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

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To:

Attention:

From: *SARC Procurement Unit – Logistics Dep.*

Our file ref.: **24/23**

Date: **28/03/2023**

N° of pages including this page: 8

Re: **Request for Quotation for Supplying food parcels - FOR LONG TERM AGREEMENT**

**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'), is looking for a reputable organization to contract for a Framework Agreement for **12 months (1 year)** with a possible period extension for another year (12 months) as per the following:

**1. Type and Quantity:**

Information on the items, specifications and quantities are stated in "**Annex1: Detailed Technical Specifications/Technical Offer Form**" and **technical conditions for food parcels**. The quantities to be purchased will depend on the actual needs, requirements and funding availability. Please note that quantities may fluctuate and will vary more or less than the indicated quantity projection.

- The quantity is an estimate and do not in any way represent a commitment from SARC. The exact quantities to be purchased shall depend on the actual requirements from SARC's operations and funds available on individual purchase orders against the Framework agreement. Therefore, exact quantities may be higher or lower than the ones indicated above. Other red cross and red crescent societies shall be entitled to the same price and terms as those contained in the offers of successful bidders.

**2. Delivery Terms:**

Items are to be delivered to SARC's warehouse in Damascus.

**Notes:** The purchaser reserves the right to increase or decrease the listed quantities during the tender process.

**3. Delivery Date:**

The selected supplier will be given a maximum of /4/ weeks to complete deliveries. 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 1: Detailed Technical Specifications/Technical Bid**”.

**5. Alternatives:**

*Alternative specifications may be accepted on condition that the varying specifications are clearly indicated in Annex 1 (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 **Arabic or English**.

**7. Requirements:**

- a) The planned final delivery points are SARC warehouses in Damascus in quantities and Locations are indicated in “**2. Delivery Terms**”
- b) 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:**

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

**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 Warehouse offer, as there will be No price negotiation after opening of the bids***

**Modification of prices:**

Each supplier has the right to submit the best financial offer before the deadline. The Committee will fix the value of the price of one parcel according to the exchange rates bulletin issued by the Central Bank of Syria related to the earthquake response, and when preparing the purchase order, the committee will reconsider the exchange rate on the same date of the request and adjust the price of the parcel in proportion to the new price, whether it is higher or lower than Base price.

**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 samples of every item**, to Syrian Arab Red Crescent HQ along with the envelopes, **any offer sent without a sample is to be rejected.** Samples are expected to conform to the specifications detailed in Annex 1 and any deviations must be clearly indicated by the bidder. The samples are for aiding inspection and shall not negate the quality specifications in annex 1.

- All bidders are requested to provide 1 sample for inspection at no cost to SARC. One (1) sample should be sent to the address below;

**Syrian Arab Red Crescent, Damascus  
National Headquarter Office  
Shakib Arslan street, Abu Rummaneh  
Ref.**

- The samples must conform to the specifications provided.
- Please note that SARC may not return the samples.
- The sample should be submitted before the deadline for submission offers.

**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 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:**

SARC reserves the right to accept or reject any or all offers and the lowest bid need not be accepted without assigning any reason. Furthermore, the SARC reserves the right to cancel the tender all together without assigning any reason, prior to the issuance of the purchase order/contract.

the tender all together without assigning any reason, prior to the issuance of the purchase order/contract.

**15. Conditions for submitting offers:**

Offers and marked samples must be received at the latest on **April 12<sup>th</sup>, 2023 by 2:00 PM local time** or earlier, if possible, to:

Each bidder shall submit one sample of each item or catalogue and /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.
  - Bidder’s Identity card. (copy).
  - **Performance bond (certified cheque from an authorized bank in Syria) with a value of 500,000,000 SYP- Five hundred million. In favour to Syrian Arab Red Crescent-HQ**; the cheque will be duly delivered to the winner after **successfully** completing the delivery process.
- For unsuccessful bidders, the cheques will be duly delivered to them once the tender process is finalized by SARC within 20 days.

- 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 information must not be included in this envelope.**

- **“Envelope 2: Technical Bid”**: This sealed envelope should have the following contents:

- Annex 1: Detailed Technical Specifications/Technical Offer Form- Filled, signed and stamped
- Any clarifications on products
- Quality assurance certificates** from an authorized laboratory stating that the supplies are fit for human consumption (applies to all food stuffs).
- Note: Financial information must not be included in this envelope.**

- **“Envelope 3: Financial offer”**: This sealed envelope should have the following:

- Annex 2: 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**

**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.**

Ref.

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

**16. Validity**

Your offer must be valid for /60/ days, 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 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 required for this procurement. 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. Performance bond (certified cheque from a well-known bank in Syria) with a value of Five hundred million Syrian pounds. In favour to Syrian Arab Red Crescent-HQ; the cheque will be duly delivered to the winner after successfully completing the delivery process.

For unsuccessful bidders, the cheques will be duly delivered to them once the tender process is finalized by SARC within 20 days.

**19. List of Documents and Annexes:**

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

<b>Document</b>	<b>No. of pages</b>	<b>Included</b>
Request for quotation	8	1. Declaration of Undertaking 2. Declaration of compliance
Annex 1	3	Technical Offer
Annex 2	1	Financial Offer
Annex 3	6	Supplier Registration Form

**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 description 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.

**21. TERMINATION:**

Any agreement thereafter shall be terminated upon;

- a) Expiration of the term of the agreement as provided herein, or
- b) Execution of a written agreement or termination by the parties, or
- c) By SARC providing 30 days prior written notice to the seller, or
- d) A breach of the terms of the Agreement by the seller, or
- e) Dissolution, any admission of insolvency or the filing of a petition for appointment of a receiver, corporate reorganization or bankruptcy of any party.

Thank you and best regards,

**Syrian Arab Red Crescent President,**

**Eng. Khaled Hboubati**



**DECLARATION OF UNDERTAKING**

For the attention of

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

**Subject: Declaration of Undertaking**

Project Name: **Provision of Supplying food parcels.**

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 <b>(Required)</b>					
Supplier registration form – completed, signed & stamped <b>(Required)</b>					
Declaration forms signed and submitted <b>(Required)</b>					
3 separate sealed envelopes submitted for Administrative, Technical and Financial Bids <b>(Required)</b>					
Copy of company registration <b>(Required)</b>					
Copies of past contracts/ POs as proof of experience <b>(Preferred)</b>					
Relevant certifications and registration with Government bodies <b>(Preferred)</b>					
Performance Bond <b>(Required)</b>					
Quality certificates for goods offered <b>(Preferred)</b>					

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: \_\_\_\_\_



## Annex 2, Detailed Pricing/ Financial Offer

Item	Description	Quantity	Unit Price SYP	Total Price SYP
1.	Food parcels	Up to 4,000 (not limited to)		
<i>Note: the price of food parcels should be including the packaging cost of the carton box (5 layers) in a way that fits the content, with a colored printing logos on 2 sides.</i>				
Total price: numbers				
Total price: writing				

**Note: 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**

**I acknowledge that the above information and documents are reliable and correct and I agree with the general terms and conditions of the Syrian Arab Red Crescent Society.**

Signed..... Date..... Stamp .....

Name of Person Signing: .....

Position in The Company: .....

Company name: .....

## Annex 1: Technical Specification/Technical Offer form

**Supplier is asked to submit a sample for each item with his offer, otherwise the offer will not be considered**

### General description of Requirements

Item	Description	Quantity	Unit
1	Food Parcels	Up to 4,000	Parcel

### Contents of the Parcel

Bidders must fill the section marked as 'specifications offered'

#	Item	Specification*	Net weight	Offered Specification (To be filled by the supplier)	Brand
1.	Rice	(3 packs of 2kgs. each filled in high humidity/water resistant packaging) option 1 (RICE, white medium grain, Camolino grade No 2 - broken grains max 6%)	6 kg		
2.	WHITE SUGAR, FINE WHITE	(2 pack of 3 kgs. filled in high humidity/water resistant packaging )	6 kg		
3.	BLACK PECO TEA LEAVES	(1 pack of 900g or 2 packs of 450g each filled in high humidity/water resistant packaging)	900gr		
4.	COOKING OIL VEGETABLE SUNFLOWER OIL	(SUNFLOWER OIL) – 2 bottle of 1.5 Litres	3 litres		
5.	TOMATO PASTE	28% - 30% concentrate, canned, long preservation (net weight – 800 grams)	800 gr		
6.	OLIVE OIL	1 bottle – 1 Litre	1 Litre		
7.	Dry iodised SALT	1 x 500 gm packing - homogenous granulation	500 gr		
8.	Vegetable Ghee	(1 pack of 1 kg)	1 kg		
9.	Lentils - (brown/red)	1 pack of 1 kg filled in high humidity/water resistant packaging	1 kg		
10.	Pealed/Split Lentils - (orange/red)	(1 pack of 1 kg filled in high humidity/water resistant packaging)	1 kg		
11.	Beans, White	Medium size (2 kg – packed in 1 pack of 2 kg filled in high humidity/water resistant packaging)	2 kg		
12.	Bulgur, Dry	(4 kg – packed in 2 packs of 2kg each filled in high humidity/water resistant packaging)	4 kg		

**\* Products must be free from unpleasant odours and tastes. Product must have an expiry date of at least 12 months from the date of delivery to the Buyer. Marking on bag: product name, net weight, date of manufacture, expiry date and indicates that the content does not contain GMOs (Genetically Modified Organism). Analysis of contaminants must state that the items are "fit for human consumption".**

### Notes

- Items should conform to the specifications mentioned in the above table.
- The tolerance level is +/- 10%

### Packaging

- Items should be packed in high humidity/water resistant packaging, considering variable weather condition and transport to Syria
- Suitable for road/sea transportation and able to withstand multiple loading / unloading including rough handling
- Content description to be printed in English and Arabic on 2 sides while one side will be IFRC logo and other side SARC logo
- WHITE carton box.
- Plastic bags of items (Rice, Sugar, Beans, Lentils, Bulgur) must be with fine sealing no less than 2 cm from all sides to ensure no bursting
- • Suitable for road transportation and able to withstand multiple loading / unloading including rough handling.
- The outer box (parcel) should be sealed with adhesive tape and strapped with 2x Blue Plastic PVC strips on the outside of the box which can provide extra safety for possible breaks and serves for carrying the parcel.

### Marking

- The outer box (parcel) should contain the following information:
  1. CTN No.
  2. Contents of food parcel (No., item, packing, net weight).
  3. "For Humanitarian AID – Items not for sale".
  4. Gross weight
- Marking of the product packaging
  1. Product name ( with Arabic translation)
  2. Date of manufacture.
  3. Best before date
  4. Expiry date and indicates that the content does not contain GMOs (Genetically Modified Organism)

Delivery place.....

Delivery Date.....

Payment.....

Offer validity.....

Warranty.....

Signed..... Date..... Stamp .....

Name of Person Signing: .....

Position in the Company: .....

Company name: .....