

From: Norwegian Red Cross – MENA Office Subject: **Supply of Medical Consumables**

cc: Nabih Fawaz Our file ref.: **SYR2024-005**

Date: 18-Oct-2024 N° of pages including this page: 4

Re: **Request to supply and Delivery of Medical Consumables for Syrian Arab Red Crescent – to Damascus, Syria**

If you do not receive all pages, please contact us immediately. Thank you.

REQUEST FOR QUOTATION

The Norwegian Red Cross MENA regional office is requesting from specialized medical equipments and consumables firms your best offer for the supply and deliver Medical Consumables for Syrian Arab Red Crescent – to Damascus, Syria, as follows:

Type and Quantity: Refer to:
Annex 2 – Pricing Template

Delivery Location: **DDP (incoterms 2020) to SARC Dahyet Kudsaya Medical Warehouse – Damascus, Syria**

Quality specifications: Refer to **Annex 1 Datasheet to be attached and titled per item number.**
(If Offered Specifications are different from requested, please specify in the relevant section), also to make sure shelf life is as requested.

Samples: N/A

Evaluation and Reward: Each item will be evaluated and rewarded separately.

Packaging and: Transportation Goods must be packed suitable for transportation including rough handling to destination.

Weights and Dimensions: Please state type of packing, net and gross weights, size of the package and cubic dimensions

Marking: All Packages must clearly indicate – **Humanitarian Aid with Logos of Norwegian Red Cross and Syrian Arab Red Crescent.**

Language: All documents, markings and labelling should appear in Arabic and English languages

Packing list: Ensure a packing list is attached In/and outside each carton stating contents/quantity in Arabic and English languages

Required documents: Upon delivery Delivery Note
Packing list
Various documents required by receiver.
Certificate of Origine

Cost breakdown:
*Unit Price per FOB as per Annex 2
* Total price FOB as per Annex 2
* Price should be net after deduction of any discount

* Transportation cost to SARC Warehouse is Damascus

- Currency:** All firm costs to be given in **USD**.
- Delivery Date:** We are looking for delivery in **Mid December 2024**
Estimated deliver date must be mentioned in **Annex 1**
- Warranty:** Not Applicable.
- Inspection:** Norwegian Red Cross or its appointed representative will be granted access and maintains the right to inspect the cargo before shipment from manufacture
- Liquidation Damage Clause:** Please be advised that delivery after agreed schedule may be subject to a deduction from the invoice of 1% up to 5% of the total cost of the contract including delivery cost.
- Payment:** International bank transfer within 45 days from date of receipt of goods and all supporting documents in good order by the buyer.
- Validity:** Your offer must remain valid for a minimum of 120 days, kindly state in your offer validity as this may be used for repeat orders in the future. If we place a purchase within the validity period, it should be accepted by you.
- Insurance:** According to agreed **DDP (Incoterm 2020)**
- All or None Clause:** We reserve the right to accept the whole or part of your offer.
- Special Requirements:** All commercial documents should clearly state "Humanitarian Aid – Note for Sale"
- Submissions of Offers:** The following instructions are important and must be adhered to carefully. Failure to follow the instructions may lead to disqualification.
1. The "TECHNICAL & ADMINSTRATIVE OFFER" and "FINANCIAL OFFER" Shall be submitted **in separate emails**.
 2. The email containing the "Technical & Administrative Offer" shall have the subject: **SYR2024-005 Technical & Administrative Offer**.

The Offer shall be submitted with the following attachments:
 - Request for Quotation – Signed and Stamped
 - Annex 1 - Technical Specifications of Items –Filled, Signed and Stamped
 - Annex 3 - Supplier Registration Form – Filled, Signed and Stamped
 - Annex 4 - General Terms & Conditions for Services – Signed and Stamped
 - Company Registration
 - Company Profile
 - Proof of Similar or Experience with Red Cross, UN agencies, NGOs ...
 - Datasheets and Specifications
 - Audit Report for the last 2 years
 - Quality Certificates
 3. The email containing the "Financial Proposal" Shall have the subject below: **SYR2024-005 – Financial Proposal**.

The proposal shall be submitted with the following attachments:
 - Annex 2: Pricing template – filled, signed and stamped.
 4. The financial offer must be signed and stamped clearly indicating the name of the person authorized to sign.

5. The offers shall be submitted to the email tender.mena@redcross.no
6. No other Norwegian red cross email shall be in Cc or Bcc.
7. Failure to follow instructions may lead to disqualification.

Deadline for submission of offers 24 October 2024

Enquiries:

Clarifications are only permitted until **22 October 2024** and should be directed to the Procurement Authority at Yeghig.boyajian@redcross.no . Enquiries will be addressed by email to the sender.

Telephone: **+961 79 307 822**

Any enquiries leading to a significant clarification with more information will be issued by Norwegian Red Cross to all bidders as a circular e-mail to all bidders.

Confirmation:

Please acknowledge receipt of this document and indicate your intention to Bid by sending an email to Yeghig.boyajian@redcross.no . This is important in case we need to send a clarification circular to all bidders.

Terms and Conditions:

Please state in your offer your acceptance of the attached Norwegian Red Cross Terms and General Conditions and attach the duly signed and stamped version of this document as part of the proposal / tender.

Evaluation Criteria:

	CRITERIA FOR SELECTION	POINTS
Admin Evaluation	Experience in Similar Projects, <ol style="list-style-type: none"> 1. Provide evidence of having successfully carried out similar assignments to demonstrate expertise and functionality in the required fields. 2. Attach completion certificates for similar projects. 3. Provide contact details of your clients 	5
	Company Financial Capacity Financial Capacity will be defined based on the yearly turn requested in Annex 4	
	Delivery Period <ol style="list-style-type: none"> 1. A full grade for the offer with the shortest delivery date and score will decrease accordingly. 2. Items with delivery later than 15 December 2024 will be rejected. 	10
	Delivery Place: A full grade for delivery to DDP SARC	10
Technical Evaluation	Technical Specifications <ol style="list-style-type: none"> 1. The submitted Datasheet will be compared with the specifications set in Annex 1. 2. The Rank for the offers given by each supplier against the specifications requested in Annex 1 will be with a suitable weighting for each factor to be evaluated. 1 is the lower and 50 is the higher point. 3. Each item will be evaluated separately. 4. Items with scores below 30 out of 45 will be disqualified. 	45
Items with scores below 50 out of 70 on the admin and technical evaluation will be disqualified.		

Financial Offer	Lowest Price / Accepted Quality: The rank of the financial offer will be based on the offered Unit price, lowest price will be given 30 points and score will decrease accordingly	30
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Supplier Name:

Contact Person:

Phone Number:

Email address:

Signature

Date:

Stamp:

Warm regards,

Yeghig Boyajian

Logistics Officer,

Middle East and North Africa

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St. 20-2002, Hazmieh, Lebanon

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Norwegian Red Cross