

contents, quantity, and expiry date in Arabic and English languages

Required documents:	Certificate of Origin
Upon delivery	Packing list Various documents required by receiver.
Cost breakdown:	*Unit Price per DDP as per Annex B * Total price DDP as per Annex B * Price should be net after deduction of any discount
Currency:	All firm costs to be given in USD .
Delivery Date:	We are looking for delivery in December 2024 Estimated deliver date must be mentioned in Annex A
Warranty:	Not Applicable.
Inspection:	Norwegian Red Cross or its appointed representative will be granted access and maintains the right to inspect the cargo before shipment from manufacture
Liquidation Damage Clause:	Please be advised that delivery after agreed schedule may be subject to a deduction from the invoice of 1% up to 5% of the total cost of the contract including delivery cost.
Payment:	International bank transfer within 45 days from date of receipt of goods and all supporting documents in good order by the buyer. Payment will be made only under company's commercial bank account. If different payment terms are requested, please indicate them in your quotation
Validity:	Your offer must remain valid for a minimum of 120 days , kindly state in your offer validity as this may be used for repeat orders in the future. If we place a purchase within the validity period, it should be accepted by you.
Insurance:	According to agreed DDP (Incoterm 2020)
All or None Clause:	We reserve the right to accept the whole or part of your offer.
Special Requirements:	All commercial documents should clearly state "Humanitarian Aid – Note for Sale"

Submissions of Offers:

The following instructions are important and must be adhered to carefully. Failure to follow the instructions may lead to disqualification.

1. The “TECHNICAL & ADMINISTRATIVE OFFER” and “FINANCIAL OFFER” Shall be submitted **in separate emails**.
2. The email containing the “Technical & Administrative Offer” shall have the subject: **YEM2024-009 Technical & Administrative Offer**.
The Offer shall be submitted with the following attachments:
 - Request for Quotation (this document) – Signed and Stamped
 - Annex A - Technical Specifications of Items – Signed and Stamped
 - Annex C - Supplier Registration Form – Filled, Signed and Stamped
 - Annex D - General Terms & Conditions for Services – Signed and Stamped
 - Company Registration:
 - Certificate operating business/ company registration certificate/ trade license
 - Taxer identity card and tax registration certificate
 - Copies of latest audited financial statement for last three years
 - Company Profile
 - Company banking information confirmation letter
 - Proof of Similar or Experience with Red Cross, UN agencies, NGOs ...
 - Datasheets and Specifications
 - Quality Certificates: Refer to the Evaluation Criteria Table “Technical Evaluation”
 - Samples to be submitted Physically to **Yemen Red Crescent Society - HQ Television St. - Sana'a, Yemen to the ATT of Ibrahim AlShalafi**
Email: ibrahim.alshalafi@redcross.no
Phone: +967771084191
3. The email containing the “Financial Proposal” Shall have the subject below: **YEM2024-009 – Financial Proposal**.
The proposal shall be submitted with the following attachments:
 - Annex B: Pricing template – filled, signed and stamped.
4. The financial offer must be signed and stamped clearly indicating the name of the person authorized to sign.
5. The offers shall be submitted to the email **tender.mena@redcross.no**
6. **No other Norwegian red cross email shall be in Cc or Bcc.**
7. Failure to follow instructions may lead to disqualification.

Deadline for submission of offers 13 November 2024**Enquiries:**

Clarifications are only permitted until **10 November 2024** and should be directed to the Procurement Authority at **ibrahim.alshalafi@redcross.no** .
Enquiries will be addressed by email to the sender.

Telephone: **+967 771 084 191**

Any enquiries leading to a significant clarification with more information will be issued by Norwegian Red Cross to all bidders as a circular e-mail to all bidders.

Confirmation: Please acknowledge receipt of this document and indicate your intention to Bid by sending an email to ibrahim.alshalafi@redcross.no. This is important in case we need to send a clarification circular to all bidders.

Terms and Conditions: Please state in your offer your acceptance of the attached Norwegian Red Cross Terms and General Conditions and attach the duly signed and stamped version of this document as part of the proposal / tender.

Evaluation Criteria:

	CRITERIA FOR SELECTION	POINTS
Supplier Experience and Capacity	Experience in Similar Projects, Provide evidence of having successfully carried out similar assignments to demonstrate expertise and functionality in the required fields. <ol style="list-style-type: none"> 1. Attach completion certificates for similar projects. 2. Provide contact details of your clients 	15
	Company Financial Capacity Will be evaluated based on the turnover and audit reports	15
Technical evaluation	Quality Certificates: For items: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and 16 <ul style="list-style-type: none"> - ISO 13485/9001 of the manufacturer (or equivalent) - Registration Certificate/Marketing Authorization/Declaration of Conformity - Certificate of Analysis (CoA)/Report as applicable For items: 14 and 15 <ul style="list-style-type: none"> - GMP (Good Manufacturing Practices) - GDP (Good Distribution Practices) - GSP (Good Storing Practices) - CoPP (Certificate of Pharmaceutical Products) - CoA (Certificate of Analysis) - License issued by national drugs authorities 	40
	Technical Specifications <ol style="list-style-type: none"> 1. Compare Datasheets with Norwegian Red Cross requirements mentioned in Annex A 2. The Rank for the offers given by each supplier against the specifications requested in Annex A will be with a suitable weighting for each factor to be evaluated. 3. Each Item/kit will be evaluated and rewarded separately 	20
Others	Delivery Term	

	A full grade for the offer with the shortest delivery date and score will decrease accordingly.	10
	Total	100
	Offers with less than 70% out of the total score will not be acceptable	
Financial Evaluation and Supplier Selection	Price/Quality Ratio: <ol style="list-style-type: none"> 1. The financial price submitted by the supplier will be divided on the number of the points received above. 2. Supplier with the lowest Price/Quality Ratio will be selected. 	

Supplier Name:

Contact Person:

Phone Number:

Email address:

Signature

Date:

Stamp:

Warm regards,

Ibrahim Al-Shalafi

Logistics and Admin Assistant,
Middle East and North Africa - Yemen Office
Building No. 10, Yemen Red Crescent Society
26 of September St., Sana'a, Yemen
ibrahim.alshalafi@redcross.no

