

10/2/2021

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 PPE Items

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 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 /15/ days 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 that 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 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) Pre-shipment Inspection

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

II) Final Inspection

A last inspection will be done by the purchaser or a third-party company, at the time of <u>delivery</u> <u>at the destination</u>. 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 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, Except for emergencies
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. 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:

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

Offers and samples must be received at the latest on March 7, 2021 by 2:00 PM local time or earlier if possible:

- A- Each bidder shall submit a sample of each item & /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.
 - Performance bond (certified cheque from a well-known bank in Syria) with a value of /200,000,000/ two 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
 - -Business Registration/commercial Certificate.
 - -SARC supplier registration form-filled signed and stamped.
 - Copy of this request for quotation stamped and signed.
 - -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

Note: Financial information <u>must not</u> 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

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.

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

16. Validity

The contracting of this tender will be an LTA (Long Term Agreement) agreement, suppliers must maintain their prices for minimum period of nine months (Can be renewed twice), 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 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 **/200,000,000/ two 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:

Document	No. of pages	Included
Request for quotation	6	Declaration of Undertaking Declaration of compliance
Annex 1	4	Technical Specification
Annex 2	2	Financial Offer
Annex 3	6	Supplier Registration Form

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 of PPE Items

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 ADMINISTRTIVE REQUIREMENTS

Description	To be filled in		in by SARC		
	Inclu	ded?	100000	ent & olete?	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)					
Quality certificates for goods offered (Preferred)					

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

Authorized Person		
Name:	Designation:	
Cell / Tel No:	E-mail:	
Signature and	Dated:	
Signature and stamp	Dated:	

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	Requested Specifications	Offered Specifications (To be filled by the supplier)	Unit	Estimated Qty
1.	SURGICAL MASK	Three layers, good breathability. Internal and external faces clearly identified. Efficient filtration rate, hypoallergic. Box of 50 masks		Box of 50 masks	27,348
2.	RESPIRATOR MASK	N95 mask, Or something like that.		Mask	22,770
3.	Gown	Disposable		set	43,020
4.	REMOTE TEMPERATURE MEASUREMENT DEVICE	For human temperature measurement. Temperature measuring range minimum of: 34- 40 C Accuracy + 0.3 C Minimum readings + 0.1 C Measuring distance at least 5-15 cm Response time: at least 1 second Light weight Uses batteries available in the local market		Device	50
5.	ALCHOHOL / ETHANOL	95% Or more, bottle 5 litters		bottle 5 litters	6,528
6.	GLOVES - EXAMINATION - NON STERILE	Disposable, non-sterile. Latex and latex free, powder free, single use. Long cuffs reaching well above the wrist. Sizes: small, medium, large Box of 100 gloves For universal precaution measures to prevent		Box of 100	32,034

7.	GLOVES - CLEANING	transmission of blood and body fluid borne diseases. To examine suspected patients only, those who are screened with respiratory symptoms Outer glove, good quality, durable. Should have long cuffs, reaching well above the wrist, ideally to mid-forearm, Minimum 280 mm total length Sizes: small, medium, large	Pack of one pair	50
8.	WASTE COLLECTOR (CONTAINER)	Reusable. Pack of one pair. Large high-quality plastic material container with separated cover tightly closes the container and manually controlled. Size 120 Litters minimum. Inner and outer surfaces are rounded with blunt edges. Easy to wash, disinfect able and safe use of chemical sterilization materials. easy movement. Colours: half of the quantity is Yellow market with the label: for medical waste (in Arabic) if possible half of the quantity is green marked with the label: for domestic waste (In Arabic) if possible supplied with a handle for pushing and minimum of 2 wheels for easy movement.	Piece	100
9.	SOAP	Liquid. High quality. Hypoallergic, Registered in SYR. Produced according to the Syrian specifications, validity time of at least two third of the shelf life. Bottle of 5 Litters	bottle of 5 litters	11,466
10.	TISSUE	Pack of 12 boxes (bags). Bag of 500 tissues. For use in personal hygiene in the waiting area, inside the clinics for drying hands and personal hygiene,	Pack of 12 boxes	728
11.	BAGS FOR MEDICAL WASTE	High endurance plastic bags. Coloured other than the black which is dedicated for domestic waste. Pack of 12 bags. (Two Colours)	Packs	14,652

20.	Sterilizer Uniform	Contains Overall, Goggles and Boots	Set	6,000
19.	Disposable paper bed sheets	100 m	roll	50
18.	Disposable paper bed sheets	50 m	roll	50
17.	DISINFECTANTS FOR FLOOR AND FUMIGATION	Hypochlorite Sodium 4-6% concentration. Or quaternary ammonium 2-4%. Bottle	 Bottles of 250 ML	5,682
16.	DISINFECTANTS FOR SURFACES	Alcohol 70% and quaternary ammonium. Bottle of 5 litters	Bottle of 5 litters	9,600
15.	SANITIZER DISPENSERS	SANITIZER dispenser 500 ML with top dispenser.	dispensers	200
14.	HAND GEL SANITIZER: Hand and skin disinfectants	Alcohol based with Ethanol as the active ingredient at least 70% concentration. Effective sanitizing with moisturizer or skin conditioner. Health and industrial registration (the bidder should provide both registration numbers). Produced according to the standard Syrian specification. All required information including ingredients, registration number and instructions are attached to the product. Bottle 5 Litters Fresh product with at least two third of the shelf life upon delivery.	Bottle of 5 Litters	13,134
13.	FUMIGATION DEVICE	For disinfecting indoor inside the PHCs, clinics, waiting areas, toilets, medical furniture, entrances, stairs, and clinics backyards and surrounding area.	Device	10
12.	СІОТН	Heavy duty lint free cleaning cloth for dry and wet cleaning. Cotton and cotton synthetic fibre. Size minimum of 50 X 50 Cm The quantity to be supplied in two colours only.	piece	4,000

Signed Date	Stamp
Name of Person Signing:	
Position in The Company:	
Company name:	

Annex 2, Detailed Pricing/ Financial Offer;

#	Item	Estimated QTY	Unit	Unit Price SYP	Total Price SYP
1.	SURGICAL MASK	27,348	Box of 50 masks		
2.	RESPIRATOR MASK	22,770	Mask		
3.	Gown	43,020	set		
4.	REMOTE TEMPERATURE MEASUREMENT DEVICE	50	Device		
5.	ALCHOHOL / ETHANOL	6,528	bottle 5 litters		
6.	GLOVES - EXAMINATION - NON STERILE	32,034	Box of 100		
7.	GLOVES - CLEANING	50	Pack of one pair		
8.	WASTE COLLECTOR (CONTAINER)	100	Piece		[- 1 - 31
9.	SOAP	11,466	bottle of 5 litters		
10.	TISSUE	728	Pack of 12 boxes		
11.	BAGS FOR MEDICAL WASTE	14,652	Packs		
12.	CLOTH	4,000	piece		
13.	FUMIGATION DEVICE	10	Device		_
14.	HAND GEL SANITIZER: Hand and skin disinfectants	13,134	Bottle of 5 Litters	_	
15.	SANITIZER DISPENSERS	200	dispensers two capacities	• 4	
16.	DISINFECTANTS FOR SURFACES	9,600	Bottle of 5 litters		
17.	DISINFECTANTS FOR FLOOR AND FUMIGATION	5,682	Bottles of 250 ML	- 1	-
18.	Disposable paper bed sheets	50	roll		_
19.	Disposable paper bed sheets	50	roll		

20.	Sterilizer Uniform	6,000	Set	
	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.

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:فاكس:
البريد الالكتروني:
الموقع الالكتروني:
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
ير حي ار فاق نسخة عن شهادة التسحيل

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]أخرى (يرجى الشرح):	
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- المدير المالي:

الهاتف/الفاكس	التوصيف	الاسم

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ن:			
حساب:	رمز SWIFT		
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إجع			
		VW.	
عاملات التجارية الأخيرة: (غير ما رالهلال الأحمر العربي السوري التاريخ(اليوم/الشهر/السنة)		القيمة بالعملة ()	المشتري/الاتص والهاتف
ر/الهلال الأحمر العربي السوري	، بالسلع أو الخدمات خلال ال 24		المشتري/الاتص والهاتف
/الهلال الأحمر العربي السوري	، بالسلع أو الخدمات خلال ال 24		
ر/الهلال الأحمر العربي السوري	، بالسلع أو الخدمات خلال ال 24		

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10. الاعتبارات البينية

هل حددت التأثيرات البينية الرئيسية / مخاطر النشاط الخاص بك؟

نعم [إذا كانت الإجابة بنعم، يرجى تقديم تفاصيل]]
ل قمت بإعداد أي سياسة أو أهداف من أجل الحد من الأثار البيئية لديك؟ تعم	ها
ل 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 او اي من الممارسات القسرية الفاسدة.

في حال اكتشف الاتحاد الدولي خلال عملية التسجيل أو اي وقت من الأوقات أن المورد ينتهك اي 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 اي 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 جنانية أو الحكم المدني ضدك أوضد العضو المندوب (أو من يعادله) وذلك لارتكاب أي جريمة مما يدل على عدم وجود نزاهة العمل أو الصدق التجاري.

-أسباب الشتباه في انتهاك معايير الاتحاد (انتهاكا للمبادئ الاساسية أو المعايير الاجتماعية والأخلاقية)

- رفض أي من مبادئ السلوك أواي رفض لاحترام حقوق الإنسان الأساسية ومعابير العمل.
 - رفض معايير الدفع المتعلقة بالاتحاد الدولي لجمعيات الصليب الاحمر والهلال الاحمر.

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.

م والمنصب:	الاس
قيع:التاريخ:	التوا
قائمة اللوازم والخدمات المقدمة	
ع/الخدمات المقدمة	المل
:*:	السلا
منتجات زراعية	
لحوم وأسماك وفواكه وخضراوات وزيوت 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

المعدات السمعية والبصرية المعدات الطبية، المعدات الدقيقة

معدات النقل

مكتب - المحاسبة وآلات الحوسبة أجهزة كهربائية ومعدات الاتصالات

خدمات:

العمارة والهندسة والبناء موارد المياه خدمات الصيانة والإصلاح خدمات قانونية الخدمات المالية والتأمين خدمات المالية والتأمين خدمات التجارة و الأعمال. النقل والتخزين ومناولة المواد تكنولوجيا المعلومات التحنية والتعبئة والتغليف دعم المنتج والتعبئة والتغليف الطرود الصغيرة.

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