

**INVITATION TO BID (ITB)**

**AND**

**GENERAL INSTRUCTION TO SUPPLIERS (GIS)**

|  |  |
| --- | --- |
| Project: | **Provision of access and continued health care to vulnerable population** |
| Ref. No.  | **YEM\019\NRC\24** |
| Description:  |  **Supply of Medical Equipment to YRCS Mabyan Primary Health Center and Kohlan-Afar Emergency Center - Hajjah** |
| Starting Date: | **October 06, 2024** |
| Deadline for submission tender documents: | **October 20, 2024** |
| Letter of Guarantee: | **2.5% from total quotation, Validity Period (120 days)**  |
| Expected results from suppliers: | **Complying with this GIS and providing all required documents mentioned in requirement checklist**  |

Table of Contents

[Project & Organization Scope: - 3](#_Toc136100870)

[GENERAL INSTRUCTION TO SUPPLIERS (GIS) 4](#_Toc136100871)

[1. Description of Items\ Goods 4](#_Toc136100872)

[2. Type and Quantity 4](#_Toc136100873)

[3. Quality Specifications 4](#_Toc136100874)

[4. Eligible Items & Services 5](#_Toc136100875)

[5. Corrupt, Fraudulent, and Coercive Practices 5](#_Toc136100876)

[6. Conflict of Interest 6](#_Toc136100877)

[7. Eligible Suppliers 6](#_Toc136100878)

[8. Cost of Preparing the Quotation 6](#_Toc136100879)

[9. Errors, omissions, inaccuracies and clarifications 7](#_Toc136100880)

[10. Confidentiality and Non-Disclosure 7](#_Toc136100881)

[11. YRCS’s Right to Accept any BID and to Reject any and all BIDs 7](#_Toc136100882)

[12. Requirements 8](#_Toc136100883)

[12.1 Quotation Documents 8](#_Toc136100884)

[12.2 Quotation Form 8](#_Toc136100885)

[12.3 Validity of Quotation Price 8](#_Toc136100886)

[12.4 Documents Establishing Supplier’s Eligibility and Qualification 9](#_Toc136100887)

[13. Submission of Bid Documents 9](#_Toc136100888)

[14. Submission of Samples 10](#_Toc136100889)

[15. Opening of Quotations. 10](#_Toc136100890)

[16. Acceptance of Quotations 11](#_Toc136100891)

[17. Rejection of Quotations 11](#_Toc136100892)

[18. Evaluation of Quotations 12](#_Toc136100893)

[19. Post Qualification 14](#_Toc136100894)

[20. Award of Contract 14](#_Toc136100895)

[21. Delivery Site and Period of Delivery 14](#_Toc136100896)

[22. Liquidated Damages 14](#_Toc136100897)

[23. Payment 15](#_Toc136100898)

[24. Warranty 15](#_Toc136100899)

[25. Settlement of Dispute 15](#_Toc136100900)

[26. Letter of Guarantee 15](#_Toc136100901)

[27. Pertinent Information: 16](#_Toc136100902)

[28. Inspection: 17](#_Toc136100903)

[Annex 5 18](#_Toc136100904)

[Annex 6 19](#_Toc136100905)

# Project & Organization Scope: -

The Yemen Red Crescent Society (YRCS) is a humanitarian organization established in the southern part of Yemen in 1968. While in the northern part of Yemen, it was established in July 1970 under Presidential Decree No. 15 of 1970. After the blessed unity, it was merged in October 1993 to become one national society (NS). The Yemen NS was recognized by the International Committee of the Red Cross in April 1982 and joined the International Red Cross and Red Crescent Movement in October 1982.

The tender is for Norwegian Red Cross (Norcross) supported program in Hajjah governorate.

Invitation is extended to interested eligible Suppliers to submit Bids for Supply of Medical Equipment to YRCS Mabyan Primary Health Center and Kohlan-Afar Emergency Center – Hajjah governorate. With this ITB is the GIS which include:

* the Instructions to Suppliers,
* Technical Specifications and
* administrative requirements that Suppliers will need to follow in order to prepare and submit their quotation/bid for consideration by YRCS.

The lowest price is not necessarily win but on BVM.

YRCS reserves the right to accept or reject any bid, and to cancel the procurement process and reject all bids at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for YRCS’s action.

 ***Very truly yours,***

 ***Logistics & procurement Department***

YRCS is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

# GENERAL INSTRUCTION TO SUPPLIERS (GIS)

## Description of Items\ Goods

Supply of Medical Equipment to YRCS Mabyan Primary Health Center and Kohlan-Afar Emergency Center – Hajjah governorate.

## Type and Quantity

Please refer to Annex 3\_A& Annex 3\_B – Technical Specifications & Evaluation Criteria.

## Quality Specifications

Items details can be found on Annex 3 and suppliers must provide a detail description with catalogues for all items indicating the country of origin, model, measurements, available on stocks or not, quality certificate… etc.

## Eligible Items & Services

* All items and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services.
* For purposes of this clause, “origin” means the place where the items are mined, grown, or produced, or the place from which the related services are supplied. Items are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
* The origin of items and services is distinct from the nationality of the Bidder.

## Corrupt, Fraudulent, and Coercive Practices

YRCS requires that all YRCS Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. YRCS shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, YRCS defines for purposes of this paragraph the terms set forth below as follows:

* Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
* Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
* Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
* Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

## Conflict of Interest

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below:

* A Supplier has controlling shareholders in common with another Supplier;
* A Supplier receives or has received any direct or indirect subsidy from another Supplier;
* A Supplier has the same representative as that of another Supplier for purposes of this bid;
* A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/Procuring Entity regarding this bid process;
* A Supplier submits more than one Bid in this Bid process;
* A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this bid process.

## Eligible Suppliers

Only Suppliers that meet the tender requirements shall be considered for award. The Supplier shall fill up and submit the standard YRCS Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Bid.

Preference is given to the local suppliers from the areas where the operations are to be implemented.

Only suppliers who submitted requested certificates will be eligible specially for Medicines.

## Cost of Preparing the Quotation

The Supplier shall bear all costs associated with the preparation and submission of his Bid and YRCS will not in any case be responsible and liable for the costs incurred.

## Errors, omissions, inaccuracies and clarifications

The documents and forms requested for the purpose of soliciting Bids shall form part of the Contract; hence care should be taken in completing these documents.

Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Bid Documents.

Suppliers requiring any clarifications on the content of this document may send an email YRCS Procurement Officer, Sana’a-Yemen to the following addresses: Ahmed Alssaidi alssaidi-ahm@yemenredcrescent.org CC: Ibrahim Al-Shalafi ibrahim.alshalafi@redcross.no

YRCS will respond to any request for clarification received on or before *October 17, 2024*. Any feedback to suppliers including description of the clarification will be documented by YRCS. Where changes to ITB is affected, YRCS will communicate to all suppliers effectively.

## Confidentiality and Non-Disclosure

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of YRCS. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

## YRCS’s Right to Accept any BID and to Reject any and all BIDs

YRCS reserves the right to accept or reject any BID, and to cancel the procurement process and reject all BIDs, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for YRCS’s action.

**YRCS has the right to award the whole contract to one supplier or divide the contract to several suppliers based on YRCS decision to its best practice.**

## Requirements

### 12.1 Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Suppliers:

1. Standard Acceptable Quality Limit and Penalties Plan (Annex 1)
2. YRCS General Terms and Conditions (Annex 2)
3. Financial Offer (Annex 4)
4. Vendor Information Sheet (Annex 5)
5. Technical Form (Annex 6) for all items

*Suppliers are required to use the forms provided as Annexes in this document.*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

### 12.2 Quotation Form

The Quotation Form (Annex 4) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form.

The language of the Quotation shall be in *English\ Arabic* and prices shall be quoted in *USD*], inclusive of VAT.

Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by YRCS. A submitted quotation with an adjustable price quotation will be treated as non-responsive and will be rejected.

### 12.3 Validity of Quotation Price

The Quotation shall remain valid for a minimum period of 120 *calendar days*, after the deadline for submission.

In exceptional circumstances, prior to expiry of the period of validity of bids, YRCS may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its quotation.

### 12.4 Documents Establishing Supplier’s Eligibility and Qualification

The Supplier shall furnish, as part of its Bid, documents establishing the Supplier’s eligibility to submit Bid and its qualifications to perform the contract if its Bid is accepted. The YRCS’s standard Vendors Information Sheet (Annex 5) shall be used for this purpose.

In the case of a Supplier not doing business within the Mission’s country, the Supplier is or will be (if awarded the contract) represented by an Agent in that country equipped, and be able to carry out the Supplier’s maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications *[include this clause only if relevant-usually for high value equipment].*

## Submission of Bid Documents

Bid must be submitted in two separated sealed envelopes for each section separately (Technical & Financial), each envelope must be stamped and written (***Supplier name, Address, contact, Tender Ref No. & Technical specifications or Financial Proposal plus section reference***)

The Supplier must seal the original and copy of the Bid Documents as stated in item bill of quantities and shall be addressed to *Sana’a – Sana’a, Republic of Yemen YRCS Head Quarter, 26 September Street near Prime Ministers Office, Sanaa.*

 Bids shall be submitted *by hand* to the above address in two separated envelopes for each section on or before [**October 20, 2024, before 01:00 pm**]*.* Late Bids will not be accepted.

***Suppliers are requested to submit a soft copy of technical specifications in Excel Format following Annex 3 requirements.***

## Submission of Samples

No samples are required, the technical evaluation will purely be based on detailed catalogues including quality certificates submitted with photos and Technical Specifications Form (Annex 6).

## Opening of Quotations.

At the indicated time and place in the advertisement of this tender, the opening of Bids shall be carried out by YRCS in the presence of the suppliers who wish to attend.

**Interested suppliers must present their identities or if sending someone else providing them an official letter on behalf of them and they must present their identities.**

## Acceptance of Quotations

YRCS is not bound to take an immediate decision on the acceptability or unacceptability of Bids at the time of their opening.

## Rejection of Quotations

Quotation can be rejected for the following reasons:

1. the Quotation is not presented in accordance with this General Instruction;
2. the Quotation Form or any document which is part of the Quotation Documents is not signed;
3. the Supplier is currently under list of blacklisted suppliers;
4. the Supplier offer imposes certain basic conditions unacceptable to YRCS
5. not complying with required document submission.

YRCS is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect:

1. does not modify the substance of the offer and
2. does not change the relative ranking of the Suppliers.

## Evaluation of Quotations

YRCS shall evaluate and compare the Quotations on the Best Value for Money basis following the coming points:

1. Completeness and responsiveness of the documents mentioned in 12.1
2. Compliance with technical specifications including delivery requirement
3. Price
4. Registration documents including the licenses - (valid).
5. Taxation card – (Valid)
6. Past performance experiences with attaching Pos/Contracts of the same type of business for at least three years (with indicating whether they are still ongoing or done)
7. Providing all required documents mentioned in requirement checklist.
8. No bid shall be accepted unless it meets the above condition.

YRCS will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Quotation will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

This clause sets out the methodology that will be used to evaluate Tenders received in relation to the Invitation To Bid advertised. The Contract will be awarded to the Best Value for Money strategy evaluated as described in this methodology. The evaluation comprises of 3 stages:

* Stage One - Compliance
* Stage Two – Technical (Quality)
* Stage Three – Financial

Stage One will be scored on a pass/fail basis. Stages Two and Three shall be scored; the weightings to be applied are 70 % technical (quality) and 30 % finance.

Quality should overpass the price if necessary.

## Post Qualification

Prior to award, post-qualification will be carried out by YRCS to further determine the selected Supplier’s technical and financial capability to perform the contract. YRCS shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

## Award of Contract

The most competitive bidder\Supplier, substantially responsive to the requirements of this General Instruction along with its required documents checklist and who has been determined to be qualified to perform the contract shall be selected and awarded the contract based on the results acquired from clause 16.

YRCS shall notify the selected Supplier through a Notice of Award. YRCS shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

YRCS has the right to award the whole contract to one supplier or divide the contract to several suppliers based on YRCS decision to its best practice.

## Delivery Site and Period of Delivery

Please to mention delivery date in your offer. The delivery addresses are:

1. **ECG and the CBC equipment to be delivered to: *Mabyan Health Center of YRCS at Mabyan district – Hajjah gov.***
2. **DR for X-Ray to be delivered to: *Kohlan Afar Emergency Center – Hajjah gov.***

Supplier shall be responsible for all costs arising from packing, marking, labelling and delivering of goods to final point of delivery including loading, unloading and transportation etc.

## Liquidated Damages

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 19 above, a penalty payment of 5,000 YER for every day of breach of the delivery schedule by the Supplier will be requested.

## Payment

Payment shall be made only upon YRCS’s acceptance of the goods, and upon YRCS’s receipt of invoice describing the goods delivered. Further conditions will be provided within the given PO.

## Warranty

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction. A Warranty Certificate shall be provided by the Supplier.

## Settlement of Dispute

The Yemen Red Crescent Society arbitration ruleswill apply for any dispute, controversy or claim that will arise in relation to the procurement process.

## Letter of Guarantee

All suppliers should provide a letter of guarantee for a total amount of **2.5% from overall quotation price** valid for a duration of **120 days**.

## Pertinent Information:

1. YRCS reserves the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.
2. 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.
3. YRCS reserves the right to waive any specification or condition stated in this request for quotation in the interest of operational needs or to ensure best value and suitability to beneficiaries.
4. The items offered must compliance with our required specification as above. YRCS has the right to accept alternative options only when in line with our technical requirements and to waive any other specification or condition different from the statement in this request for quotation in the interest of operation needs or to ensure best value and suitable to the beneficiaries.
5. 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.
6. YRCS reserve the right to split the items/services of the parcel between two or more bidders.

## Inspection:

**Please refer to Annex 1 for Standard AQL and Penalties plan.**

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.

# Annex 5

**VENDORS INFORMATION SHEET (VIS)**

*[insert here YRCS Standard Vendors Information Sheet (VIS) and other required eligibility requirement if any]*

**VENDOR INFORMATION SHEET (VIS)**

Name of the Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Leased Owned Area: \_\_\_\_\_\_\_sqm

 House No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Numbers/Address

 Telephone Nos. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Plant/Warehouse Leased Owned Area: \_\_\_\_\_\_sqm

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Organization Corporation Partnership Sole Proprietorship

Business License No.: \_\_\_\_\_\_\_\_\_\_ Place/Date Issued: \_\_\_\_\_\_\_\_\_ Expiry Date \_\_\_\_\_\_\_\_

No. of Personnel \_\_\_\_\_\_\_\_\_\_\_ Regular \_\_\_\_\_\_\_\_\_\_\_ Contractual/Casual \_\_\_\_\_\_\_\_\_\_\_\_

Nature of Business/Trade

 Manufacturer Authorized Dealer Information Services

Wholesaler Retailer Computer Hardware

Trader Importer Service Bureau

Site Development/ Consultancy Others \_\_\_\_\_\_\_\_\_\_\_\_

 Construction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years in business: \_\_\_\_\_\_\_\_\_

Complete Products & Services

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Details

Payment Method Cash Cheque Bank Transfer Others

Currency Loc. Currency USD EUR Others

Terms of Payment ………………………………………. (Days after receiving invoice)

Advance Payment Yes No % of the Total PO/Contract

Bank Details:

 Bank Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bldg and Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bank Account Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Bank Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Swift Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Iban Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Personnel & Contacts *(Authorized to sign and accept PO/Contracts & other commercial documents)*

Name Title/Position Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Companies with whom you have been dealing for the past Five years with approximate value in US Dollars:

Company Name Business Value Contact Person/Tel. No.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever provided products and/or services to any mission/office of YRCS?

 Yes No

If yes, list the department and name of the personnel to whom you provided such goods and/or services.

Name of Person Mission/Office Items Purchased

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any relative who worked with us at one time or another, or are presently employed with YRCS? If yes, kindly state name and relationship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous work Reference (Organizations or companies)

Company Contact Person Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Reference

Bank Contact Person Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIREMENTS CHECK LIST**

Please submit the following documents together with the Information Sheet:

|  |  |  |
| --- | --- | --- |
| No. | Document | For YRCS use only |
| Submitted | Not Applicable |
| 1 | Company Profile  |   |   |
| 2 | Valid Company's registration\ license (السجل التجاري) |   |   |
| 3 | Certificate of registration\License of (medical equipment from MOH for each medical – others certificate of registration\ license of their goods) .  |   |   |
| 4 | Valid Government Permits/Licenses (ترخيص محل) |   |   |
| 5 | Valid Tax Certification (بطاقة ضريبيه) |   |   |
| 6 | GMP Certificate Or any other quality certification |   |   |
| 7 | List of Plants/Warehouse/Service Facilities |   |   |
| 8 | List of Offices/Distribution Centers/Service Centers  |   |   |
| 9 | Catalogues for all items Stamped |   |   |
| 10 | List of all contracts entered into for the last 3 years (indicate whether completed or ongoing ) \* |   |   |
| 11 | Zakat Certification Card |   |   |
| 12 | Certificate of Origin  |  |  |
| 13 | Certificate of CE  |  |  |
| 14 | Financial Audit report for the last 3 years |  |  |

\* For Competitive Biddings, number of years may increase depending on the estimated contract amount.

\*\* Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.

I hereby certify that the information above in this form (Annex 5) is true and correct. I am also authorizing YRCS to validate all claims with concerned authorities.

Received by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title Position/Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**FOR YRCS USE ONLY**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchasing Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Industry 001 002 003

where 001 - Transportation related to movement of migrants

 002 - Goods (e.g. supplies, materials, tools)

 003 - Services (e.g. professional services, consultancy, maintenance)

Vendor Type Global Local

# Annex 6

**TECHNICAL SPECIFICATIONS**

|  |  |
| --- | --- |
| **Required SPECIFICATIONS** |  |
| **Model**  |  |
|  |  |
| **Catalogue** |  |
|  |  |
| **Country of Origin** |  |
|  |  |
| **Quality certificates** |  |
|  |  |
| **Brand name** |  |
|  |  |
|  |  |
| **Others**  |  |
|  |  |
|  |  |
|  |  |

**Delivery Period**: (\_\_\_\_\_\_\_\_\_\_\_) days from receiving the PO.

Supplier’s authorized signature over printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Suppliers can make these requirements on the shape of one table for all items proposed.***