



Syrian Arab Red Crescent
Shakib Arslan street, Abu Rummaneh,
P.O Box 3790, Damascus, Syria
Te: 00963 11 3327645/153 Fax: 00963 113327695

To: [SUPPLIER COMPANY NAME]
Attention: [Supplier contact name]
From: SARC Procurement Department

Our file ref.: 5463/1

Date: 20/11/2019

N° of pages including this page: 7

Re: Request for Quotation for Irrigation Kits for the SARC Livelihoods Economic rehabilitation and generation of income in Daraa Governorate.

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

REQUEST FOR QUOTATION

The Syrian Arab Red Crescent (SARC), also referred to in this document as 'Purchaser', supported by the International Federation of Red Cross and Red Crescent Societies (IFRC) kindly request your best firm offer for the following:

1. Type and Quantity:

A total number of 1,500 Irrigation Kits. The content of each kit are as shown in the

| Items | Description and specifications of required items | Unit | Quantity |
|-------------------|---|-------|----------|
| PE Sub-main pipes | Polyethylene pipe, PE 100, diameter 32 mm, nominal pressure (PN) 6 bars | Metre | 25 |
| PE Laterals | 16 mm diameter polyethylene pipe roll with 4 Litre/hour in-line emitters at 40 cm spacing. The roll weight should not be less than 15 kg. | Metre | 300 |
| Fittings | Fittings in polyethylene: {Tubing adapter 32mm- Control valve 32- Screen filter 32- Tee 32- End cap 32- Elbow with valve 16 mm(x20)- hoop rings 16mm(x20)- End cap 16mm(x20)} | Piece | 65 |

More information on the items, specifications and quantities are stated in "Annex 2: Detailed Technical Specifications/Technical Bid"

2. Delivery Terms:

Bidders are required to provide for delivery through the following options:



Option A

| No. | Warehouse Location | Governorate | Quantity of Kits |
|--------------|--------------------|-------------|------------------|
| 1 | Daraa | Daraa | 1500 |
| Total | | | 1500 |

Option B

| No. | Warehouse Location | Governorate | Quantity of Kits |
|--------------|--------------------|-------------|------------------|
| 1 | Damascus | Damascus | 1500 |
| Total | | | 1500 |

Note:

The Purchaser reserves the right to reduce the quantities mentioned above, at any stage of the tender

3. Delivery Date:

The selected supplier will be given a maximum of 3 weeks to complete deliveries. Delivery of all items is planned to be completed **by December 20th, 2019**. The purchaser reserves the right to change this delivery period if the tendering period takes longer than expected. Specific information on delivery dates will be provided in the contract.

4. Quality specifications:

Goods offered must meet Syrian standards and the minimum specifications indicated in "**Annex 2: Detailed Technical Specifications/Technical Bid**"

5. Alternatives:

Alternative specifications *may be accepted on condition that the varying specifications are clearly indicated in **Annex 2 (Technical Bid)** and the alternatives are found to be as suitable as the requested specifications. The decision on whether to accept alternatives, will be the sole responsibility of the purchaser and will be final. **Suppliers will not be allowed to make changes on specifications after expiry of bids submission period.***

6. Language:

All documents and markings shall be in **English**.

7. Requirements:

- The planned final delivery points are SARC warehouses in quantities and Locations are indicated in "**2. Delivery Terms**"
- Due to the evolving environment in Syria the purchaser reserves the right to move the destination of the ordered goods to any of the other locations mentioned in "**2. Delivery Terms**" where they deem more appropriate at the time.

8. Cost breakdown:

Bidders are required to fill **both** the following Annexes:

Option A: Cost including delivery to **Damascus** to be filled in **Annex 3A**

Option B: Cost including delivery to **Daraa** to be filled in **Annex 3B**

Note: Bidders MUST fill both annex 3A and 3B. Bidders who only fill one annex(option) may not be considered. The buyer will choose which option is more preferable at the point of issuing of purchase order.

Prices should be inclusive of all applicable taxes, transportation to the final delivery address, loading and offloading, transit insurance, and all other related costs involved.



Please provide your **best DAP** (incoterms 2010) offer as there will be **No price negotiation after opening of the bids**

9. Currency:

All costs shall be fixed and firm in Syrian Pounds (SYP) only.

10. Inspection

I) Sample Inspection

In order to aid evaluation of bids, bidders must deliver the following:

- a) One complete Irrigation Kit, all marked with bidder's name
- b) Quality certificates and data sheets, also showing country of origin

Samples are expected to conform to the specifications detailed in **Annex 2** and any deviations must be clearly indicated by the bidder. The samples and data sheets are for aiding inspection and shall not negate the quality specifications in **annex 2**.

II) Pre-shipment Inspection

The purchaser reserves the right to conduct a **pre-shipment inspection of the items, 5 days prior to the delivery date** by its own personnel or reputed third parties to confirm quantity and quality.

III) Final Inspection

A last inspection will be done by the purchaser or a third-party company, at the time of **delivery at the destination**. Supplies that fail to meet the required specifications will be rejected. The Purchaser reserves the right to reject part or whole of the consignments that contain unaccepted quality supplies. In case of partial rejection, the supplier will meet the total cost incurred in the process as will be determined by the Purchaser.

The selected bidder must offer the items for inspection in such a manner that it does not affect the delivery schedule.

11. Liquidated Damages Clause

Please be advised that delivery after the agreed schedule may be subject to a penalty from 0.1% per day up to a maximum of 20% of the total cost CPT value of the contract. If the delay lasts more than 30 days from the date agreed on the contract, the contract will be voided, penalties charged to the supplier; besides other actions related to non-performance of the contract.

12. Payment

As per Organization policy, no advance payment will be allowed.

Payment will be done within 30 days from date of the receipt of goods; and all supporting documents in good order, including invoice.

Documents required for payment processing:

1. Commercial invoice / commercial receipt
2. Packing list
3. Goods Receipt Note

13. Insurance

Suppliers will be responsible for Goods until they have been delivered and accepted by the Purchaser. All risks mitigation during the transportation from the supplier's location to the designated destination requested by the Purchaser will therefore be the responsibility of the Supplier.

14. All or None Clause:



The Purchaser reserves the right to accept the whole or part of the supplier's offer and the lowest priced bid will not be automatically accepted.

15. Conditions for submitting offers:

Offers and marked samples must be received at the latest on **November 27th, 2019 by 3:00 PM local time** or earlier, to:

The Procurement Committee

Syrian Arab Red Crescent Headquarters in sealed envelope.

Each bidder shall submit 3 different sealed envelopes marked as follows:

- **"Envelope 1: Administrative Documents"**: This envelope should have the following contents:
 - Bidder's company profile,
 - Business Registration/commercial Certificate
 - SARC supplier registration form-filled signed and stamped
 - Copy of this request for quotation stamped and signed.
 - Declaration of Undertaking form- filled, signed and stamped
 - Any testimonials/proof of past experience

*Note: Financial bid/Quotation **must not** be included in this envelope.*
- **"Envelope 2: Technical Bid"**: This sealed envelope should have the following contents:
 - Annex 2: Detailed Technical Specifications/Technical Bid- Filled, signed and stamped
 - Any brochures or technical information about the product
 - Quality certificates
 - Any clarifications on products

*Note: Financial bid/quotation **must not** be included in this envelope.*
- **"Envelope 3: Financial offer"**: This sealed envelope should have the following:
 - Annex 3: Detailed pricing matrix- filled signed and stamped
 - Any clarifications on pricing

Note: Any pricing clarifications that essentially changes the terms stated by the Purchaser, will be considered during evaluation and depending on the implied change, may negatively impact the bidder's potential to win the tender

The purchaser will not accept any addition / alterations / deletions of the Bid however; the purchaser reserves the right to request clarification or call for supporting documents from any of the bidders.

The cover page/envelope shall clearly identify the sender and receiver (see below).
Please note that no pricing information must appear on this page.

Attn: Procurement Committee
Syrian Arab Red Crescent, Damascus
National Headquarter Office
Shakib Arslan street, Abu Rummaneh
Ref. Quotation for Irrigation Kits Daraa-5435/1

The purchaser reserves the right to reject Offers which do not comply with the specified requirements.



16. Validity

Your offer must remain valid until **December 30th, 2019** before which a Purchase Order, if placed shall be accepted by you.

17. Terms and Conditions:

Please note that all the pages of this document will form part of your bid. Please confirm your acceptance of information and conditions contained in this document as well as the all annexes; by signing all pages and sending back in the envelope marked **"Envelope1: Administrative Documents"**, without financial information.

Supplier Registration Form

Please fill in and return the attached Supplier Registration Form. The form should be included in the envelope marked **"Envelope 1: Administrative Documents"**

18. Performance Bond:

This is not required for this procurement. However, by participating in this tender process, the supplier commits to abide by the terms and conditions of the tender including the liquidated damages clause mentioned in section 11

19. List of Documents and Annexes:

This request for quotation comes with the following list of documents:

| Document | No. of pages | Included |
|----------------------------|--------------|---|
| Request for quotation | 7 | 1. Declaration of Undertaking 2. Declaration of conformity |
| Supplier Registration Form | 6 | |
| Annex 1 | 7 | |
| Annex 2 | 1 | |
| Annex 3A | 1 | |
| Annex 3B | 1 | |

20. Evaluation Criteria

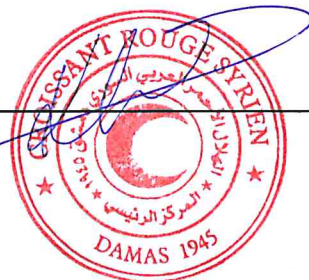
| Section | Criteria | Determinants |
|----------------|-----------------|---|
| Administrative | Pass/Fail | Complete filling, signing, stamping of Supplier Registration form and provision of all required attachments |
| Technical | Pass/Fail | All items descriptions and samples meet the minimum specifications. All submitted documents signed, stamped and dated |
| Financial | Competitiveness | Annexes 3 properly filled, stamped and dated. Prices quoted are most competitive and SARC payment terms agreed with. |

Note: Failure to pass administrative and Technical evaluation stages will lead to disqualification irrespective of competitiveness of prices quoted.

Thank you and best regards,

[SARC President]

[MR. Khaled Hboubati]





DECLARATION OF UNDERTAKING

For the attention of

Syrian Arab Red Crescent
SARC Headquarters
Street: Shakib Arsian Street, Abu Rummaneh
City: *Damascus*
Country: Syria

Subject: Declaration of Undertaking

Project Name: Supply of Gardening Irrigation kits under the SARC livelihoods Economic rehabilitation and generation of income in Daraa Governorate

We the undersigned,

[Name, and address of the company],

Hereby declare that,

in emphasising the importance of a free, fair and competitive awarding procedure that precludes abuse, this company thus far has not offered or granted any inadmissible advantages either directly or indirectly to public servants or other persons in connection with this bid, nor shall it offer or grant any such incentives or rewards in the present awarding procedure or, in the case of an award, during the subsequent execution of the Agreement.

We shall inform our employees of their respective duties and their commitment to observe this self-imposed obligation.

Authorized Person

Name: _____ Designation: _____

Cell / Tel No: _____ E-mail: _____

Signature and stamp _____ Dated: _____



DECLARATION OF COMPLIANCE WITH ADMINISTRATIVE REQUIREMENTS

| Description | To be filled in by bidder | | To be filled in by SARC | | |
|--|---------------------------|----|-------------------------|----|----------|
| | Included? | | Present & complete? | | Comments |
| Step/ document to be submitted | Yes | No | Yes | No | |
| Tender package delivered before the deadline specified in the tender (Required) | | | | | |
| Supplier registration form – completed, signed & stamped (Required) | | | | | |
| Declaration form signed and submitted (Required) | | | | | |
| 3 separate sealed envelopes submitted for Administrative, Technical and Financial Bids (Required) | | | | | |
| Copy of company registration (Required) | | | | | |
| Copies of past contracts/ POs as proof of experience (Preferred) | | | | | |
| Relevant certifications and registration with Government bodies (Preferred) | | | | | |
| Quality certificates for goods offered (Preferred) | | | | | |

N/B The Purchaser reserves the right to reject bids which do not meet administrative compliance irrespective of their technical and financial competitiveness.

I declare that the above information and documentation are true and correct.

Authorized Person

Name: _____ Designation: _____

Cell / Tel No: _____ E-mail: _____

Signature and stamp _____ Dated: _____