

From: Norwegian Red Cross – MENA Office To: **Medical Oxygen Generator Suppliers**

cc: Nabih Fawaz Our file ref.: **NRC2022-015**

Date: 14th Sept 2022 N° of pages including this page: 3

Re: **Request for provide, install, and operate a single medical oxygen generation plant with technology (PSA), For the Red Crescent Hospital in Aleppo, 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 your best firm offer for the supply, install and operate a single medical oxygen generation plant with technology (PSA) or the Red Crescent Hospital in Aleppo, Syria, as follows:

Type and Quantity: Refer to:
Annex 1

Delivery Location: **DDP (incoterms 2020) to Syrian Arab Red Crescent, Aleppo child hospital, Alsulimanya, Aleppo city, Syria**

Quality specifications: Refer to **Annex 2 -Technical conditions book**

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 cartons and cubic dimensions

Marking: To be confirmed upon signing of the Purchase Order

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: Certificate of Origin, Quality Certificates, Delivery note...
Packing list
Various documents required by receiver

Cost breakdown: * Unit prices per Item
* Transportation cost by mode of transport defined
* Total price DDP as per **Annex 1**
* Price should be net after deduction of any discount

Currency: All firm costs to be given in **USD**.

Delivery Date: We are looking for delivery in **November 2022**
Estimated deliver date must be mentioned in **Annex 1**

- Warranty:** It is mandatory to mention the warranty period in **Annex 1. We are suggesting 4 years warranty.** The warranty covers the repair or replacement of any broken part. The warranty is not applicable if the equipment's are not used in accordance with the operational manual supplied by the company or any misuse.
- 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 30 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 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 and the lowest evaluated bid need not be accepted.
- 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 & ADMINISTRATIVE OFFER" and "FINANCIAL OFFER" Shall be submitted **in separate emails.**
 2. The email containing the "Technical & Administrative Offer" shall have the subject: NRC2022-015 - Technical & Administrative Offer.

The Offer shall be submitted with the following attachments:
 - General Terms & Conditions for Services – Signed and Stamped
 - Request for Quotation – Signed and Stamped
 - Supplier Registration Form – Filled, Signed and Stamped
 - Company Registration
 - Company Profile
 - Proof of Similar or Experience with Red Cross, UN agencies and NGOs
 - Datasheets and Specifications of the Requested Equipment's
 - Annex 2 – Signed and Stamped
 3. The email containing the "Financial Proposal" Shall have the subject below: NRC2022-015 – Financial Proposal.

The proposal shall be submitted with the following attachments:
 - Annex 1: 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 30 Sept 2022

Enquiries:

Clarifications are only permitted until **26 Sept 2022** and should be directed to the Procurement Authority at 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.

Confirmation:

Please acknowledge receipt of this document and indicate your intention to bid by sending an email to Nabih.fawaz@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:

The Evaluation Criteria consists of 3 phases:

1st 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 – 2".
- Eligible suppliers will be excluded, and legible suppliers will be considered for the 2nd phase.

2nd Phase: Technical Evaluation

- The products submitted specifications/datasheets will be compared with the requested specifications in Annex 2
- In case the submitted specifications/datasheets meet the minimum acceptable standards requested in Annex 2, the technical offer will be accepted.
- In case the submitted specifications don't meet the minimum acceptable standards requested in Annex 2; the technical offer will be rejected.
- Each product/item will be evaluated separately
- Technically accepted product/item will be considered for the 3rd phase.

3rd Phase: Financial Evaluation

- Only legible suppliers (1st phase) and technically accepted product/item (2nd phase) will be considered for the 3rd 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