



Syrian Arab Red Crescent  
Shakib Arslan Street, Abu Rummaneh,  
P.O Box 3790, Damascus, Syria

Te: 00963 11 3327645/153 Fax: 00963 113327695

Ref: 4279/1

Date: 22/10/2020

### REQUEST FOR QUOTATION "Hygiene Kits"

The Syrian Arab Red Crescent (SARC), also referred to in this document as 'Purchaser', supported by both "International Federation of Red Cross & Red Crescent Societies" and "Norwegian Red Cross" kindly request your best firm offer for the following:

#### 13840 Hygiene Kits

#### 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:

- 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 DAP Damascus Warehouse (INCOTERMS 2020) 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 0.5% per day up to a maximum of 20% of the total cost DAP 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 have to submit an offer for all items listed in this tender as they are required to participate in the full offer.**

Offers and samples must be received at the latest on **November 4<sup>th</sup>, 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 an authorized bank in Syria) with a value of 90,000,000 – Ninety 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/confirm validity of the offer.
  - 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 authorized bank in Syria) with a value of 90,000,000 – Ninety 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 Issued 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	3	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 <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>						
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 1: Technical Specification/Technical Offer form

### General description of Requirements

Item	Description	Quantity	Unit
1	Hygiene Kit	13840	Kit

#	Item	Requested Specifications	Offered Specifications (To be filled by the supplier)	Unit	Qty
1	Washing Powder, 1 kg	WASHING POWDER, for cloth washing, cleaning capacity 20g per 1kg of cloth, recommended dose. Solubility 99% min. Anionic+non-ionic 12-15%. 35% on concentrated product.Possible additives: softener, anti-redeposition, optic azurant, flavoring, enzymes etc.		bag	4
3	Soap, Body soap, 100 gm pce	SOAP, BODY - Toilet soap in bar, not harmful to the skin, from vegetable or animal fat, not containing pork fat. Bars individually packed in easy flow packs.  Fatty acid: minimum 70 %.  Moisture: maximum 20 % at time of packing.  NaOH content : maximum 0.3 % ;  NaCl content : maximum 0.5 %.  Weight: bar of 100g each.  (NO STRONG FRAGRANCES BUT NATURAL FRAGRANCE ONLY)		100 G	16
3	Shampoo, 500 ml bottle	SHAMPOO,  Anionic + non-ionic components Indicate as % of weight  PH 5 to 9. Properties Easy-lathering shampoo formulated		piece	2

Note:

- 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 with SARC logo

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

Name of Person Signing: .....

Position in The Company: .....

Company name: .....



## Annex 2, Detailed Pricing/ Financial Offer;

### Pricing of Unit Product

#	Item	Unit	Qty	Unit Price SYP	Total Price SYP
1	Washing Powder, 1 kg	bag	4		
3	Body soap, 100 gm piece	100 G	16		
3	Shampoo, 500 ml bottle	piece	2		
4	Liquid soap for dish washing, 1 liter	piece	3		
5	Sponges for washing dishes	piece	4		
6	Empty Plastic Sprayer – 500 ml	Piece	1		
7	Chlorine – 500 ml	Piece	2		
	Total price of one hygiene kit				

#	Item	QTY	Unit Price SYP	Total Price SYP
1	Hygiene Kits	13840		
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:



## SUPPLIER PROFILE/REGISTRATION FORM N° .....

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. NAME OF COMPANY: .....  
MAILING ADDRESS: .....  
COUNTRY: .....  
CONTACT PERSON(S): .....  
TELEPHONE: .....  
FAX: .....  
INTERNET (E-mail): .....  
WEBSITE: .....

2. TYPE OF ORGANISATION (Please check)

Individual ☐ Partnership ☐ Non-Profit Organisation ☐  
Private Limited Liability Company ☐ Public Limited Liability Company ☐  
Other ( ) Please explain: .....  
Year Established: ..... Under the laws of .....  
Quoted on the ..... Stock Exchange  
Please attach copy of registration certificate

3. TYPE OF BUSINESS (Please check)

Manufacturing ☐ Construction ☐ Trading ☐ Consultancy ☐  
Service Provider (e.g. transport, warehousing, quality control, etc.) ☐  
Other ☐ Please explain: .....  
Please describe your company's major business activity: .....  
Please indicate on page 3 the main commodities/services your company offers.

4. SIZE OF BUSINESS (Please provide a copy of your latest audited financial statements)

Turnover (last financial year) Ended: \_\_\_\_/\_\_\_\_/\_\_\_\_ US\$ \_\_\_\_\_  
(previous financial year) Ended: \_\_\_\_/\_\_\_\_/\_\_\_\_ US\$ \_\_\_\_\_  
(previous financial year) Ended: \_\_\_\_/\_\_\_\_/\_\_\_\_ US\$ \_\_\_\_\_  
Annual Reports from last three years.

No. of Employees: ..... No. of Branches: .....  
No. of International Offices: .....  
Location of Factories: .....  
No. of Plants: .....  
No. of Warehouses: .....



Countries to which you do not export: .....



## 5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES

Name	Address	Nature of Affiliation

Please attach an organisation chart

## 6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS

Name	Position	Telephone / Fax

## 7. BANKING INFORMATION

Name: .....

Address: .....

Account Number: ..... SWIFT Code: .....

IBAN: .....

## 8. REFERENCES

- Dunn and Bradstreet (Dunn's) number, if available: .....
- Recent business transactions: (Not required if this is a renewal and you have supplied the Federation with goods or services within the past 24 months.)

Date (date/month/year)	Service or Product	Value (US\$)	Buyer/contact and Telephone

### c. Please specify your quality assurance standards

.....  
 .....

## 9. NAMES OF OFFICERS, OWNERS OR PARTNERS

Owner(s):

Chief Executive Officer:

Chief Financial Officer:

## 10. ENVIRONMENTAL CONSIDERATIONS

Have you identified the main environmental impacts / risks of your activity?

☐ Yes ☐ No (If yes, please provide details)

Have you set up any policy/ objectives in order to limit your environmental impacts?

☐ Yes ☐ No (If yes, please provide details)





Are there any resources dedicated to environmental management, (i.e. systems, team)?

☐ Yes ☐ No (If yes, please provide details)

**11. PAYMENT TERMS:** The International Federation shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.

For your information, the International Federation's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the International Federation.

Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

**12. QUALITY ASSURANCE** (Please attach any certificates or documents which denote quality assurance)

**13. GENERAL TERMS AND CONDITIONS:** Please carefully read the attached General Terms and Conditions of the International Federation of Red Cross and Red Crescent Societies and confirm your acceptance of these terms and conditions as final by way of signing and returning.

**14. PRINCIPLES OF CONDUCT:** Supplier seeking to work with the Federation shall respect the following principles:

**Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the Federation.

**Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

**Fair competition:** supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the Federation determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions, and must be accepted by you as a condition of contracting with the Federation. Any refusal of these terms shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract terms shall constitute grounds for termination

**15. REGISTRATION REJECTION:** Registration application may be rejected for the following reasons:

- Bankruptcy or a decision of legal incompetence
- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty
- Grounds for suspicion of breach of established Federation standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards



- Refusal of the Federation standard payment terms

**14. CERTIFICATION:** The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the Federation's payment terms of 30 days credit.

**Name and Title:**.....

**Signature:**..... **Date:** .....



## List of Supplies and Services Provided

Provided Commodity/Service

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### Goods:

_____	Agricultural Produce
_____	Meat, fish, fruit, vegetables, oils and fats
_____	Dairy Products
_____	Grain mill products
_____	Textiles, fabrics
_____	Fabrics, wearing apparel
_____	Leather products, footwear
_____	Wood, wood products
_____	Paper, paper products
_____	Refined petroleum products
_____	Pharmaceutical products and vaccines
_____	Chemical products, rubber and plastic products
_____	Glass and glass products
_____	Furniture, other non-metal goods not listed elsewhere
_____	Fabricated metal products not machinery and equipment
_____	Machinery, general purpose
_____	Machinery, special purpose
_____	Office, accounting, and computing machinery
_____	Electrical apparatus, telecommunications equipment
_____	Audio-visual equipment
_____	Medical appliances, precision equipment
_____	Transport equipment

### Services:

_____	Architecture, engineering, construction
_____	Water resources
_____	Maintenance and repair services
_____	Legal services
_____	Financial services and insurance
_____	Trade and business services
_____	Transportation, storage and materials handling
_____	Information technology
_____	Manufacturing technology and quality control
_____	Product support and packaging
_____	Office support, printing, small parcel services

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.