

Your offer must be submitted maximum by 01-August-2022 through email to:

to: [tender.mena@redcross.no](mailto:tender.mena@redcross.no)

From:	Norwegian Red Cross – MENA Office	To:	<b>Medical Lab Equipments Suppliers</b>
cc:	Nabih Fawaz	Our file ref.:	<b>NRC2022-011</b>
Date:	26 <sup>th</sup> July 2022	N° of pages including this page:	3
Re:	<b>Request for the supply of Medical Lab Equipments</b>		

**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 Medical Lab Equipment's as follows:

<b>Type and Quantity:</b>	Refer to: <b>Annex 1</b>
<b>Delivery Location:</b>	<b>DDP (incoterms 2020)</b> as per <b>Annex 1</b>
<b>Quality specifications:</b>	Refer to <b>Annex 2</b>
<b>Packaging and: Transportation</b>	Goods must be packed suitable for transportation including rough handling to destination.
<b>Weights and Dimensions:</b>	Please state type of packing, net and gross weights, size of cartons and cubic dimensions
<b>Marking:</b>	To be confirmed upon signing of P.O.
<b>Language:</b>	All documents, markings and labelling should appear in English language
<b>Packing list:</b>	Ensure a packing list is attached In/and outside each carton stating contents/quantity in English language
<b>Required documents:</b>	Certificate of Origin, Quality Certificates, Delivery note... Packing list Various documents required by receiver
<b>Cost breakdown:</b>	* Unit prices per Item * Transportation cost by mode of transport defined * Total price DDP as per <b>Annex 1</b> * Price should be net after deduction of any discount
<b>Currency:</b>	All firm costs to be given in <b>USD</b> .
<b>Delivery Date:</b>	We are looking for delivery in <b>October 2022</b> Estimated deliver date must be mentioned in <b>Annex 2</b>
<b>Warranty:</b>	It is mandatory to mention the warranty period in <b>Annex 2</b> . 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.

<b>Inspection:</b>	Norwegian Red Cross or its appointed representative will be granted access and maintains the right to inspect the cargo before shipment from manufacture
<b>Liquidation Damage Clause:</b>	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.
<b>Payment:</b>	International bank transfer within 30 days from date of receipt of goods and all supporting documents in good order by the buyer.
<b>Validity:</b>	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.
<b>Insurance:</b>	According to agreed <b>DDP (Incoterm 2020)</b>
<b>All or None Clause:</b>	We reserve the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.
<b>Special Requirements:</b>	All commercial documents should clearly state "Humanitarian Aid – Note for Sale"
<b>Submissions of Offers:</b>	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: NRC2022-011 - 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 Equipments (**Datasheets must be titled with the Item number and name. ex: Item #1 Spectrophotometer**)
- Annex 2 – Filled, Signed and Stamped

3. The email containing the "Financial Proposal" Shall have the subject below: NRC2022-011 – 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 Friday 19 August 2022**

**Enquiries:**

Clarifications are only permitted until **12 August 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.

**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.

**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:

**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 – 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**

- 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 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**

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