

DORCAS
INVITATION FOR TENDER / QUOTATIONS

Serial No: **001/1406/2022**

CLOSING DATE FOR QUOTATIONS: **31/05/2022**

Description: Dorcas is seeking to buy Hygiene Kits in Syria for the ongoing project.

Introduction and Background:

The project overall goal is to mitigate infection risk of COVID-19, hygiene kits distribution and conduct awareness activities against COVID-19 in Jebel Saman district, Aleppo Governorate to let the most vulnerable people exposed to infection of COVID-19 use hygiene kits and utilize knowledge the said people obtained in awareness sessions

In response to this situation, Dorcas plans to distribute 4,500 hygiene kits to vulnerable households living in Aleppo.

Questions:

- a. Questions must be submitted in writing via email to e.ghaoui@tabithalb.org ; phone calls will not be accepted.
- b. Only written answers issued by Dorcas will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Dorcas or any other entity should not be considered as an official response to any questions regarding this RFQ.

Payment Terms:

1. Fifty percent (50%) of the whole amount when placing the order;
2. Fifty percent (50%) of the whole amount when receiving all the goods ordered.

Pricing:

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in **Euros** and offerors are requested to provide quotations on official letterhead or format.

• **Selection Criteria and Awards:**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following criteria. The relative importance of each individual criterion is indicated by the number of points below:

- *Availability – 20%:* The availability of good requested with delivery
- *Price – 50%:* The overall cost presented in the offer.
- *Quality - 30%:* Responsiveness to the technical specifications and requirements.



The following is an invitation to tender / quote for the following items to be delivered to **Aleppo, Syria**.

The below are the food kits to be ordered:



We need to buy a total of 4,500 kits including the below items:

NO	ITEM (Description of Goods/Services)	Brand	Unit	Qty/per kit	Unit Price	Total price
1	Non-woven masks		PCS	25		
2	Soap		PCS (125g)	4		
3	Laundry Soap		Kg	2.5		
4	Alcohol Hand sanitizer gel		750 ml	1		
5	Shampoo		Bottle 500ml	1		
6	Dish Soap		Bottle 900ml	1		
					Total	

- If any damaged or expired items are found within the duration of the project, they are to be replaced by the supplier;
- The supplier should take into consideration that the expiry date of the items shouldn't be less than 10 months than the end of the project;
- The supplier should send delivery notes including the number of kits delivered with every delivery;
- The Brand name of each item should be similar to the offers and the samples for all kits;
- All the items should have the exact weight mentioned on the offer and according to the checked samples;
- The items should be packed in boxes with good quality and that can handle weights;
- Packing of fragile items will be done separately so that the items can be handled with extra care;



	This document is not a contractual agreement and does not, and should not be constructed as, committing DORCAS to any contractual obligation of any kind. The tender should be submitted in the company's letter head and should be duly franked by the company seal and should be submitted to the address:	
	All tenders/quotations must contain the following information against which a tick should be placed:	
1	The full name, address of the tendering company	<input type="checkbox"/>
2	Period of validity of quotation	<input type="checkbox"/>
3	Best price details including discounts	<input type="checkbox"/>
4	Full relevant products specification	<input type="checkbox"/>
5	Details of other NGOs/organizations supplied with the same products	<input type="checkbox"/>
6	Details of any guarantees/warranties regarding quality of products	<input type="checkbox"/>
7	Sample of product required to accompany tender	<input type="checkbox"/>
8	A company profile	<input type="checkbox"/>
9	Payment Terms	<input type="checkbox"/>
10	All necessary official documents related to the company	<input type="checkbox"/>

Name	Signature	Date
Najla Chahda Country director –DORCAS		24/05/2022
Isabelle Feghali Program Coordinator		24/05/2022

Vendor's Receipt		
Name	Signature and Stamp	Date
Name of Receiver		
Name of Company or Vendor		

