

From: Norwegian Red Cross – MENA Office To: **Medicines Manufacturers, Distributors and Pharmacies.**

cc: Nabih Fawaz Our file ref.: **LB2022-004**

Date: 07 September 2022 N° of pages including this page: 5

Re: **Request for the supply of Medicines LB2022-004**

**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 your best firm offer for the supply of Medicines as follows:

- Type and Quantity:** Refer to:  
**Annex 1 – Pricing Template**
- Delivery Location:** **DDP (incoterms 2020)** to:  
Lebanese Red Cross Warehouses in Spears  
*or/and*  
Lebanese Red Cross Warehouses in Roumieh
- Quality specifications:** The Medicines must be registered at “[Lebanon National Drugs database](#)”
- Packaging/ 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 cartons and cubic dimensions
- Marking:** To be confirmed upon signing of P.O.
- Language:** All documents, markings and labelling should appear in English language
- Packing list:** Ensure a packing list is attached In/and outside each carton stating contents/quantity in English language
- Required documents:**
  - شهادة تسجيل مؤسسة  
**Enterprise Registration Certificate**
  - شهادة تسجيل في الضريبة على القيمة المضافة  
**VAT Registration Certificate**
  - إذاعة تجارية  
**Commercial circular**
  - أصول التصنيع الجيد للأدوية (للمصانع فقط)  
**Good Manufacturing Practice GMP (reserved for manufacturers only)**
  - ممارسة التوزيع والتخزين الجيدة (للمستودعات والموزعين فقط)  
**Good Storing Distributing Practice GSDP (reserved for Warehouses and Distributors only)**

- إجازة استثمار مصنع للأدوية (للمصانع فقط)  
**Pharmaceutical Manufacturing Exploitation Permit (reserved for manufacturers)**
- إجازة استثمار / او نقل / او بيع مستودع ادوية (للمستودعات والموزعين فقط)  
**Pharmaceutical Warehouse Exploitation/ Transportation/Selling Permit (reserved for warehouses and distributors)**
- إجازة فتح واستثمار صيدلية (للسيدلية فقط)  
**Pharmacy Exploitation and Opening Permit (reserved for pharmacies)**
- إفادة انتساب لنقابة صيادلة لبنان (للسيدلية فقط)  
**Proof of membership in the Order of Pharmacists in Lebanon (reserved for pharmacies)**
- إجازة ممارسة مهنة الصيدلة في لبنان (للسيدلية فقط)  
**Permit to Practice the Profession of Pharmacy in Lebanon (reserved for pharmacies)**
- شهادة التوضيب  
**Packing List**
- Various documents required by receiver

10. **Cost breakdown:** \* Unit prices per Item including transportation  
\* Price should be net after deduction of any discount
11. **Currency:** All firm costs to be given in **USD**.
12. **Delivery Date:** To be agreed upon signing the Supply Agreement/Purchase Order  
Suggested delivery schedule to be attached to Annex 1
13. **Inspection:** Norwegian Red Cross or its appointed representative will be granted access and maintains the right to inspect the cargo before shipment from manufacture
14. **Liquidation Damage:** Please be advised that delivery after agreed schedule may be subject to a deduction from the invoice of 5% of the total cost of the contract including delivery cost.
15. **Payment:** Fresh UDS within 45 days from date of receipt of goods and all supporting documents in good order by the buyer.
16. **Contracting Party:** A Supply Agreement/Purchase Order will be signed directly with the Lebanese Red Cross.
17. **Validity:** Your offer must remain valid for a minimum of 120 days, kindly state 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.
18. **Rewarding:** One or Multiple Suppliers
19. **Insurance:** According to agreed **DDP (Incoterm 2020)**
20. **All or None Clause:** We reserve the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.
21. **Special Requirements:** All commercial documents should clearly state "Humanitarian Aid – Note for Sale"

22. **Submissions of Offers:** The following instructions are important and must be adhered to carefully. Failure to follow the instructions may lead to disqualification.

22.1 The “ADMINISTRATIVE OFFER” and “FINANCIAL OFFER” Shall be submitted in separate emails.

22.2 The email containing the “Administrative Offer” shall have the subject: **LB2022-004 – Administrative Offer.**

The Offer shall be submitted with the following attachments:

- Annex 2 - General Terms & Conditions for Services – Signed and Stamped
- Annex 3 - Supplier Registration Form – Filled, Signed and Stamped
- Annex 4 – Declaration of Conformity – Filled, Signed and Stamped
- Annex 5 – Reputational Screening, Signed and Stamped
- Request for Quotation – Signed and Stamped
- شهادة تسجيل مؤسسة  
**Enterprise Registration Certificate**
- شهادة تسجيل في الضريبة على القيمة المضافة  
**VAT Registration Certificate**
- إذاعة تجارية  
**Commercial circular**
- أصول التصنيع الجيد للأدوية (للمصانع فقط)  
**Good Manufacturing Practice GMP (reserved for manufacturers only)**
- ممارسة التوزيع والتخزين الجيدة (للمستودعات والموزعين فقط)  
**Good Storing Distributing Practice GSDP (reserved for Warehouses and Distributors only)**
- إجازة استثمار مصنع للأدوية (للمصانع فقط)  
**Pharmaceutical Manufacturing Exploitation Permit (reserved for manufacturers)**
- إجازة استثمار / او نقل / او بيع مستودع ادوية (للمستودعات والموزعين فقط)  
**Pharmaceutical Warehouse Exploitation/ Transportation/Selling Permit (reserved for warehouses and distributors)**
- إجازة فتح واستثمار صيدلية (للسيدلية فقط)  
**Pharmacy Exploitation and Opening Permit (reserved for pharmacies)**
- إفادة انتساب لنقابة صيادلة لبنان (للسيدلية فقط)  
**Proof of membership in the Order of Pharmacists in Lebanon (reserved for pharmacies)**
- إجازة ممارسة مهنة الصيدلة في لبنان (للسيدلية فقط)  
**Permit to Practice the Profession of Pharmacy in Lebanon (reserved for pharmacies)**
- شهادة التوضيب  
**Packing List**
- Various documents required by receiver

- Proof of Similar or Experience with Red Cross, UN agencies and NGOs, Pharmacies, Hospitals.... is a plus

22.3 The email containing the “Financial Proposal” Shall have the subject below: **LB2022-004 – Financial Proposal**.

The proposal shall be submitted with the following attachments:

- Annex 1: Pricing template – filled, signed and stamped
- The financial offer must be signed and stamped clearly indicating the name of the person authorized to sign.
- The offers shall be submitted to the email [tender.mena@redcross.no](mailto:tender.mena@redcross.no)
- No other Norwegian red cross email shall be in Cc or Bcc.
- Failure to follow instructions may lead to disqualification.

### **Deadline for submission of offers Monday 26 September 2022**

23. **Enquiries:** Clarifications are only permitted until **20 September 2022** and should be directed to the Procurement Authority at [Nabih.fawaz@redcross.no](mailto:Nabih.fawaz@redcross.no) . Enquiries will be addressed by email to the sender.

Telephone: +961 79 303 664

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.

24. **Confirmation:** Please acknowledge receipt of this document and indicate your intention to Bid by sending an email to [Nabih.fawaz@redcross.no](mailto:Nabih.fawaz@redcross.no) . This is important in case we need to send a clarification circular to all bidders.

25. **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.

26. **Evaluation Criteria:** The Evaluation Criteria consists of 3 phases:

#### 1<sup>st</sup> Phase: Legibility of suppliers

- A supplier will be considered legible for this tender by providing the documents and information request in the paragraph “Submissions of Offer – 22.2”.
- Eligible suppliers will be excluded, and legible suppliers will be considered for the 2<sup>nd</sup> phase.

#### 2<sup>nd</sup> Phase: Technical Evaluation

- Quoted medicines must be registered at “[Lebanon National Drugs database](#)”
- Medicines that are not registered at “Lebanon National Drugs database will be rejected
- Each medicine will be evaluated separately
- Technically accepted medicines will be considered for the 3<sup>rd</sup> phase.

#### 3<sup>rd</sup> Phase: Financial Evaluation

- Only legible suppliers (1<sup>st</sup> phase) and technically accepted product/item (2<sup>nd</sup> phase) will be considered for the 3<sup>rd</sup> phase.
- Lowest submitted price will be selected.
- Each product/item will be rewarded separately

Some other factors will be considered in the rewarding process such as: delivery period, payment terms, warranty, etc...

Warm regards,

**Nabih Fawaz**

Senior Logistics Officer,  
Middle East and North Africa  
Platinum 776 building, New Martakla,  
St. 20-2002, Hazmieh, Lebanon

[Nabih.fawaz@redcross.no](mailto:Nabih.fawaz@redcross.no)

