 2022.

SARC SHIPPING INSTRUCTIONS Syria Complex Emergency



Documentation required

1 FULL set of original shipping documents must accompany consignment, comprising of:	
Title of transport document:	- By Sea: SWB (Sea Waybill) - By Road: CMR - Bill of Lading (Express Release B/L's required)
Packing List	- Specifying FULL DETAILS of goods with packing details (i.e.: bales, cartons, boxes, pallets....) weight, length, width & height of each piece
Gift certificate (Provided by GRC)	- Consignee must be named in the Gift Certificate - Stating "Humanitarian Aid – Items NOT for Sale" and specify the commodity, the value & terms of delivery
Import Permit (Provided by GRC)	- To be initiated before the award and finalized upon receipt of the detailed packing list from the winning bidder.
Certificate of origin	- Specify the origin of the commodity
Invoice	- Stating clearly: "VALUE FOR CUSTOMS PURPOSES ONLY - WITHOUT COMMERCIAL VALUE"
Additional For Medical supplies	- Certificate of analysis - GMP - Expiry Dates, NOTE: Shelf life must be a minimum of 2/3 of the total shelf life at the time of arrival to Syria

Marking

1. All Shipping documents must clearly indicate	▪ "HUMANITARIAN AID – Items NOT for Sale"
2. All Shipping documents must clearly indicate	▪ Consignee address ▪ SARC commodity tracking number (CTN) ▪ Description of Goods ▪ SARC Logo
3. Marking of goods must clearly indicate	▪ Consignee address ▪ SARC commodity tracking number (CTN) ▪ Description of Goods ▪ SARC Logo
4. <i>If documents are not properly received and clearly marked, consignments can NOT be customs cleared!</i>	

SARC SHIPPING INSTRUCTIONS Syria Complex Emergency



Summary of the Special Requirements

- Surrender / Express BL's to be issued and shared with notifying parties once available (expected no later than 2 days of ATD (actual time of departure)).
- For All Consignments –
 - One (1) full set of Original Documents to be forwarded by courier to SACR HQ in Damascus at least 2 weeks before the arrival of the goods.
 - One (1) full set to be emailed to notify parties in Syria:
Abdulziz.alkharrat@sarc-sy.org & nasser.merei@sarc-sy.org
 - One (1) full set to be accompanied with consignment
- Approval MUST BE GRANTED IN ADVANCE FOR ANY TYPE OF IN-KIND DONATION OR ITEMS PROCURED THROUGH CASH FOR IN-KIND.
- All must be palletized on standard euro pallets dimensions 120 x 80 cm.

Local Procurement – Annex 1

Required information for Due Diligence Check (Reputational Screening)

(Questionnaire to be filled out and signed by supplier)

Full official name of the company	
Copy of company registration added	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there other marketing names of the company?	<input type="checkbox"/> No <input type="checkbox"/> Yes, they are:
Does the owner hold other companies inside or outside of country of company registration?	<input type="checkbox"/> No <input type="checkbox"/> Yes, they are:
Are there subsidiaries/ branches of the company?	<input type="checkbox"/> No <input type="checkbox"/> Yes, they are:
Are there shareholders or other third parties involved in the company?	<input type="checkbox"/> No <input type="checkbox"/> Yes, they are:
Full name of the company owner (in Latin alphabet)	
Place and date of birth of the company owner	
Copy of passport or other identity document added	<input type="checkbox"/> Yes <input type="checkbox"/> No
List of all members of the board of directors and key personnel (with name, place, and date of birth) added	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Is the owner, a board member or key person currently also the owner, board member or employee of an outside company (including government-owned company)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, from the following company:
Are family members of the owner, board members or key personnel currently employed by the government in a sector that is related to the company?	
Is there any planned or ongoing merger or acquisition activity of the company?	<input type="checkbox"/> No <input type="checkbox"/> Yes, with the following company:

I herewith confirm that the information above is correct and filled out to the best of my ability. I will inform the German Red Cross immediately if any information changes during the contract period.

Place and date of signature

Company owner's signature

Declaration of Conformity

- according to procurement procedures for humanitarian actions -

The candidate

name/company

address

represented by

representative's name

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Unions' budget.

The contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour

The candidate also guarantees access to the relevant financial and accounting files and documents as well as

other project related information and company registration data for the purpose of financial checks and audits

or due diligence testing conducted by:

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants / consultants / auditors commissioned by the German Red Cross or the relevant donor.

Furthermore, he confirms to work together with above mentioned parties when contacted directly. The refusal

to share requested data and documents may lead to disqualification from tender processes and cancellation

of closed contracts.

place, date

signature