To:

Attention:

From: *Logistics Department, Ahmad Al-Saidi*

CC: *NRC Logistics Mr. Ibrahim*

Date: *September 01, 2024* Our file ref.: [YEM\008\NRC\24]

N° of pages including this page: 6

Re: **Request for Quotation**

**If you do not receive all pages, please contact us immediately. Thank you.**

**Request for Quotation\ طلب عرض سعر**

**Dear Madam\ Sir**

Yemen Red Crescent Society H.Q kindly request your best firm quotation for the following:

جمعية الهلال الأحمر اليمني (المركز الرئيسي) تدعو الموردين المؤهلين لتقديم أفضل عطائاتهم للتالي:

1. Goods\Items: وصف المواد

Delivery of ICT materials for YRCS – HQ \ توريد مواد تقنية المعلومات والاتصالات للمركز الرئيسي لجمعية الهلال الأحمر اليمني

1. Type and Quantity: النوع والكمية

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Item Description** | **UoM** | **Qty** |
| 1 | Desktop Monitor 24-inch diagonal IPS  Full HD, ultra-slim with Wireless Keyboard and Wireless mouse | Pcs | 4 |
| 2 | Hard Disk: SanDisk 2TB Extreme Portable SSD  USB 3.2 USB-C Gen3.2 1050MB/s | Pcs | 4 |
| 3 | |  |  | | --- | --- | | Printer: Colored, Scanner, automatic double-sided printing and 30-page document feeder, Wi-Fi, Eco Tank |  | | Pcs | 1 |
| 4 | Tablets: Resolution:1340 x 800 (WXGA+) Ram:8GB, Storage: 128GB, External Storage Support: MicroSD (Up to 1TB), CPU Speed:2.2GHz, 2GHz, Color Depth: 16M, Rear Camera: 8.0 MP, Front Camera: 2.0 MP, Wi-Fi: 802.11 a/b/g/n/ac 2.4G+5GHz, VHT80, Bluetooth Version: Bluetooth v5.3 ,Battery: 5100mAh, SIM card slot not required. | Pcs | 20 |
| 5 | Phones: Ram :12GB, Storage : 256 GB Screen: 6.79" 1080x2460 pixels, Camera: Rear:50MP, f/1.8, Front Camera: 8MP f/2.1, Battery: 5000Ah supporting 18W fast charging: Network and Connectivity: GSM and LTE with wireless network: Wi-Fi: 2.4GHz : 5GHz and Bluetooth of 5.3, Android 13. | Pcs | 10 |

1. **Quality Specifications: مواصفات الجودة**

Comply with requested specifications and provide us with detailed proposal with services.

الالتزام بالمواصفات المطلوبة وتقديم خطة تفصيلية مع الخدمات التي سيتم تقديمها.

1. **Delivery Date: تاريخ التوريد**

Maximum two weeks from signing contract/POs.

أسبوعين كحد أقصى من تاريخ توقيع العقد/أمر الشراء.

1. **Evaluation Criteria: معايير التقييم**

This clause sets out the methodology that will be used to evaluate quotations received in relation to the RFQ. The Contract/POs will be awarded to the Best Value for Money strategy evaluated as described in this methodology. The evaluation comprises of three stages:

* Stage One - Compliance & Administrative
* Stage Two – Technical Evaluation
* Stage Three – Financial Analysis

ﻣﻌﺎﯾﯿﺮ اﻟﺘﻘﯿﯿﻢ ﺗﻨﻘﺴﻢ إﻟﻰ ثلاث ﻣﺮاﺣﻞ وﻟﯿﺲ ﻣﻦ اﻟﺸﺮط أن ﯾﻜﻮن اﻗﻞ ﻋﺮض ﺳﻌﺮ ھﻮ اﻟﻔﺎﺋﺰ، ﺑﻞ ﺑﺤﺴﺐ اﺳﺘﺮاﺗﯿﺠﯿﺔ اﻓﻀﻞ ﺟﻮدة ﻷﻓﻀﻞ ﺳﻌﺮ ﻛﺎﻟﺘﺎﻟﻲ:

* اﻟﻤﺮﺣﻠﺔ اﻷوﻟﻰ – اﻻﻣﺘﺜﺎل واﻟﻮﺛﺎﺋﻖ اﻟﻘﺎﻧﻮﻧﯿﺔ
* المرحلة الثانية – التحليل الفني
* اﻟﻤﺮﺣﻠﺔ الثالثة – التحليل اﻟﻤﺎﻟﻲ

1. **Language: اللغة**

All documents, markings and labelling shall be in *English and Arabic (where applicable).* If there is any dispute on the meanings of this RFQ documents, Arabic Language shall prevail.

يتم تقديم كافة الوثائق باللغتين العربية والإنجليزية، وفي حالة وجود أي خلاف في تفسير المعنى لهذا الطلب فسيتم الرجوع للغة العربية.

1. **Required documents and certificates:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Document\ اﻟﻮﺛﯿﻘﺔ** | **For YRCS use Only** | |
| **Submitted** | **Not Applicable** |
|  | *Company Profile (ﺑﺮوﻓﺎﯾﻞ)* |  |  |
|  | *Valid Company's registration\ license (اﻟﺴﺠﻞ اﻟﺘﺠﺎري*  *ﺳﺎري اﻟﻤﻔﻌﻮل)* |  |  |
|  | *Valid Tax Certification \ بطاقة ضريبية ﺳﺎرﯾﺔ اﻟﻤﻔﻌﻮل* |  |  |
|  | *Zakat Certification Card \ ﺑﻄﺎﻗﺔ زﻛﻮﯾﺔ ﺳﺎرﯾﺔ اﻟﻤﻔﻌﻮل* |  |  |
|  | *Catalogues for all items stamped\ ﻛﺘﺎﻟﻮﺟﺎت ﻟﺠﻤﯿﻊ اﻷﺻﻨﺎف مختمة* |  |  |

1. **Price:**

**You must indicate unit price and total price per criteria indicated on goods\items clause 2. Price should be quoted per unit (pcs) in USD.**

**It is understood that YRCS is exempted from VAT\TAX and that any offer shall not include VAT\TAX.**

**ﯾﺠﺐ ﻛﺘﺎﺑﺔ ﺳﻌﺮ اﻟﻮﺣﺪة واﻹﺟﻤﺎﻟﻲ ﻟﻜﻞ ﺻﻨﻒ ﺑﺤﺴﺐ ﺟﺪول اﻟﻜﻤﯿﺎت (الكمية واﻟﻨﻮع ﺑﻨﺪ رﻗﻢ 2) ( وﺗﻜﻮن ﻋﻤﻠﺔ اﻟﻌﺮض بالدولار اﻷﻣﺮﯾﻜﻲ ﯾﻜﻮن اﻟﺴﻌﺮ ﺷﺎﻣﻞ ﻟﺠﻤﯿﻊ اﻟﺘﻜﺎﻟﯿﻒ ﻣﻦ ﺗﻐﻠﯿﻒ، ﺣﻤﺎﻟﮫ، ﻧﻔﺎﻟﮫ، ﻧﻘﻞ وﺗﺮﻛﯿﺐ إﻟﻰ أﻣﺎﻛﻦ اﻟﺘﻮﺻﯿﻞ.**

1. ***Bid Validity:***

*Your offer must remain valid for 90 days before which a Purchase Contract\ Order, if placed, should be accepted by you.*

*ﯾﺠﺐ أن ﯾﻜﻮن ﻋﺮض اﻟﺴﻌﺮ ﺻﺎﻟﺢ ﻟﻤﺪة 90 ﯾﻮم على الأقل، ﻗﺒﻞ أن ﯾﺘﻢ ارسال أﻣﺮ ﺷﺮاء/ ﻋﻘﺪ إذا ﺗﻤﺖ اﻟﺘﺮﺳﯿﺔ وﯾﻜﻮن ﻣﻠﺰم ﻟﻠﻤﻮرد.*

1. ***Samples:***

*N\A.*

1. ***Pertinent Information:***
2. *YRCS reserves the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted. ﺗﻤﺘﻠﻚ اﻟﺠﻤﻌﯿﺔ اﻟﺤﻖ ﺑﻘﻮل ﻋﺮض اﻟﺴﻌﺮ ﻛﺎﻣﻞ أو ﺑﺸﻜﻞ ﺟﺰﺋﻲ وﻟﯿﺲ ﻣﻦ اﻟﻀﺮورة أن ﯾﻜﻮن أﻗﻞ ﺳﻌﺮ ھﻮ اﻟﻔﺎﺋﺰ*
3. *Should your offer be accepted, you will be required to sign and return formal Purchase Order confirming your acceptance of the agreed terms and conditions. .ﻓﻲ ﺣﺎﻟﺔ اﻟﺘﺮﺳﯿﺔ ﻋﻠﯿﻜﻢ ﺳﯿﺘﻢ ﺗﺼﺪﯾﺮ أﻣﺮ ﺷﺮاء ﻟﻜﻢ، وﻋﻠﯿﻜﻢ ﻗﺒﻮﻟﺔ وﺗﻮﻗﯿﻌﮫ وﺗﺨﺘﯿﻤﮫ وارﺟﺎﻋﮫ اﻟﯿﻨﺎ*
4. *Please be informed that the actual required quantity may differ (increase or decrease) from the requested RFQ quantities depending on operational needs and available funding and hence YRCS should not held responsible for any such change in required quantities. ﺑﺮﺟﺎء ﻣﻌﺮﻓﺔ ان اﻟﻜﻤﯿﺔ ﻗﺎﺑﻠﮫ ﻟﻠﺰﯾﺎدة او اﻟﻨﻘﺼﺎن ﻣﻘﺎرﻧﺔ ﺑﺎﻟﻜﻤﯿﺔ اﻟﻤﻜﺘﻮﺑﺔ في هذا الطلب .و ﻻﺗﺘﺤﻤﻞ اﻟﺠﻤﯿﻌﺔ أي ﻣﺴﺆوﻟﯿﺔ ﻣﻦ ﻓﻮارق ﺳﻌﺮ او ﻏﯿﺮھﺎ ھﺬا اﻟﻌﺮض إﻋﺘﻤﺎدا ﻋﻠﻰ اﻹﺣﺘﯿﺎج اﻟﻮاﻗﻌﻲ واﻟﻤﯿﺰاﻧﯿﺔ اﻟﻤﺘﻮﻓﺮة*
5. *YRCS reserve the right to split the items\services of the parcel between two or more bidders. ﯾﺤﻖ ﻟﺠﻤﻌﯿﺔ اﻟﮭﻼل اﻷﺣﻤﺮ ﺗﺮﺳﯿﺔ اﻟﻌﻘﺪ ﻋﻠﻰ ﻣﻮرد أو ﺗﻘﺴﯿﻤﮭﺎ ﺑﯿﻦ أﻛﺜﺮ ﻣﻦ ﻣﻮرد*
6. *e) Please to stamp all documents sent to you and put them on your envelop\ ﯾﺠﺐ .اﻟﺘﺨﺘﯿﻢ ﻋﻠﻰ ﺟﻤﯿﻊ اﻟﻮﺛﺎﺋﻖ اﻟﻤﺮﺳﻠﺔ وطﺮﺣﮭﺎ ﻓﻲ ﻣﻈﺮوف اﻟﺘﻘﺪﯾﻢ*
7. **Inspection:**

**Please refer to Annex 1 for Standard AQL and Penalties plan. 1 ﻟﻼطﻼع واﻟﺘﺨﺘﯿﻢ ﻣﺮﻓﻖ رﻗﻢ Payment by the buyer does not imply acceptance of Products nor of any related work or services provided pursuant to this agreement. Failure to inspect and accept or reject products shall neither relieve the Seller from responsibility for non-confirming**

**goods nor impose liabilities on the buyer therefore. Quality and quantity will be determined by a Yemen Red Crescent Society staff member or a third-party Inspection company, appointed and paid by the buyer. The YRCS staff member\inspection company shall have the right to inspect the goods called for under this order at the seller’s production facilities and the seller shall cooperate and provide all facilities for such inspection.**

1. **Liquidated Damages:**

Arrival of goods after agreed delivery schedule will be subjected to deduction of damages from the invoice @ 0.25% per day up to maximum 5% of the total contract value. If the supplier failed to deliver the goods after 20 (twenty) days of the delayed delivery period, the contract will be void and null and the earnest money and the security money will be forfeited besides other action for non-performance of the contract.

*وﺻﻮل اﻟﻤﻮاد ﺑﻌﺪ اﻻﺗﻔﺎق ﻋﻠﻰ ﻣﻮﻋﺪ اﻟﺘﺴﻠﯿﻢ ﺳﯿﺨﻀﻊ إﻟﻰ ﻋﻘﻮﺑﺎت ﺧﺼﻢ ﺑﻤﻌﺪل اﻻﺿﺮار ﻣﻦ ﻓﺎﺗﻮرة اﻟﻤﻮرد ﺑﻨﺴﺒﺔ*

*0.25% ﻋﻦ ﻛﻞ ﯾﻮم وﻛﺤﺪ أﻗﺼﻰ 5% ﻣﻦ أﺟﻤﺎﻟﻲ ﻗﯿﻤﺔ اﻟﻌﻌﻘﺪ. وﻓﻲ ﺣﺎﻟﺔ ﻋﺪم ﻗﺪرة اﻟﻤﻮرد او ﻓﺸﻠﺔ ﺑﺘﻨﻔﯿﺬ اﻟﻌﻘﺪ*

*وﺗﻮرﯾﺪه ﺑﺤﺴﺐ اﻟﻤﺪة اﻟﻤﺘﻔﻘﺔ وﺑﻌﺪ 20 ﯾﻮم ﺳﯿﻌﺘﺒﺮ اﻟﻌﻘﺪ ﻣﻠﻐﻲ وﺳﯿﺘﻢ ﻣﺼﺎدرة ﺿﻤﺎن اﻟﺘﻨﻔﯿﺬ اﻟﺬي ھﻮ ﺑﻮاﻗﻊ 20% ﻣﻦ إﺟﻤﺎﻟﻲ ﻗﯿﻤﺔ اﻟﻌﻘﺪ ﻋﻨﺪ اﻟﺘﺮﺳﯿﺔ وﺳﯿﺘﻢ إدﺧﺎل اﻟﻤﻮرد ﻓﻲ اﻟﻘﺎﺋﻤﺔ اﻟﺴﻮداء.*

1. ***Payment***

*Within 45 calendar days from date of receipt of goods with all supporting documents in order by the buyer, i.e., commercial invoice, signed delivery note, Goods Received Notes (GRN) issued by consignee and the satisfactory inspection report from the inspection agency or specialized department.* ***Payment will be made ONLY under company’s commercial name****. If different payment terms are requested, please indicate them in your quotation.*

*ﺧﻼل 45 يوم ﻣﻦ ﺗﺎرﯾﺦ اﺳﺘﻼم اﻟﻤﻮاد ﻛﺎﻣﻠﺔ ﻣﻊ ﺟﻤﯿﻊ اﻟﻮﺛﺎﺋﻖ اﻟﺪاﻋﻤﺔ ﺑﺎﻟﺘﺴﻠﺴﻞ ﻣﻦ ﻗﺒﻞ اﻟﻤﻮرد ﻛﻤﺜﺎل: ﻣﻄﺎﻟﺒﺔ ﻣﺎﻟﯿﺔ، ﻓﺎﺗﻮرة، ﻣﺬﻛﺮة اﺳﺘﻼم ﻣﻮﻗﻌﺔ، ﺗﻮرﯾﺪ ﻣﺨﺰﻧﻲ دﻓﺘﺮي ﻣﻦ ﻗﺒﻞ اﻟﻔﺮع وﻣﺨﺘﻢ وﺑﻌﺪ ﺗﻘﺮﯾﺮ اﻟﻔﺤﺺ واﻟﻤﻄﺎﺑﻘﺔ ﺑﺎن اﻟﻤﻮاد ﻣﻄﺎﺑﻘﺔ ﻣﻦ ﻗﺒﻞ اﻟﻘﺴﻢ اﻟﻤﺨﺘﺺ او اﻟﻄﺮف اﻟﺜﺎﻟﺚ اﻟﻤﻜﻠﻒ ﻓﻲ ﺣﺎﻟﺔ وﺟﻮدة. ﺳﯿﻜﻮن اﻟﺪﻓﻊ ﺗﺤﺖ اﺳﻢ اﻟﻤﻮرد اﻟﺮﺳﻤﻲ، اذا ﻛﺎن ﯾﺮﻏﺐ اﻟﻤﻮرد ﺑﺈﺟﺮاء اﺧﺮ، ﯾﺠﺐ ﺗﻮﺿﯿﺤﮫ ﻓﻲ ﻋﺮض اﻟﺴﻌﺮ.*

1. *Performance bond: ﺿﻤﺎن اﻟﺘﻨﻔﯿﺬ*

*N\A*

1. *Conditions for submitting offers: طﺮﯾﻘﺔ ﺗﺴﻠﯿﻢ ﻣﻠﻔﺎت اﻟﻌﻄﺎء*

*Bids shall be submitted by hand in a sealed envelope (Financial & Technical) to: Yemen Red Crescent Society (YRCS)*

*Dr. Ahmad Al-Saidi, Street: 26 Sep. Street | Building no. 10 | City: Sana’a*

*in a sealed envelope on or before [September 18, 2024, before 01:00 pm]. Late Bids will not be accepted.*

*ﺟﻤﯿﻊ اﻟﻌﻄﺎءات ﯾﺠﺐ ﺗﺴﻠﯿﻤﮭﺎ ﺑﺎﻟﯿﺪ ﻓﻲ ظﺮف ﻣﻐﻠﻖ (ﻓﻨﻲ وﻣﺎﻟﻲ) إﻟﻰ ﺟﻤﻌﯿﺔ اﻟﮭﻼل اﻷﺣﻤﺮ اﻟﯿﻤﻨﻲ، اﻟﻤﺮﻛﺰ اﻟﺮﺋﯿسي ﻓﻲ*

*ﺻﻨﻌﺎء ﺟﻮار رﺋﺎﺳﺔ اﻟﻮزراء وﺗﻜﻮن ﻣﻐﻠﻘﺔ ﺳﻠﯿﻤﺔ وﻣﺨﺘﻤﺔ ﻣﻦ ﻗﺒﻞ اﻟﻤﻮرد قبل سبتمبر 18، 2024 قبل الساعة 01 ظهرا، اﻟﻌﻄﺎءات اﻟﻤﺘﺄﺧﺮة ﻟﻦ ﯾﺘﻢ ﻗﺒﻮﻟﮭﺎ.*

1. *Terms and Conditions: اﻟﺸﺮوط اﻟﻌﺎﻣﺔ واﻟﻤﺮﺟﻌﯿﺔ*

*Please state in your offer your acceptance of attached YRCS Terms and General Conditions Annex2.*

*اﻟﻤﻮرد ﯾﺠﺐ ﻋﻠﯿﮫ اﻟﻤﻮاﻓﻘﺔ ﻋﻠﻰ اﻟﺸﺮوط اﻟﻌﺎﻣﺔ واﻟﺨﺎﺻﺔ واﻟﻤﺮﻓﻘﺔ ﺑﮭﺬا اﻟﻄﻠﺐ (ﻣﺮﻓﻖ رﻗﻢ 2) وﺗﺨﺘﯿﻤﮭﺎ وإرﻓﺎﻗﮭﺎ ﻓﻲ اﻟﻤﻠﻒ اﻟﻔﻨﻲ.*

1. *Confirmation: اﻟﺘﺄﻛﯿﺪ*

*Please acknowledge receipt of this RFQ and indicate your intention to bid or not.*

*ﺑﺮﺟﺎء اﻟﺘﺄﻛﯿﺪ ﻋﻠﻰ إﺳﺘﻼﻣﻚ ﻟﻄﻠﺐ اﻟﺴﻌﺮ ھﺬا وﺗﺄﻛﯿﺪ رﻏﺒﺘﻚ ﺑﺎﻟﺪﺧﻮل واﻟﻤﺸﺎرﻛﺔ ﻓﯿﮫ.*

***Yours Sincerely,***

***…………………***

***Ahmad Al-Saidi***

N.B. Kindly submit your best firm offers as there will be no negotiation.

**DECLARATION OF UNDERTAKING**

For the attention of

Yemen Red Crescent Society (YRCS)

Dr. Ahmad AL-Saidi

Street: 26 Sep. Street | Building no. 10 |

City: Sana’a

Country: Yemen

**Subject: Declaration of Undertaking**

Project Name: Delivery of ICT materials Supported by NRC

We the undersigned,

{Name of the company…………………………………….}

Hereby declare that,

in emphasizing 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.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ year\_\_\_\_\_\_\_, Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

duly authorized to sign Tenders for and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_