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

To:

Attention:

From: SARC Procurement Unit – Logistics Dep.

Our file ref.: 41/23

Date: 14/05/2023

N° of pages including this page: 7

Re: Request for Quotation for Supplying assistive devices and equipment

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', kindly request your best firm offer for the following:

1. Type and Quantity:

Information on the items, specifications and quantities are stated in "**Annex1: Detailed Technical Specifications/Technical Offer Form**"

2. Delivery Terms:

Items are to be delivered to SARC's warehouse.

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

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 some item** (if requested) to Syrian Arab Red Crescent HQ.

Samples (if requested) 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.

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:

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 **May 29th, 2023 by 2:00 PM local time** or earlier, if possible, to:

Each bidder shall submit one sample of each item 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).
 - quality certification. Ex. CE Mark (Europe), Device License (Japan), Device License (Canada), MPALS License (Australia), and 510 k Device Letter (USA).
 - ISO standards certificate or any equivalent standards according to the national regulatory authorities in Syria referred under the Syrian Ministry of Health.
 - **Performance bond (certified cheque from a authorized bank in Syria) with a value of 1,000,000,000 SYP- one billion 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 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
 - Certificate of Registration with the relevant Government Ministry. items

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.

Attn: Procurement Committee
Syrian Arab Red Crescent, Damascus
National Headquarter Office
Shakib Arslan street, Abu Rummaneh
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 yo

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 attached RCRC Terms and conditions; 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 and the condition of laboratory testing.

Performance bond (certified cheque from a well-known bank in Syria) with a value of One billion 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:

Document	No. of pages	Included
Request for quotation	7	1. Declaration of Undertaking 2. Declaration of compliance
Annex 1	7	Technical Offer
Annex 2	3	Financial Offer
Annex 3	6	Supplier Registration Form

20. Evaluation Criteria:

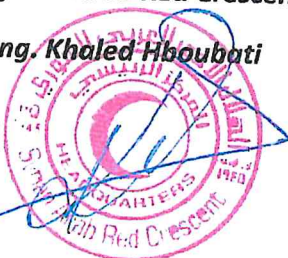
Section	Criteria	Determinants
Administrative	Pass/Fail	Complete filling, signing, stamping of Supplier Registration form and provision of all required attachments
Technical	Pass/Fail	All items description and samples meet the minimum specifications. All submitted documents signed, stamped and dated
Financial	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.

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 assistive devices and equipment**

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 forms 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)					
Performance Bond					
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: _____

Annex 1: Technical Specification/Technical Offer form

Bidders must fill the section marked as 'specifications offered'

All the items should be guaranteed for at least a year

Catalogues are requested for the items below (if applicable):

Samples may be requested for some items.

#	Item	Specification	Offered Items by supplier
<u>Assistive devices</u>			
1.	Adult Wheelchairs	<ul style="list-style-type: none"> • Foldable armrest • Swing type footrest <ul style="list-style-type: none"> • Wide seat • Anti-tip wheels cuchen for pressure sorces light wieght durable matireals different sizes 	
2.	Children Wheelchairs	Plastic Hand grips Padded armrest padded seat durable matireals Solid tyres	
3.	CP Wheelcahir	adjustable height adjustable wide neck rest adjustable foot rest adjustable sitting angle safty belts hip support duable materials pushing handls with breaks	
4.	Adults walker	<ul style="list-style-type: none"> • Adjustable height • Lightweight • Aluminum • duable materials different shapes (with and without handle for standing) 	
5.	children rolator	<ul style="list-style-type: none"> • Adjustable height • Lightweight • Aluminum • durable materials front small wheels 	
6.	Children walker	<ul style="list-style-type: none"> • Adjustable height • Lightweight • Aluminum • durable materials 	
7.	Air Mattresses	PVC Power supply 2000mm X 900mm X 70mm	

8.	Children Crutches (Axillary)	High density rubber underarm support Comfortable hand grip Lightweight durable materials Adjustable height	
9.	Children Crutches (Elbow)	Made of sturdy, plastic-coated, mild steel tube Lightweight. Telescopic height adjustment with security press button Padded forearm cuff for better stability for comfort Adjustable height	
10.	Children tripods crutch	<ul style="list-style-type: none"> • Adjustable height • Lightweight • Aluminum • durable materials 	
11.	Adult Crutches (Axillary)	High density rubber underarm support Comfortable hand grip Lightweight durable materials Adjustable height	
12.	Adult Crutches (Elbow)	Made of sturdy, plastic-coated, mild steel tube Lightweight. Telescopic height adjustment with security press button. Padded forearm cuff for better stability for comfort Adjustable height durable materials'	
13.	Adult tripods crutch	<ul style="list-style-type: none"> • Adjustable height security press button • Lightweight • Aluminum • durable materials 	
14.	Adult four points crutch	<ul style="list-style-type: none"> • Adjustable height security press button • Lightweight • Aluminum durable materials 	
15.	Toilet chair	Fully folding and height adjustable With back rest and arm rest Metal round tube in powder coating and chrome plated steel frame	
16.	Medical Bed	Metal Two separate screws for a backrest, Trendelenburg and reverse Trendelenburg position by individual SS folding handles. Heavy duty casters, two with brake	
17.	tilt table	Adjustable angle dual foot boards +15° to -30° (4 Positions) Height range of 47cm to 101cm Tilting angle from horizontal to +90°	
18.	electric wheelchair	rechargeable battery movable controller for right hand and left hand users flip up arm rest adjustable and swing away foot	

		rest foldable backrest easy switch between electric and manual use pushing handle with hand breaks	
19.	standing frame	Total Dimensions: 120cm (H) x 43cm (W) x 60cm (D) Back Adjustment Range: 20cm Hips Adjustment Range: 20cm Knee Supports Adjustment Range: 35cm Maximum User Weight: 80kg Sturdy Steel Frame Wooden Foot Platform with adjustable foot placements Laminate WorkTop 2x Wheels	
Equipment			
1.	Reflex hammer	Neurological Hammers is designed to elicit myotatic reflexes and neurologic responses. It features a removable pin, brush and dual PVC bumpers for reflex tests . It also has a 6.75" handle length	
2.	air conditioner	2 tons	
3.	balance board	Circular wooden shape One or two axes and rubber Top layer from non-slip material	
4.	cabinet	wooden with 2 drawers ,200cm*80cm*50cm	
5.	chairs	Desk chair (adjustable height) Medical bed chair (round chairs adjustable height) Waiting room chairs	
6.	desk with drawer	wooden with 2 drawers	
7.	dumbbles	0,5 -1- 1,5- 2 kg	
8.	electric stimulation	with vacuum Mains voltage / frequency 100 - 240 V ± 10% / 50/60 Hz Electrotherapy: Channels 2 (independent) Currents 36 (per channel) Preprogrammed protocols - evidence based protocols, graphically supported Programmable positions	
9.	exercises bicycle	Max weight at least 140 kg Magnetic and electric resistance	
10.	exercises stairs	Wooden stairs Metal handles Covered with non-slip material	

		Three levels of difficulty (low, medium and high)	
11.	foot prints	Stickable at the floor	
12.	gel pads	bags filled with gel can be used in freezer or microwave (S,M,L)	
13.	goniometer	device used to measure measuring body joint angles and range of motion	
14.	grips for cage	metal	
15.	heating pads	electric heating pad with adjustable temp	
16.	hot laids	110V Electric Magnetic Induction Cooker Waterproof Hot Pot Oven Furnace Cooking Stove Kitchen Hotpot Heater Cooktop 2000W	
17.	IR lamp	Adjustable Timer 10-60 minutes or continuous 250 Watt maximum output power (hot light bulb) Medical Device CE Adjustable Height	
18.	length scale	250 cm scale fixed to wall	
19.	limbs holders for the cage	different shapes lather to hold arms and legs	
20.	metal ladder	fixed to wall and ceiling	
21.	parallel bars	250cm*70cm*adjustable	
22.	pillow	triangle , square , circular covered with lather	
23.	portable electric stimulation	Channel Dual Intensity 0 - 100mA Wave form Asymmetrical rectangular biphasic pulse. Power source DC 9V Pulse Width 50uS - 300uS Timer 5 - 90 Minutes or continue. Electrode Detection Active in pulse width from 100uS to 300uS	
24.	portable ultra sound	Portable Acoustic Frequency: 1 MHz \pm 10% Temporal Maximum Output: 6.4 W \pm 20% (duty factor 100%) Head Warming Preheat Time: 3 minutes max Pulse Repetition Rate: 100 Hz \pm 10% Duty Factor (L, M, H): 5%, 50%, 100%	

		<p>Treatment Time: 5, 10, 15 minutes</p> <p>Effective Radiating Area (ERA): 4.0 cm ± 20%</p> <p>Beam Nonuniformity Ratio (BNR): 5.0 max</p> <p>Wave Form: Pulsed, Continuous</p>	
25.	printer and scanner	<p>print, copy, scan</p> <p>Print speeds of up to 27 pages per minute</p> <p>Standard double-sided printing</p> <p>Paper capacity optionally expandable to up to 850 sheets</p> <p>Network and WLAN interface</p>	
26.	pulse oximetry	<p>Pulse Oximeter with OLED Screen</p> <p>Finger SpO2</p> <p>Pulse Monitor Pulse Monitor for Measuring Blood Oxygen Saturation and Heart Rate</p>	
27.	quadriceps chair	<p>Metal with resistance using weights and the needed weights</p>	
28.	Ramp	–	
29.	refrigerator	<p>Type: Line-Interactive</p> <p>Power Capacity: 450 Watt / 850 VA</p> <p>Input: 220 VAC ± 10%, 50 Hz</p> <p>Waveform: sine wave</p> <p>Switching time: less than 10 ms</p> <p>Reserve time full load: 20 min</p> <p>Equipped with USB communication port</p> <p>Number of power outlets: 2 outlets</p>	
30.	sheet	<p>for the treatment bed</p>	

31.	short wave	<p>Generator frequency: 27.12 MHz, $\pm 0.6\%$</p> <p>Output power: continuous HF max. 400 W, pulsed HF max. 1000 W (peak)</p> <p>Pulse duration: ca. 400 μs</p> <p>Pulse repetition frequency: 15-200 Hz adjustable in 10 steps</p> <p>Mains supply: 240 V / 50 Hz</p> <p>Mains voltage variation: max. $\pm 10\%$</p> <p>Current consumption: max. 6 A (at 230 V)</p>	
32.	shoulder wheel	circular with handle adjustable resistors and height fixed to wall	
33.	sphygmomanometer	Blood Pressure Cuff Monitor Upper Arm, Auto Pulse Rate Systolic Diastolic BP Tracker, Irregular Heartbeat & Hypertension Detector, Backlit Display	
34.	spider cage	metallic suspension net on two walls and ceiling	
35.	stairs for treatment bed	Three stairs covered with non-slip material	
36.	Stethoscope	Monitoring Stethoscope Detect normal and abnormal sounds and rhythms	
37.	surgical instrument	metal box include : Lancets ,Bandage scissors ,Mayo scissors, Metzenbaum scissors, Tenotomy scissors ,Tenaculum,Debakey forceps, Vulsellum	
38.	table	for the nursing equipments	
39.	table for devices	wooden with wheels , 50 cm height	
40.	thera band	box with 8 colored rubber bands	
41.	therapy ball	55cm , 65cm ,75cm rubber ball	
42.	therapy mattress	90cm*90cm	
43.	timer	Sports Stopwatch Timer Lap Split Memory Digital Stopwatch, Countdown Timer Pace Mode 12/24 Hour Clock Calendar with Alarm, Water Resistant Battery Included	

44.	treadmill	4 horses power, max weight at least 150 kg	
45.	treatment bed	120cm*200cm*50cm adjustable	
46.	water cooler	cold and hot with filter	
47.	weight strap	0,5 -1- 1,5- 2 kg bags filled with sand	
48.	weight strap for cage	0,5 -1- 1,5- 2 kg bags filled with sand	
49.	wight scale	up-to 200 kgs	
50.	wooden counter	fit with the speace	
51.	wooden ladder for fingers	fixed to wall, 20 stairs ,20cm between the stairs	
52.	x-ray reader	lighting box for reading x-ray photos	

Signed.....

Date.....

Stamp

Name of Person Signing:

Position in The Company:

Company name:

Annex 2, Detailed Pricing/ Financial Offer;

#	Item	Quantities between 0 - 250	Quantities between 251 - 500	Quantities between 500 and above
		Unit Price	Unit Price	Unit Price
1.	Adult Wheelchairs			
2.	Children Wheelchairs			
3.	CP Wheelcahir			
4.	Adults walker			
5.	children rolator			
6.	Children walker			
7.	Air Mattresses			
8.	Children Crutches (Axillary)			
9.	Children Crutches (Elbow)			
10.	Children tripods crutch			
11.	Adult Crutches (Axillary)			
12.	Adult Crutches (Elbow)			
13.	Adult tripods crutch			
14.	Adult four points crutch			
15.	Toilet chair			
16.	Medical Bed			
17.	tilt table			
18.	electric wheelchair			
19.	standing frame			

#	Item	Quantities between 0 - 50	Quantities between 51 - 100	Quantities 100 and above
		Unit price	Unit price	Unit price
1.	Reflex hammer			
2.	air conditioner			
3.	balance board			
4.	cabinet			
5.	chairs			
6.	desk with drawer			
7.	dumbbles			
8.	electric stimulation			

9.	exercises bicycle			
10.	exercises stairs			
11.	foot prints			
12.	gel pads			
13.	goniometer			
14.	grips for cage			
15.	heating pads			
16.	hot laids			
17.	IR lamp			
18.	length scale			
19.	limbs holders for the cage			
20.	metal ladder			
21.	parallel bars			
22.	pillow			
23.	portable electric stimulation			
24.	portable ultra sound			
25.	printer and scanner			
26.	pulse oximetry			
27.	quadriceps chair			
28.	Ramp			
29.	refrigerator			
30.	sheet			
31.	short wave			
32.	shoulder wheel			
33.	sphygmomanometer			
34.	spider cage			
35.	stairs for treatment bed			
36.	Stethoscope			
37.	surgical instrument			
38.	table			
39.	table for devices			
40.	thera band			
41.	therapy ball			
42.	therapy mattress			

43.	timer			
44.	treadmill			
45.	treatment bed			
46.	water cooler			
47.	weight strap			
48.	weight strap for cage			
49.	wight scale			
50.	wooden counter			
51.	wooden ladder for fingers			
52.	x-ray reader			

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.

Name: Position: Company:

Signature: Date: Company Stamp



ملف المورد / نموذج تسجيل رقم.....

يرجى ملء هذا الاستبيان من أجل التسجيل. سيتم التعامل بسرية مع المعلومات الواردة في هذا الاستبيان. يرجى إرفاق جميع الوثائق الأخرى المطلوبة في الاستبيان.

1. اسم الشركة:

العنوان البريدي:

المدينة:

أشخاص التواصل:

الهاتف:

فاكس:

البريد الإلكتروني:

الموقع الإلكتروني:

2. نوع المنظمة (يرجى الاختيار)

فردي شراكة غير ربحية

شركة خاصة محدودة المسؤولية شركة عامة محدودة المسؤولية

أخرى () الرجاء التوضيح:

سنة التأسيس: وفقاً لقوانين

تداول الأسهم في

يرجى إرفاق نسخة عن شهادة التسجيل

3. نوع العمل (يرجى الاختيار):

صناعي بناء تجارة استشاري

مقدم الخدمة (مثل النقل، والتخزين، وضبط الجودة، وغيرها)

أخرى (يرجى الشرح):

.....

الرجاء وصف النشاط التجاري الرئيسي الخاص بشركتك

.....

.....

.....

يرجى الإشارة في الصفحة 6 الى أبرز المجموعات السلعية / الخدمات التي تقدمها الشركة الخاصة بك.

4. حجم العمل (يرجى تقديم آخر نسخة مدققة عن البيانات المالية الخاصة بك)

نهاية الدورة (آخر سنة مالية) المنتهية ب: ___ / ___ / ___ (العملة)

(السنة المالية السابقة) المنتهية ب: ___ / ___ / ___ (العملة)

(السنة المالية السابقة) المنتهية ب: ___ / ___ / ___ (العملة)

التقارير السنوية عن السنوات الثلاث الماضية.

عدد الموظفين:

عدد المكاتب الدولية:

مواقع المصانع:

عدد الشركات المصنعة:

عدد المستودعات:

البلدان التي تصدر لها:

.....

5. الشركات المنتمية/القابضة/الفرعية

طبيعة الانتماء	العنوان	الاسم

يرجى ارفاق الهيكل التنظيمي.

6. الأشخاص الموكلين لتوقيع المزايدات (العروض و العقود)

الاسم	التوصيف	الهاتف/الفاكس

7. المعلومات المصرفية:

الاسم:

العنوان:

رقم الحساب: رمز SWIFT.....

IBAN:

8. مراجع

آ. المعاملات التجارية الأخيرة: (غير مطلوبة إذا كانت مجددة وكنت قد زودت الاتحاد الدولي لجمعيات الصليب الاحمر والهلال الاحمر/الهلال الاحمر العربي السوري بالسلع أو الخدمات خلال ال 24 شهر الماضي)

التاريخ(اليوم/الشهر/السنة)	الخدمة أو المنتج	القيمة بالعملة ()	المشتري/الاتصال والهاتف

ب. يرجى تحديد معايير ضمان الجودة الخاصة بك

.....

.....

9. أسماء المالكين أو الشركاء

- المالكين:
- المدير التنفيذي:
- المدير المالي:

10. الاعتبارات البيئية

هل حددت التأثيرات البيئية الرئيسية / مخاطر النشاط الخاص بك؟

نعم لا (إذا كانت الإجابة بنعم، يرجى تقديم تفاصيل)

هل قمت بإعداد أي سياسة أو أهداف من أجل الحد من الآثار البيئية لديك؟
 نعم لا (إذا كانت الإجابة بنعم، يرجى تقديم تفاصيل)

هل هناك أية موارد مخصصة لإدارة البيئة، (أي النظم، فريق)؟
 نعم لا (إذا كانت الإجابة بنعم، يرجى تقديم تفاصيل)

11. شروط الدفع: يقوم الاتحاد الدولي بتقديم المدفوعات في غضون 30 يوما بعد استلام البضاعة على أن تكون بحالة جيدة ومرفقة بجميع الوثائق المطلوبة. المدفوعات ستكون فقط مقابل فاتورة المورد وخضوع البضائع لمطابقة المواصفات. لمعلوماتك، وثائق ومتطلبات الاتحاد الدولي كثيرا ما تتضمن شهادة تسليم موقعة من الممثل المحلي للاتحاد على النطاق الدولي. يرجى الانتباه الى أن عدم قبول أي من هذه الشروط قد تمنع الشركة من أن تكون مورد محتمل.

12. ضمان الجودة (يرجى إرفاق أي وثائق أو شهادات تدل على ضمان الجودة)

13. الشروط والمعايير العامة: يرجى القراءة بعناية لكافة الشروط والأحكام التي تتعلق بالاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر وتأكيد الموافقة على هذه الشروط والأحكام النهائية عن طريق التوقيع.

14. مبادئ السلوك: على المورد الذي يسعى للعمل مع الاتحاد أن يحترم المبادئ التالية:

- أخلاقيات الأعمال: على المورد أن يحافظ على أعلى درجة من أخلاقيات العمل لدى التعامل مع الاتحاد .
- الشفافية في تقديم المعلومات: لا يجوز للمورد أن يشارك في أي من النشاطات الاحتيالية أو تحريف المعلومات و الحقائق بغرض التأثير على عملية الاختيار لصالحه.
- المنافسة العادلة: لا يجوز للمورد المشاركة في أي تواطؤ أو أي من الممارسات القسرية الفاسدة.

في حال اكتشاف الاتحاد الدولي خلال عملية التسجيل أو أي وقت من الأوقات أن المورد ينتهك أي من المبادئ المذكورة أعلاه، فقد يتم رفض طلب التسجيل و اعتباره أنه غير مؤهل.

ان احترام حقوق الإنسان الأساسية ومعايير العمل المنصوص عليها في الشروط والأحكام العامة يجب أن تكون مقبولة من قبلك كشرط من شروط التعاقد مع الاتحاد الدولي. لذلك فإن أي رفض لهذه الشروط تشكل سببا لرفض طلب تسجيل المورد و إن أي محاولة انتهاك خلال العقد ستشكل سببا لإنهاء العقد.

15. رفض التسجيل: قد يتم رفض طلب التسجيل للأسباب التالية:

- الإفلاس أو قرار بعدم الكفاءة القانونية.
- إدانة جنائية أو الحكم المدني ضدك أو ضد العضو المندوب (أو من يعادله) وذلك لارتكاب أي جريمة مما يدل على عدم وجود نزاهة العمل أو الصدق التجاري.
- أسباب لاشتباه في انتهاك معايير الاتحاد (انتهاكا للمبادئ الأساسية أو المعايير الاجتماعية والأخلاقية)

- رفض أي من مبادئ السلوك أو أي رفض لاحترام حقوق الإنسان الأساسية ومعايير العمل.
- رفض معايير الدفع المتعلقة بالاتحاد الدولي لجمعيات الصليب الأحمر والهلال الأحمر.

16. الشهادة: إن الموقع أدناه، الموقع الموكل من الشركة يتعهد بأن المعلومات المقدمة في هذه الوثيقة هي حقيقية وصحيحة لأفضل ما لديه / معرفتها على أي من الصفحات المرفقة. والشيء نفسه بالنسبة لموافقة الاتحاد الدولي فيما يخص الإقرار بالدفع في غضون 30 يوم.

الاسم والمنصب:

التوقيع: التاريخ:

قائمة اللوازم والخدمات المقدمة

السلع / الخدمات المقدمة

السلع:

- _____ منتجات زراعية
- _____ لحوم وأسماك وفواكه وخضراوات وزيتون ودهون
- _____ منتجات الألبان
- _____ منتجات الحبوب المطحونة
- _____ المنسوجات والأقمشة
- _____ الأقمشة والملابس
- _____ المنتجات الجلدية والأحذية
- _____ الخشب والمنتجات الخشبية
- _____ الورق والمنتجات الورقية
- _____ المنتجات البترولية المكررة
- _____ منتجات صيدلانية واللقاحات
- _____ المنتجات الكيماوية والمطاط والمنتجات البلاستيكية
- _____ الزجاج والمنتجات الزجاجية
- _____ الأثاث والسلع غير المعدنية الأخرى الغير مذكورة في مكان آخر.
- _____ المنتجات المعدنية المصنعة غير الآلات و المعدات
- _____ آلات الأغراض العامة
- _____ آلات الأغراض الخاصة
- _____ مكتب - المحاسبة وآلات الحوسبة
- _____ أجهزة كهربائية ومعدات الاتصالات
- _____ المعدات السمعية والبصرية
- _____ المعدات الطبية، المعدات الدقيقة
- _____ معدات النقل

خدمات:

- _____ العمارة والهندسة والبناء
- _____ موارد المياه
- _____ خدمات الصيانة والإصلاح
- _____ خدمات قانونية
- _____ الخدمات المالية والتأمين
- _____ خدمات التجارة و الأعمال.
- _____ النقل والتخزين ومناولة المواد
- _____ تكنولوجيا المعلومات
- _____ تكنولوجيا التصنيع ومراقبة الجودة
- _____ دعم المنتج والتعبئة والتغليف
- _____ الدعم المكتبي والطباعة وخدمات الطرود الصغيرة.

يرجى الانتباه الى أن القائمة أعلاه ليست شاملة. لكنها تمثل السلع والخدمات الأكثر طلباً من قبلنا.