

From: Norwegian Red Cross – MENA Office Subject: Supply of Non-Food Items

(NFIs)

cc: Nabih Fawaz Our file ref.: YEM2024-008

Date: 06-11-2024 N° of pages including this page: 4

Re: Request to supply and Delivery of NFI Kits for Yemeni Red Crescent Society to Sanaa - Yemen

Submission deadline: 13 November 2024 at 12 PM, Sana'a Time

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

## **REQUEST FOR QUOTATION**

The Norwegian Red Cross MENA Office is requesting your best firm offer for the supply and deliver Non-Food Items for the Yemeni Red Crescent Society to Sanaa, Yemen, as follows:

**Type and Quantity:** Refer to:

Annex F - Pricing Template

Delivery Location: DDP (incoterms 2020) to Yemen Red Crescent Society - HQ

Television St. - Sana'a, Yemen

Quality specifications: Refer to Annex A – Annex B – Annex C – Annex D – Annex E

(If Offered Specifications are different from requested, please specify in the

relevant section)

Samples: Samples must be sent to Yemen Red Crescent Society - HQ

Television St. - Sana'a, Yemen, before offers submission deadline on 13-

November-2024.

**Evaluation and Reward:** Each item/kit will be evaluated and rewarded separately.

Packaging and: Goods must be packed suitable for transportation including rough handling

**Transportation** to destination.

Weights and Dimensions: Please state type of packing, net and gross weights, size of the package and

cubic dimensions

Marking: All Packages must clearly indicate – Humanitarian Aid with Logos of

Norwegian Red Cross and Yemeni Red Crescent Society.

Language: All documents, markings and labelling should appear in Arabic and English

languages

Packing list: Ensure a packing list is attached in/and outside each carton stating

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 F

\* Total price DDP as per Annex F

\* 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 – Annex B – Annex C –

Annex D - Annex E

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 & ADMINSTRATIVE OFFER" and "FINANCIAL OFFER" Shall be submitted in separate emails.

2. The email containing the "Technical & Administrative Offer" shall have the

subject: **YEM2024-008 Technical & Administrative Offer.**The Offer shall be submitted with the following attachments:

- Request for Quotation (this document) Signed and Stamped
- Annex A-B-C-D-E Technical Specifications of Items Signed and Stamped
- Annex G Supplier Registration Form Filled, Signed and Stamped
- Annex H General Terms & Conditions for Services Signed and Stamped
- Company Registration:
  - Certificate operating business/ company registration certificate/ trade license
  - o 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
- 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: YEM2024-008 – Financial Proposal.

The proposal shall be submitted with the following attachments:

- Annex F: 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 <a href="mailto:ibrahim.alshalafi@redcross.no">ibrahim.alshalafi@redcross.no</a>. 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 <a href="mailto:ibrahim.alshalafi@redcross.no">ibrahim.alshalafi@redcross.no</a>. 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 in Similar Projects,	15
Experience and Capacity	Provide evidence of having successfully carried out similar assignments to demonstrate expertise and functionality in the required fields.  1. Attach completion certificates for similar projects.  2. Provide contact details of your clients	
	Company Financial Capacity  Will be evaluated based on the turnover and audit reports	15
Technical	Technical Specifications	60
Offer	<ol> <li>Compare Datasheets with Norwegian Red Cross requirements mentioned in Annex A – B – C – D and E</li> <li>The Rank for the offers given by each supplier against the specifications requested in Annex A – B – C – D and E will be with a suitable weighting for each factor to be evaluated. 1 is the lower and 5 is the higher point. (Items in Annex D and E will be evaluated as 1 item)</li> </ol>	

	3. Each Item/kit will be evaluated and rewarded separately		
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	Price/Quality Ratio:		
Evaluation	1. The financial price submitted by the supplier will be divided		
and Supplier	on the number of the points received above.		
Selection	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

