



Date: 13 / 16 / 2019
Ref: 268811

التاريخ: ٢٠١ / /
الرقم:

The Syrian Arab Red Crescent presents its best greetings,

Request for quotation for the establishment of Frame Agreement(s) for the Provision of supplying assistive device and home repairs for people with disability.

The Syrian Arab Red Crescent (SARC) is a member of The International Federation of Red Cross and Red Crescent Societies (IFRC), which is the world's largest humanitarian organization, providing assistance without discrimination as to nationality, race, religious beliefs, class or political opinions.

The Syrian Arab Red Crescent (SARC) supported by the Finnish Red Cross (FRC) kindly request your best firm offer for the following:

1. REQUIREMENTS

The exact specifications of the required services are detailed in "Annex I- Technical Offer Form" of this tender.

Rule of Origin, Rule of Nationality:

When submitting his best offer, the supplier confirms to adhere to the rule of origin and the rule of nationality as according to the EU procurement rules and regulations.

1.1 DURATION:

SARC may award multiple Frame Agreement(s) with a duration of one (1) year with planned starting date as of June 01, 2019. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s) (please see section 3.2 for further provisions).

1.2 ESTIMATED ANNUAL VOLUME:

Please refer to "Annex I- Technical Offer Form"

Note: this document is not construed in any way as an offer to contract your firm.

1.3 Delivery Terms:

- Items are to be delivered to SARC's warehouse in Tartus & Rural Damascus-Dahyet Qudsaya.
- Notes: The purchaser reserves the right to increase or decrease the listed quantities during the tender process.



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- 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 where they deem more appropriate at the time.

2. BIDDING INFORMATION

2.1 RFQ DOCUMENTS:

The following annexes form integral part of this Request for Quotation:

Annex 1: Technical Offer Form

Annex 2: Financial Offer Form

Annex 3: SARC Supplier Registration Form

2.2 ENQUIRIES:

Requests for clarifications regarding this Request for Quotation should be send by e-mail to mounir.akil@sarc-sy.org

Deadline to submit requests for clarifications: 26th June 2019 by 04:00 pm Damascus Local Time

Response to inquiries shall be communicated to all bidders by e-mail.

Please do NOT send your offer to these e-mail addresses as this will result in disqualification of the proposal.

3. SUBMISSION OF BIDS

Please submit your offer in ENGLISH language.

Please submit your offer in two separate sets as follows:

- Envelope 1- Technical Offer
- Envelope 2 -Financial Offer



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3.1 CONTENT OF YOUR TECHNICAL OFFER:

Please DO NOT include pricing information in your Technical Offer. TECHNICAL OFFERS THAT CONTAIN PRICING INFORMATION WILL NOT BE ELIGIBLE.

The specifications of the required items are detailed in Annex I of this tender.

Your technical offer must include the following:

3.1.1 Technical Offer Form (Annex 1) of this RFQ filled out.

3.1.2 Description of the company and the company's qualifications:

A description of the company with the following documents:

- Company profile;
- Company registration certificate and latest audit reports;
- Year founded;
- If multi location company, specify headquarters location;

3.1.3 Supplier Registration Form:

Please fill in the SARC Supplier Registration Form (Annex 3) including a copy of licence that bidding company is authorized to operate in the services sector, certificate of incorporation/registration of the country of registration, an original statement from the bank, for the banking account to be used. Please note that all documents should be issued in ENGLISH or ARABIC.

3.1.4 Your technical offer should contain an acknowledgement of your company' acceptance of the SARC General Terms and conditions mentioned in this document.

3.1.5 Certificates of Appreciation or accreditation, if any.

3.1.6 Results /Report of the Social Audit, if any.



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3.1.7 Please note that a Supplier sanctioned or barred by a UN body/ the World Bank /EU/ the Asian Development Bank and/or barred or sanctioned under any domestic law or by an international body shall be ineligible to offer or participate in any tender process of the SARC.

Please provide a statement that your company is not sanctioned or barred by such body.

3.2 CONTENT OF YOUR FINANCIAL OFFER:

Bidders are requested to fill the Financial Offer Form (Annex 2). Bids that have a different price structure may not be accepted.

Bidders should also detail in the financial proposal, the proposed payment terms

The cost of preparing and delivering of the proposal, including any related travel, is not reimbursable.

CURRENCY OF OFFER:

Your financial offer should be in Syrian Pound (SYP) only.

The prices should remain fixed for at least one (1) years please indicate that in the Financial Offer (Annex 2).

3.3 INFORMATION FOR SUBMISSION OF BID

Suppliers don't have to submit an offer for all items listed in this tender as they can participate in a partial or full offer.

Offers must be submitted both in hard and soft copies according to below two points:

1. As hard copy in a sealed envelopes sent to the following address:

Attn: Procurement Committee
Syrian Arab Red Crescent, Damascus
National Headquarter Office
Shakib Arslan street, Abu Rummaneh
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2. As soft copy sent to leena.havas@finrc.fi

The Technical and Financial offers shall be clearly separated.

Deadline to submit bids: 3rd July 2019 by 03:00 pm (Damascus Local Time).

Please indicate on the envelopes:

- Ref: RFQ no.
- Service provider name
- Number of envelopes submitted (e.g. 1/2, 2/2)

4. EVALUATION OF BIDS

The offers shall be evaluated based on the submitted offers as well as Supplier Registration Form and supporting documents. The evaluation will involve consideration of several factors such as the following, but not limited to:

4.1 Supplier evaluation:

- Financial standing;
- Core business;
- Track record;
- Contract capacity;
- Ability to respond quickly to needs;
- Timely delivery.

4.2 Technical evaluation of offer:

-Technical offer in compliance with the required SARC specifications (pass/fail criteria);



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5.2 GUARANTEE/ WARRANTY:

The Supplier warrants the goods under the order to be fit for their intended use, free from defects and indemnifies the SARC against any claims resulting therefrom.

5.3 PAYMENT TERMS:

Within 30 days from the date of receiving the goods. Payment is to be processed against presentation of Payment or Commercial Invoice and receipt if goods from SARC Warehouse.

5.4 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.

5.5 ALL OR NONE CLAUSE:

SARC reserves the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.

5.6 ZERO TOLERANCE POLICY

Please note that SARC strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favour, hospitality, etc. to their staff.

Best Regards,

Khaled Hboubati

Syrian Arab Red Crescent President

