

Tender Invitation:

6500 Hygiene Kits for Special Needs
(GRC Purchase Order Number: 2021-24-023.01)



1 / 2

Beirut, 05-11-2021

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

Imad El Hayeck – Procurement and logistics unit – imad.elhayeck@germanredcross.de

Tenderers should apply for the submitting of tenders by **04-12-2021 at 12.00h** Beirut time the latest.

The **German Red Cross (GRC)** invites suppliers to apply for the submitting of tenders for the following items for humanitarian projects in Syria:

The required items are the following:

1) 6500 hygiene kits for special needs (with an option up to 1000 kits more)

Tender Invitation:

6500 Hygiene Kits for Special Needs
(GRC Purchase Order Number: 2021-24-023.01)



2 / 2

General Conditions and Remarks

- All prices in your quotation must be indicated in USD. Quotations in other currencies will be excluded
- INCOTERMS: **DDP** Tartous
- 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 submitting of the quotes requests are not reimbursable.
- The intervention zone is within Tartous, Syria. The exact address for delivery point will be:

**Syria Arab Red Crescent (SARC) Warehouse
Tartous - Homs Highway,
Next to AlMarfaa gas station
Tartous, Syria.**

Payment after delivery and invoice. Possible to do partial payments after partial deliveries (max. 3 charges)

- By sending the application the tenderer is bounded to above mentioned general conditions and remarks.

Prerequisites for an application for the submitting of tenders

- The tender language is English.
- The tenderer shall indicate the weekly capacity of production (how many kits can be produced per week?) as well as the estimated production time for the needed kits.
- The tenderer shall indicate the maximum storage capacity (the minimum storage capacity we might need would be 50% of our order).
- The tenderer shall be registered companies and provide the GRC with a list that includes at least 2 references of similar orders of a middle/big volume on the region of delivery over the past 2 years. and send a proof of this to the GRC.
- 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.
- The tenderer should be in their country registered companies and preferably in the possession of the following certificate: ISO 9001.

Ref.: 2021-24-023.01- Instructions for submissions of quote

The German Red Cross (GRC) is inviting quotations for the provision of 6500 Hygiene Kits Special Needs (Hygiene incontinence Kits for adults) (with an option to order up to 1000 kits more) to be shipped to Tartous in Syria.

By submitting your quotation you indicate that you have received, understood and accepted the “General terms and conditions for purchase” of the GRC and the following specific “Instructions for submission of quote”. Non-compliance with these will lead to exclusion from the tender exercise.

1. Procurement Procedure & Kind of contract

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

2. Deadline of submission:

- Deadline of submission of quote and samples is 04.12.2021 12:00h Beirut time.
- Your quotation must state the period of validity, at least 90 days from the deadline for the submission.

3. Content of tenders and alternative offers

- 1) All tenders submitted must comply with the requirements in the tender documents and comprise:
 - All pages of the tender have to be stamped and signed by the supplier.
 - Registration of the company
 - Specifications of quoted items including any documentation required as indicated in the technical specifications. An inspection company will be assigned from GRC to do a random visual inspection of goods before delivery, to check of compliance with the ordered specification.
 - Financial offer with period of validity and payment conditions
 - Earliest delivery and delivery schedule; transport conditions (e.g. Incoterms)
 - Tenderers self-declaration signed(see Annex: “Declaration of Conformity”)
 - At least 2 credentials for previous similar services
 - ISO Certificate 9001 if available
 - 2 samples of the Kits (one to Beirut, and one to Syria) – see 6. Samples Evaluation
 - Due diligence annex 1 – filled out, signed and stamped. - see Annex 1
- 2) Alternative offers are permitted and must be marked as such.

4. Financial offer

- 1) Tenderer must quote by items
- 2) Transport costs must be stated
- 3) All prices are in USD.

5. Submission of quote and further communication

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

*German Red Cross
Attn: Imad El Hayeck - (Tender: 2021-24-23.01)
Hazmieh
Said Freiha Street, Center Camilia 2
Beirut
Lebanon*

- 2) Tenderers must raise questions in written 4 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 the further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).

6. Samples, Evaluation & Award of Contract

The tenderer shall send **one** sample to:

*German Red Cross
Attn: Imad El Hayeck – Sample 2021-24-23.01
Hazmieh
Said Freiha Street, Center Camilia 2
Beirut
Lebanon*

The tenderer shall send **one** sample to:

*Attn: Sarmad Alsarraj – sample 2021-24-23.01
GRC Syria office
SARC HQ building
Abu Rummaneh - Shakib Arslan Str.
Damascus Syria*

The samples will remain property of the German Red Cross.

The samples have to include all items on the content list specifications (including both sizes of diapers M and L). Quantity of diapers can be less for the purpose of samples.

The kit should be well packed on a carton box.

- 1) The decision for the award of contract will be determined via standard value method: 60% price and 40 % Credit points. 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 (not fulfilled, leads to exclusion), 1 (fulfilled to some degree), 2 (sufficiently fulfilled), 3 (satisfied fulfilled), 4 (optimally fulfilled), 5 (excellent fulfilled). 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
- delivery Incoterm DDP Tartous (supplier must guarantee the delivery in Tartous, no import process will be taken over by GRC)
- No advanced payment

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.

7. Terms of payment:

The invoice must contain GRC order number. Transport charges have to be illustrated separately! Payment on invoice 30 days net, after reception of goods and invoice

8. Costs of preparing tenders

Costs incurred by the tenderer in preparing and submitting the quote requests are not reimbursable.

6500 Hygiene Kits for Special Needs (ratio: 70% L, 30% M)

Specification:

Hygiene Kits for special needs, medium

no	article	Qty	description
1	Incontinence diapers size M	100 pcs	- Incontinence diapers for adults, an antibacterial, pH skin neutral and an odour neutralizing superabsorbent core, complete non-woven covering on surface, water-repellent inner anti-leak cuffs and body-shaped form with elastic leg gathers
2	Garbage bag 10l	50 pcs	- Non transparent trash bag with drawstring closure, size approx. 10 l
3	Wet wipe for adults, 300 wipes	1 pc	- Extra large antibacterial wet wipes for adult incontinence - Soft & thick material to wipe away dirt & germs - Enriched with ingredients with anti-inflammatory and skin moisturizing properties to soothe sensitive & dry skin (e.g. chamomile, Aloe Vera) - Preserve pH balance of skin - Alcohol free - non perfumed - Hypoallergenic - Microbiologically & dermatologically tested - Re-closable packing
4	Soap	3 PCS	- Soap for personal hygiene. Suitable for both baby and adult. Wrapped bar. Non-perfumed, for normal skin. Hypoallergenic, wrapped bar. 125 g per person. Long durability.
5	Content list in Arabic	1 pcs	

All items should have an expiry date minimum up to 2 years.
Items should be preferably produced locally in Syria.

Hygiene Kits for special needs, large

no	Article	Qty	description
1	Incontinence diapers size L	100 pcs	Incontinence diapers for adults, an antibacterial, pH skin neutral and an odour neutralizing superabsorbent core, complete non-woven covering on surface, water-repellent inner anti-leak cuffs and body-shaped form with elastic leg gathers
2	Garbage bag 10l	50 pcs	Non transparent trash bag with drawstring closure, size approx. 10 l
3	Wet wipe for adults	300 pcs	<ul style="list-style-type: none"> - Extra large antibacterial wet wipes for adult incontinence - Soft & thick material to wipe away dirt & germs - Enriched with ingredients with anti-inflammatory and skin moisturizing properties to soothe sensitive & dry skin (e.g. chamomile, Aloe Vera) - Preserve pH balance of skin - Alcohol free - non perfumed - Hypoallergenic - Microbiologically & dermatologically tested <p>Re-closable packing</p>
4	Soap	3 PCS	- Soap for personal hygiene. Suitable for both baby and adult. Wrapped bar. Non-perfumed, for normal skin. Hypoallergenic, wrapped bar. 125 g per person. Long durability.
5	Content list in Arabic	1 pcs	

All items should have an expiry date minimum up to 2 years.
Items should be locally preferably produced locally in Syria.

Hygiene Kits for Special Needs - German Red Cross

Ref.: 2021-24-23.01 – CTN : tbc

Article : Hygiene Kit for Special Needs, medium (M)
Quantity : 1950 pcs

Article : Hygiene Kit for Special Needs, large (L)
Quantity : 4550 pcs

Consignee:

Syrian Arab Red Crescent Abu Rummaneh - Shakib Arslan Str.
PO Box Damascus 3790
Damascus, Syria

Delivery:

central warehouse in Tartous (details will be sent on the purchase order)

Incoterm: DDP Tartous,

Shipping instructions: Please find attached

Shipping schedule/Delivery date: Delivery should be completed till 21st of February 2022 -preferably as soon as possible - please provide us with a detailed shipping schedule!

Packaging:

a) per Kit

Packed in one carton box made of double-corrugated quality cardboard
Strength: withstand 6m high stacking for more than 48h and 10 handlings
(If possible with a handle integrated in the carton box)

b) per consignment:

Stable and well protected against transport damages, packed on euro size pallets (1,2mx0,8m), Stretched foiled and corner protection.

c) per pallet:

Pallet height shouldn't exceed 2,00 metres, different items/sizes need to be packed separately - no mixed sizes M and L on one pallet.

Labelling:

Per Kit / Parcel: According our specification with logo and content list on 4 sides

Per Palett: each palett should be labelled with

- HUMANITARIAN AID
- Commodity Tracking Numbers (CTN)
- GRC Purchase Order Number
- Consignee's address
- Description of Goods

Ref. labelling instructions

Inspection: Inspection of the goods before delivery will be done on a randomized basis by an inspection company assigned by GRC, which will be communicated after purchase order.

Local procurement- Annex 1

Required information for Basic Check of potential suppliers on the market

(to be filled for every company that shall be invited to take part in the tender)

Name of Company (in Latin alphabet)	
Name of Owner	
If possible: Date of birth of Owner	
If possible: Other key persons in the company, e.g. joint partners, sales officer...	

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 Syria?	<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:

Local procurement- Annex 1

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
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 personell 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 Syrian Arab Red Crescent or German Red Cross immediately if any information changes during the contract period.

Local procurement- Annex 1

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 Union's 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

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SARC SHIPPING INSTRUCTIONS

Syria Complex Emergency

Updated April 2020

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 (LCTN) which is to be obtained from SARC Headquarters, Damascus.

Contact persons for all shipments

SARC Headquarters in Damascus Att: Eng. Abdulaziz Al-kharrat / Mr. Nasser Merei Function: Head of Logistics Department / In-charge of facilitating the import approvals 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: <i>Abu Rummaneh – Shakib Arslan Str. P O Box 3790 Damascus, Syria</i> 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) SARC Warehouse Address: Tartous – Homs Highway Roum Al-Dahab, Opposite to the Industrial Area. <u>Please notify:</u> Eng. Abdulaziz Alkharrat, Head of Logistics Department - mobile +963 94 30 77 887, - e-mail: Abdulziz.alkharrat@sarc-sy.org - Nasser Merei, / In-charge of facilitating the import approvals - mobile: +963 94 30 77 712, e-mail: nasser.merei@sarc-sy.org
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SARC SHIPPING INSTRUCTIONS

Syria Complex Emergency

Updated April 2020

Notify Party Syrian Arab Red Crescent

Address:	Same as consignee
Attn.:	Head of Logistics Department, Abdulziz.alkharrat@sarc-sy.org +963 94 30 77 887 SARC / In-charge of facilitating the approvals, 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. - For All Shipments – Two weeks prior to arrival of 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 <u>euro pallets dimensions 120 x 80 cm</u>

Documentation required

1 FULL set of original shipping documents must accompany consignment	
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	- Consignee must be named in the Gift Certificate - Stating "Humanitarian Aid – Items NOT for Sale" and specify the commodity, the value & terms of delivery
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



SARC SHIPPING INSTRUCTIONS

Syria Complex Emergency

Updated April 2020

Additional for Food Items	<ul style="list-style-type: none">- Health certificate stating goods fit for human consumption (all food, except cereals/pulses)- Phytosanitary certificate (for cereals/pulses)- Fumigation Certificate (for cereals and pulses)- Non-radioactive certificate (for food)- Expiry Dates, NOTE: Shelf life must be a minimum of 2/3 of the total shelf life at the time of arrival to Syria
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Marking

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

Summary of the Special Requirements

- 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.
 - 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)).
- 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. IN LINE WITH THE SAME, 2 SAMPLES OF ITEM MUST BE SENT TO SYRIA FOR QUALITY EVALUATION AND APPROVAL PRIOR ARRANGING THE RELEVANT SHIPMENT.
 - All must be palletized on standard euro pallets dimensions 120 x 80 cm.

