



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

date: 26/08/2020

RF# 3262/1

REQUEST FOR QUOTATION "Hygiene Kits"

The Syrian Arab Red Crescent (SARC), also referred to in this document as 'Purchaser', supported by IFRC "International Federation of Red Cross and Red Crescent" 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 /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 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 CPT Damascus Warehouse (incoterms 2010) 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 pre-shipment inspection of the items, 5 days prior to the delivery date or less 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 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 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.

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 **September 20, 2020 by 2:00 PM local time** or earlier if possible.

Supplier must submit a sample with the envelopes that is identical to the goods he is planning to deliver.

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.

-Performance bond (certified cheque from a well-known bank in Syria) with a value of 20,000,000- twenty 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.

-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 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

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

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 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. However, 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 20,000,000- twenty 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	1. Declaration of Undertaking 2. Declaration of compliance
Annex 1	5	Technical Specification
Annex 2	1	Financial Offer
Annex 3	6	Supplier Registration Form

Thank you and best regards,

Syrian Arab Red Crescent President,

Mr. 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 Hygiene Kits**
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)					
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: _____