

Terms & Conditions of Request for Quotation for a Framework Agreement

1. General

- These Terms and Conditions shall apply to all apply to Framework Agreements
- Any Supplier/Service Provider has to be legally licensed and registered in Yemen
- **This is not a tender and no open tender meeting will be held. Medair will contact only short-listed Supplier**
- According to requirements Medair reserves the right to accept or reject any or all expressions of interest or cancel the process without any obligation to inform the affected interested applicants reasoning for acceptance, rejection or cancellation
- All Medair and its Donor terms, conditions and policies must be accepted by the Supplier/Service Provider
- Medair will not cover any cost related to the creation and submission of the Quotation, regardless the result
- A Framework Agreement does not constitute a commitment to purchase from a Supplier/Service Provider and Medair reserves the right to purchase the same or similar products or services at any other Supplier/Service Provider at any point
- Medair expects Supplier/Service Provider with whom it partners to follow ethical business practices and be socially accountable. Those expectations are set out in Medair's Code of Ethics, which, along with the associated policies available on Medair's website at <https://www.medair.org/our-accountability/>, and are subject to periodic updates

2. Conditions for selection

- Authorization to perform the market
- Financial and economic analysis
- Technical expertise
- Quality of used material
- Best value for money
- Medair will reserve its right to choose a Supplier not depending only on the lowest price

3. Specific Terms and Conditions

- Any Supplier/Service Provider is responsible to calculate the cost. Medair cannot be held responsible for miscalculations as a result of not insuring the facts

4. Financial Terms

- All prices shall be in US-Dollar, including all wages, cost for material, transport, taxes and fees
- The quote shall be minimum valid for 90 days after submission date or as requested in the offer document
- Payment 30 days after Invoice
- Payment by cheque or bank payment

5. Submission Terms

- The Supplier/Service Provider shall send all documents as described in the Offer Form before there requested return date
- The Supplier/Service Provider must sign and stamp on each page any accompanying document
- Any quotation after the deadline will be not considered
- Use the Medair Request of Quotation Format

6. Queries

- For any query send an email to procurement-yemen@medair.org

7. Documents to submit

- Complete RFQ document, signed and stamped
 - Supplier Registration Form duly completed, signed and stamped
 - Copy of Valid Business License for operations in Yemen
 - Copy of TIN Certificate
 - Copy of Personnel national ID document of the supplier/company representative
 - Reference contacts of an NGO or INGO in Yemen
 - Brand/model name of quoted item if applicable
 - Medair Terms & Conditions signed and stamped
 - **If you are not able to submit a required document, please explain why:** _____
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8. Special terms & conditions (if different from above):

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Name of company	
Name of contact person	
Address	
Phone number	
E-mail address	
Date	
Signature and stamp	

By signing I confirm I have understood the rules and conditions of this Quotation process!