



## *Invitation to Tender (ITT)*

Tender for Medicines for Healthcare Response within North-West  
Syria

مناقصة لاسترجار أدوية ضمن الاستجابة الطبية في شمال غرب سورية

**Reference: HA/009/2021**



## Background

Human Appeal is a UK-based, international development and relief charity having its offices in Manchester. It was established in 1991 with a mission to alleviate the sufferings of poor people around the world. Since 2013, HA has set up an office in Turkey to provide emergency aid and services to people affected by the conflict in Syria.

## Our Vision

To become the global agent of change for a just, caring, and sustainable world.

## Our Mission

We are a global humanitarian and development organization. We save lives, alleviate poverty, transform and empower local communities whilst championing humanity, impartiality, neutrality, and independence.

## Section A: Invitation to Tender

Tender for Medicines for Healthcare Response within North-West Syria

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### Tender Summary:

Human Appeal Turkey (HAT) announces this tender for the purpose of ensuring equal competitive bids for providing Medical Equipment and Items to be delivered throughout a maximum duration of three weeks to either of the following locations within North-West Syria:

- Bab Al-Hawa Zero Point (For the Turkey- based supplier warehouse).
- Human Appeal Medical Warehouse in Sarmada Town/ Dana Sub-District/ Harim District/ Idleb governorate (For the Syria or Turkey- based supplier warehouse).

### 1. Technical Specification/s:

- The interested bidders are asked to provide their bids according to the bills of quantities (BoQs) attached as well as the terms indicated within this invitation to tender.

### 2. Site/s of Delivery:

The selected bidder shall commit to deliver the requested items at the following location/s:

- Bab Al-Hawa Zero Point (For the Turkey- based supplier warehouse).
- Human Appeal Medical Warehouse in Sarmada Town/ Dana Sub-District/ Harim District/ Idleb governorate (For the Syria or Turkey- based supplier warehouse).

### 3. Schedule/s of Delivery:

- The selected bidder/s will be asked to deliver up to the whole quantities requested in one-shot shipment.

### 4. Bid Folder Components:

The interested bidders are requested to provide the below information through e-mail to:

[HA0092021.tender@humanappeal.org.uk](mailto:HA0092021.tender@humanappeal.org.uk)

- **The annex filled, signed and stamped from the bidder side as PDF files.**
- **The annex filled from the bidder side as Excel sheets.**
- Copy of the identity card, Passport, or any official document that confirms the identity of the bidder.
- **In case the bidder is different from the owner of the company, establishment, or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.**
- **Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for that will issue their invoices from within Syria.**
- Bid Proposal Form filled with the all needed information (As indicated later in this invitation to tender), signed and stamped by the bidder including:
  - The bidder surname, middle and surname.
  - Bidder Address (Country/ Governorate/ District/ Sub-District/ Community).
  - The bidder contact information (Phone Number and Email).
  - Unit price (In USD).
  - Quotation validity date.
  - Time (In working days) following the signature of the contract that is required to deliver the first shipment (The first shipment could be the only shipment as it can represent the whole quantities requested).
  - Time (In working days) of delivery of the individual shipments following the request by HAT supply chain department.
  - The confirmation that the bidder can provide the requested quantities items in one shot shipment.
- The bidders are requested to provide the brand of items, specifications and certificates (if any) relevant to demonstrating the bidder capacity to provide the requested goods/ services.
- Whenever feasible, the bidders are requested to provide copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s.

#### 5. Quoted Pricing:

- The interested bidders shall provide the prices within their individual quotations in US Dollar USD.
- When providing the pricing, the interested bidders shall take into consideration that this shall also cover the costs of delivering the requested items at the indicated locations.

#### 6. Tender Closing Date:

- All interested bidders shall provide their quotations before Thursday the 9<sup>th</sup> of September 2021/ 05:00 PM Turkey Time.
- Any quotation received after the aforementioned deadline will not be considered for review by HAT.

#### 7. Mean/s of Delivering the Bids:

- Please send the bid folder to email directly to: [HA0092021.tender@humanappeal.org.uk](mailto:HA0092021.tender@humanappeal.org.uk)

#### 8. Selection Criteria:

- To be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfill all of the requested bid components detailed above.
- In order for the individual items to be qualified for being considered during the analysis of the

corresponding bids, they shall hold the following preliminary conditions:

1. Individual items' expiry dates to be no less than one year from the bid issuance date.
  2. The individual items the pricings are quoted for shall not be labelled as free samples.
  3. The individual items the pricings are quoted for shall be provided with Barcodes or QR-Codes.
- The received bids will undergo competitive bid analysis by HAT, where the following factors will be evaluated to select the most appropriate bidder:
    1. Unit costs of the individual items. (The requested quantities are as those according to the individual pharmaceutical forms (capsules, tablets, ampules, bottles ...etc.) and not according to the products packaging (boxes, jars, containers ...etc.)
    2. The quantities that the bidder can provide in one-shot shipment.
    3. The ability of the bidder to obtain the required approvals from the Turkish authorities to provide the item through the cross-border into Syria if needed.
    4. Quotation validity date.
    5. Time (In working days) following the signature of the contract that is required to deliver the first shipment (The first shipment could be the only shipment as it can represent the whole quantities requested).
    6. Time (In working days) of delivery of the individual shipments following the request by HAT supply chain department.
    7. The confirmation that the bidder can provide the requested quantities items in one shot shipment.
    8. Also, the copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s might be considered as an added value for the bidders.

#### 9. General Considerations:

- HAT reserves the right to not ask for the whole quantities requested within the BoQs attached to this ITT.
- HAT reserves the right to ask for quantities exceeding the requested ones within the BoQs attached to this ITT by -/+50% per item.
- HAT reserves the right to contract with more than one supplier if the supplier per se was not able to provide the whole items listed within the required BoQ.
- By signing this tender form, the individual bidders accept and declare all of its terms and conditions.
- As a preliminary condition to be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfil all of the requested bid components detailed above. However, HAT reserves the right to not consider any of the quoted bids without providing any justification to the individual bidders.
- Other details including the payment procedures, and the regulations for terminations will be outlined within the contract with the selected bidder.
- By signing this tender form, the bidders consent that their individual bids have not been agreed or arranged with any prospective competitor or trade association and will not be communicated to any third party. And that failure to comply with this might render the relevant bids ineligible or the relevant contracts terminated from HAT side.
- Bidders are required to stamp every page of this document as well as that of the required annexs with their legal/adopted company stamp and NO bid will be accepted without a genuine company stamp.
- Online bidding
- Any quotation received after the aforementioned deadline will not be considered for review by HAT.
- All taxes and financial obligations external to this tender, the provided RFQ or the consequent contract

- are the responsibility of the selected bidder to solely deal with.
- If a dispute occurs, The Turkish Law will be applied for settlement. Also parties can agree on alternative dispute resolutions for settlement. In case of any ambiguity, true intentions of parties will be taken into consideration.

## Section B: Bid Folder

Tender for Medicines for Healthcare Response within North-West Syria

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### a. Bid Proposal Form

The interested bidders are requested to provide information within the below table:

Description	Bidder Inputs
Name, Middle and Surname of the Bidder	
Bidder Address (Country/ Governorate/ District/ Sub-District/ Community)	
Phone Number of the Bidder	
Email Address of the Bidder	
Quotation Validity Date	
Time (In working days) following the signature of the contract that is required to deliver the first shipment. (The first shipment could be the only shipment as it can represent the whole quantities requested).	
Time (In working days) of delivery of the individual shipments following the request by HAT supply chain department.	
Total Cost (In US Dollar): <b>Please provide the total cost <u>in numbers</u> within the box to the right:</b>	_____ USD
Total Cost (In US Dollar): <b>Please provide the total cost <u>in words</u> within the box to the right:</b>	_____ USD

### b. Bid Folder Attachment (Documents to be provided by the bidder):

- **The annexes filled, signed and stamped from the bidder side as PDF files.**
- **The annexes filled from the bidder side as Excel sheets.**

The annex is one page and labelled as follows:

1. Medicines List.
- Copy of the identity card, Passport or any official document that confirms the identity of the bidder.
  - In case the bidder is different from the owner of the company, establishment or entity on behalf of

which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.

- Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for that will issue their invoices from within Syria. (A Must)
- The bidders are requested to provide the brand of items, specifications and certificates (if any) relevant to demonstrating the bidder capacity to provide the requested goods/ services.
- Whenever feasible, the bidders are requested to provide copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s.

**c. Bidder’s Declaration**

I hereby state that I read and understood the terms indicated within the above invitation to tender form, and that I have carefully checked and examined all the provided bid related documents. I also confirm that the provided pricing is a fixed and not subject to any changes or alterations including those due to currency fluctuations. The offers are fully inclusive of all charges, supervision, preliminary costs, payroll costs and out of pocket expenses (excluding overnight stays etc.), of all kinds including printing costs, telephone calls and travel/subsistence expenses necessary for the completion of the Services.

**Company Name** :

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**Bidder’s Full Name** :

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**Official Stamp** :

**Title** :

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**Signature** :

