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2/7/2020

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

**REQUEST FOR QUOTATION
Of
"Trucking Inside of Syria"**

The Syrian Arab Red Crescent (SARC), also referred to in this document as 'Purchaser', kindly request your best firm offer for the following:

1. **Type and Quantity:**
Information on the items, specifications and quantities are stated in **"Annex 1: Detailed Technical Specifications/Technical Offer Form"**
2. **Delivery Terms:**
Trucking services are to be delivered to locations that are listed in **"Annex 1: Detailed Technical Specifications/Technical Offer Form"**
Notes: The purchaser reserves the right to increase the number of locations during the tender process if needed.
3. **Delivery Date:**
The selected supplier will be given a minimum of (2-15) days to complete a delivery. The purchaser reserves the rights to change the delivery time if there are unforeseen circumstances. Specific requirements on delivery details (address, date, hour, contact person, contact phone number) will be provided in the booking request from the purchaser.
4. **Quality specifications:**
 - Rate per Truckload / Origin and destination for each type of move /trucking.
 - Company's total number of trucks as well as the capacity of each truck type. Two types of trucks (15 MT-30 CBM /30 MT -60 CBM).
 - In case of different truck types are offered (more than two requested types), the offer must clearly state the rate and capacity (MT/CBM) of each of the different truck types.
 - Refrigerated trucks must be available upon request (15 MT-30 CM/30 MT -60 CM).
 - In case of emergencies, large number of trucks (+ 20 trucks) to be available upon request.
 - All trucks must be in good condition & clean to transport medicine, food and non-food items.
5. **Language:**
All documents and markings shall be in **Arabic or English**.
6. **Requirements:**
 - a) The planned final delivery locations and SARC branch addresses throughout Syria in locations that are indicated in **"Annex 1: Detailed Technical Specifications/Technical Offer Form"**



Detailed Technical Specifications/Technical Offer Form” where they deem more appropriate at the time.

7. Cost breakdown:

“Financial Offer” in Annex /2/ is to be completed by supplier.

Prices should be inclusive of all applicable taxes, free time (number of free days) for loading & unloading and transportation costs to the final delivery address. The following charges should be listed separately: Waiting time, loading and offloading (with or without forklift), surcharges for refrigerated (temperature controlled) trucks

8. Currency:

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

9. Inspection

SARC reserves the right to inspect the fleet of the bidder.

10. 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.

11. Payment Terms:

As per Organization policy, no advance payment will be allowed, Payment will be done within 30 days after the receipt of goods; and all supporting documents in good order, including invoice.

Documents required for payment processing:

1. Commercial invoice / commercial receipt
2. Goods Receipt Note
3. Delivery note /Waybill

12. Transporter’s liability:

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

13. 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.

14. Conditions for submitting offers:

Suppliers do not have to submit an offer for all locations listed in this tender as they can participate in a partial or full offer.

Offers must be received at the latest on **July 21, 2020 by 2:00 PM local time** or earlier if possible:

A- 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.
- Local procurement Annex 4
- Local procurement Annex 5
- Declaration of undertaking.
- Testimony
- Any proof of previous experience.

*Note: Financial information **must not** be included in this envelope.*

- **"Envelope 2: Technical Bid"**: This sealed envelope should have the following contents:
 - Detailed Technical Specifications/Technical Offer Form- Filled, signed and stamped
 - Any clarifications on services
 - Fleet details

*Note: Financial information **must not** be included in this envelope.*

- **"Envelope 3: Financial offer"**: This sealed envelope should have the following:
 - Financial Offer- 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

*Kindly submit your best offer as negotiation will **not** be entered into.*

B-

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.

Offers must be submitted in a sealed envelope sent to the following address:

Attn: Procurement Committee
Syrian Arab Red Crescent, Damascus
National Headquarter Office
Shakib Arslan Street, Abu Rummaneh
Ref. Tracking Tender

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

15. Validity

Your offer must be valid for 12 months , from the contract date, if placed shall be accepted by you.



16. 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 terms and conditions; by signing all pages and sending back in the envelope marked "**Envelope1: Administrative Documents**", without financial information.

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 10

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**"

Confirmation:

please acknowledge receipt of this tender document and your intention to bid by (DD. mm. 2020)

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	6	1. Declaration of Undertaking 2. Declaration of compliance
Annex 1	3	Technical Specification
Annex 2	3	Financial Offer
Annex 3	6	Supplier Registration Form
Annex 4	2	Local procurement
Annex 5	1	Local procurement
Annex 6	2	Testimony

Thank you and best regards,

Syrian Arab Red Crescent President,

Mr. Khaled Hboubati

