

# REQUEST FOR QUOTATION (RFQ)

FOR TENT FOR THE TURKISH RED CRESCENT

**TENDER REFERENCE NO.: RFQN-HURLU-23-0047**

**17 August 2023**

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## 1. SERVICES/GOODS REQUIRED:

**ITEM DESCRIPTION:** Tent, Disaster, 16m2 as per the specification attached (Annex I).

**QUANTITY:** 20,000 pcs

**PAYMENT TERMS:** Within 30 days from date of receipt of goods and all supporting documents in good order in line with incoterms indicated on the individual PO.

**LANGUAGE:** All products labelling shall be in English & Turkish.

## 2. DELIVERY TERMS & DESTINATIONS:

- DAP Turkish Red Crescent Adana Lojistik Merkezi  
**Address:** Adana Hacı Sabancı Organized Industrial Zone, Acidere OSB District, Recep Tayyip Erdoğan Avenue 118 Street No: 15/1 Sarıçam/ADANA
- And possible delivery location as per the delivery locations mentioned in Annex III.

The 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.

## 3. DELIVERY SCHEDULE / DELIVERY PERIOD:

The items are required urgently and they must be delivered at the delivery destination at the soonest but within a maximum period of **60 calendar days after signing the purchase order**.

The delivery timelines above are indicative, if your delivery schedules are different from the proposed timelines, please state your earliest delivery timelines for the total order quantity in your quotation.

## 4. INSTRUCTION TO BIDDERS:

It is strongly recommended that this RFQ document and its annexes are read thoroughly. Their purpose is to inform you as Bidder of the proper practices to be followed to satisfy the requirements for the submission of Bid. Failure to observe the information and conditions laid out here may impact the evaluation process.

The following documents shall be deemed to form and be read as part of this Request for Quotation:

- a. Request for Quotation (RFQ).
- b. Annex I – Technical Specifications
- c. Annex II - Technical offer form
- d. Annex III - Pricing template
- e. Annex IV - Supplier Registration & Declaration

The IFRC aims to follow the following time schedule for this tender process:

- 17 August 2023 – Launch of Request for Quotation
- 23 August 2023 (23:59hrs Budapest time) – Deadline to submit enquiries to IFRC.
- **28 August 2023 (23:59hrs Budapest time) – Deadline for submission of bids.**
- 15 September 2023 – Purchase Order (PO) will be issued.

## 5. THE CONTENT OF THE OFFER – TECHNICAL, FINANCIAL & ADMINISTRATIVE:

The Bidder must submit an overall offer for TENTS in EUR or TYR and the offer shall be prepared and submitted in English. The complete Offer shall be submitted in three separate part - (1) Technical Offer (2) Financial offer and (3) Administrative documents - as detailed herein of the RFQ.

**The Bidder shall submit all required documentation in this Request for Quotation. Offers not conforming to the requested formats may not be taken into consideration.**

### 5.1 Technical Offer

The Technical Offer shall contain the following information:

- 5.1.1 Technical offer form: Kindly fill up the Annex II for details technical proposal in line with IFRC requirements explained in Annex I – Technical specifications.
- 5.1.2 Sample: You do not need to submit sample of the products along with your bid. However, the representative sample should be ready with you and should be sent to our office in Turkey within **five working days** upon request at later stage. Bidder shall sent one complete representative sample (as per final product) including markings and packing for inspection purposes at no cost to the IFRC.
- 5.1.3 QA documents: Bidder shall submit all quality control and quality assurance certificates listed below along with the offer. Note this certificate should not be older than 12 months.
  - ISO certificates as per the requirement mentioned in the technical specifications.
  - Lab test reports as per the requirement mentioned in the technical specifications.

### 5.2 Financial Offer

#### **Content of the Financial Offer**

**All the prices should be in Turkish Lira (TRY) or in EURO and VAT excluded.**

The Prices shall be quoted by the Bidder in the Price Quotation Sheet attached to the RFQ as Annex III. The form and content of the Pricing Template Sheet must not be changed.

Any pricing information shall exclusively be indicated in the Pricing Template Sheet. Offer that has a different price structure than the given in Annex III may not be accepted.

Bidder shall specify clearly in the offer, price and origin details as per Annex III with payment conditions within 30 days from date of receipt of goods and all supporting documents in good order and receiving of the invoice for payment:

#### **VAT:**

Price quoted in the Financial Offer shall be free from all direct taxes, custom duties & VAT. **IFRC Turkey Country office is a VAT- exempted organization. The quoted price must be without VAT.** The Bidder shall be liable to pay all taxes, duties, levies and other charges which are due on the basis of national legislation.

#### **INSURANCE:**

Insurance of the goods during transportation from Supplier's premises to final destination will be covered by Buyer (IFRC) as applicable INCOTERM.

### 5.3 Administrative documents:

Bidders are requested to submit the following documents along with their offer in separate email:

- a. The “Supplier Registration Form” (Annex IVA) must be properly filled in signed and submitted together with the required documents.
- b. Federation General Terms & Conditions on purchasing (Annex IVB)
- c. Standard Acceptable Quality Limit and Penalties Plan (Annex IVC)
- d. Audited financial statement for the last three (03) years.
- e. A Bank statement where the company name, bank account number and bank account holder’s name are legible.
- f. A letter from the bank confirming the bank account details.
- g. Supplier experience: list of clients for the last five years (Annex IVD)
- h. Company quality management certificates, ISO certifications etc.

Note: Kindly provide only a complete set of documents as partial documents will not facilitate the process.

If Supplier Registration Form (Annex IV) is submitted previously and no updates or changes are made in the given information, then please do not submit it, and mention it in your quotation.

## 6. CONDITIONS OF PARTICIPATING IN THE BIDDING PROCESS:

### 6.1 Confidentiality

All provided documents, technical data and information relating to this RFQ shall be treated as confidential and the Bidder and the personnel of either of them shall not, either during the tender process or after, disclose any such documents or information to any other person, government, other organizations, or authority external to the IFRC.

The Bidder shall not communicate at any time to any other person, government, other organizations or authority external to the IFRC, any information known to them by reason of their participation in this RFQ; nor shall the Bidder use such information to their private advantage. The Bidder agrees not to publish, announce anything prejudicial to the IFRC’s goodwill or overall public image.

Details of the evaluation process will not be disclosed to the Bidders.

IFRC reserves the right to publish the name, location and amount of contract with the selected Supplier on its website, if it may be required by back donors:

IFRC reserves the right to transfer information within IFRC, ICRC and RC/RC NSs and other humanitarian organisation, being bound by the terms and conditions of a confidentiality obligation.

### 6.2 Eligibility Requirement and Supplier registration

- It is not permitted that invited tenderers appear in more than one quotation.
- In case of one provider submit the proposal in joint-venture, this provider cannot send another offer as sole bidder. If happens, the Joint-venture and all the providers included in it shall be immediately disqualified.
- The “Supplier Registration Form” (Annex I) must be properly filled in and submitted together with the required documents.

IMPORTANT NOTE: Any Supplier participating in the tender shall not be on any sanctioned list of a UN body /the World Bank /the Asian Development Bank and/or barred or sanctioned under any domestic law or by an international body. Any Supplier sanctioned or barred by such body or State shall be ineligible to bid or participate in any tender process of the IFRC.

### **6.3 General Terms and conditions**

Acceptance of your offer entails the waiving by the bidder of its General Conditions of Sales. All terms and conditions not mentioned herein shall be governed by the IFRCs "Terms & General Conditions on Purchasing" attached hereto as Annex IVB and being considered as an integral part of the Framework Agreement.

Submission of a bid by the bidders confirms his/her acceptance of the IFRC's standard "General Terms and Conditions on Purchasing" and all the other conditions mentioned in this RFQ documentation and its Annexes.

### **6.4 Intellectual Property Rights**

All intellectual property rights in all material under contract award (including, but not limited to reports, data and designs, whether or not electronically stored) produced by the successful Bidder or its personnel, members or representatives in the course of carrying out the awarded contract/agreement will be the property of the IFRC.

## **7. VALIDITY OF THE OFFER:**

Your offer must remain valid for **120 days** before a Purchase Order / Contract is placed, and if placed should be accepted by you.

## **8. QUALITY ASSURANCE:**

Prior to and/or after signing the Purchase Order, a supplier evaluation may be done to determine that the supplier meets acceptable standards. This includes but not limited to standards such as Legal compliance, social compliance, technical competence and quality assurance. The due diligence may include Company Profile and Information, Organization, Production Capacity, Machinery and Facilities, Quality Assurance System, Supply Chain, Environment and more. Bidders **MUST** submit quality certificates/certificate of analysis for each item considered in the Parcel. Note this certificate should not be older than 12 months.

Important Note: IFRC reserves the right to conduct the Audit if deemed necessary. The Audit can take place both by internal IFRC personals or by any 3rd party Audit firm appointed by IFRC.

### **8.1 Inspection and Acceptance:**

All products may be subject to inspection and or testing by the IFRC or its designated representatives, to the extent practicable at all times and places, prior to final acceptance by the bidder.

Quality and quantity may be determined by independent surveyor appointed and paid for by the IFRC. Quality and quantity inspection may be performed if deemed necessary upon arrival. Any inspection carried out by appointed surveyor shall not prejudice the implementation of any other relevant provisions of this order concerning obligations subscribed by the bidder, such as warranty or specification hereto will apply (Annex I).

The IFRC reserves the right to request during production inspection, final random inspection and loading inspection reports at the cost of the seller.

### **8.2 Acceptable Quality Limit (AQL):**

IFRC uses the proven method of Acceptable Quality Level 'AQL' (or Acceptable Quality Limit) to conduct product inspection, which normally shall be included in the tender documentation and contracts.

The general inspection level II is normally used to determine the corresponding letter of the lot size. Then this letter which corresponds in the table II to a sampling size to be inspected. The usual AQL used by IFRC is generally: 0 / 2.5 / 4 for Critical / Major / Minor defects, (Annex VI).

Acceptability of a lot shall be determined by the use of sampling plan/s as above.

The Buyer shall have a reasonable time (not more than 60 days from customs clearance) after delivery of the Products at the final destination to inspect, accept or refuse acceptance of them as not conforming to the terms and conditions stipulated in this Agreement or the relevant Purchase Order.

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-conforming goods nor impose liabilities on the Buyer therefore.

On periodic basis, Buyer may conduct a random sampling of the Goods. If any Goods are found inferior to required specifications, then the Seller shall bear the cost of the laboratory testing and shall be responsible to replace the Goods at his own cost. Liquidated damages may also be applicable for late dispatch/delivery in such cases.

### **8.3 Quality and compliance with specifications:**

IFRC strives to deliver quality goods to its beneficiaries and constitutes the dignity, health and safety of the beneficiaries at its topmost priority. As a general rule, goods not compliant to the required specifications shall be straight away rejected. Therefore, to ensure that right goods are delivered by the supplier a penalty clause shall be stipulated in the Framework Agreement to cover the concerns related to delivery of non-compliant goods.

In cases of procurement funded by specific donors, the donor, if required, shall be able to conduct inspection of consignment or test at Seller's premises. All inspection and tests on the premises of the Seller shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Seller.

Sellers are requested to submit together with their bids an outline of their Quality Assurance policies and explain how they will maintain the Quality of the offered products throughout the tenure of Framework agreement.

With your offer, please also send the Q&A documents according to each item and the following ones from the company:

- Manufacturer ISO 9001:2008 quality management certificate.
- If a company has an ISO 14001 certification, please submit a copy.
- Quality Assurance Certificate issued by authorized bodies.
- Laboratory test results by internal/external laboratory.
- Certificates of Appreciation or accreditation (if applicable).
- GMP certificate (Good Manufacturing practice).

### **8.4 Non-Conforming Items:**

Once item has been received, IFRC reserves the right to not accept, if any item or particulars are found to be non-conforming during inspection process.

All costs associated with visual and laboratory inspections which are found to be non-compliant will be borne by the supplier including the associated penalties as a result of the non-compliant.

If any inspection or test is made on the premises of the Seller, the Seller shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Seller shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Seller.

Supplier to include a certificate of compliance to all deliveries indicating manufacturing batch number, manufacturing date, the relevant tests/inspections done to the said batch.

### **8.5 Penalty for Non-Compliance:**

In order to determine financial penalties, the Buyer shall classify Defects as Critical, Major or Minor and all discrepancies found shall be evaluated for such classification as below:

(a) Critical nonconformity: Any discrepancy which might harm a user or makes it impossible to use the product properly is considered to be critical. Lots with Critical discrepancy are subject to refusal.

(b) Major defects: Any discrepancy which makes the use of the product less efficient than expected is considered to be major. Lots with Major discrepancies can be accepted.

(c) Minor defects: Any discrepancy which does not have an influence on the performance of the product is considered to be minor. Lots with Minor discrepancies can be accepted.

Non – Conformities classification and related penalties: The usual AQL used by IFRC is generally: 0 / 2.5 / 4 for Critical / Major / Minor defects, (Annex VI).

**Critical:** Nonconforming characteristic (number of nonconforming items = Rejection number) implies a penalty of 10% of the value of the total Purchase Order and shall be lead to the refusal of the Lot.

**Major:** Nonconforming characteristic (number of nonconforming items = Rejection number) implies a penalty of 0.5% of the value of the total Purchase Order per each nonconforming characteristic. >10% of nonconforming items is subject to lot refusal

**Minor:** Nonconforming characteristic (number of nonconforming items = Rejection number) implies a penalty of 0.25% of the value of the total PO per each nonconforming characteristic. >10% of nonconforming items is subject to lot refusal.

Alternative specifications will not be accepted. The specifications must meet the required technical detail criteria and should match with the technical specifications as per attached annex II and the IFRC standards catalogue.

### **8.6 Liquidated damages clauses:**

Please be advised that delivery of output after agreed delivery schedule without justification accepted by the IFRC may be subject to a deduction from the invoice of 0.5% per day up to 10% of the total value of the contract.

N.B. – In addition to the penalties for late delivery, the Seller may also be held responsible for all costs related to late delivery, including the costs of storage, demurrage and transport waiting time, wherever applicable.



## 9. REQUIRED DOCUMENTS FOR PURCHASE ORDERING:

Documents Required for each delivery & will be specified in relevant purchase order:

- Commercial Invoice (original + copy).
- Proforma Invoice.
- Packing List.
- Delivery Note.
- Gift Certificate (issued by IFRC).
- Goods Received Note – GRN (issued by IFRC).
- Certificate of Origin.
- Certificate of Quality.
- AWB, SWB, CMR (as applicable).
- Any other documents as required in relevant Purchase Order.

Distribution of documents will be confirmed in subsequent Purchase Order.

## 10. PACKING, MARKING & SHIPPING REQUIREMENTS:

### 10.1 Packing:

Please refer to Specification sheet attached and if the proposal is different from the requester, please provide detailed description.

Each item of the kit should be individually packed and further packed as a kit in a strong 5 ply Brown carton box. Empty spaces have to be avoided or filled up as this would result in crushing of the cartons during transport. Carton boxes must withstand stacking 6m high for 48 hours without deterioration, closure must withstand minimum 10 strong manual handling, exposure to the rain and must withstand the weight of the items in the kit.

Please note that packing should be suitable for transport by sea, air and/or road/rail and withstand rough handlings at final destination. Please note that the quantities indicated in the “Item Details” (Annex III) are indicative figures, the same shall be aligned to the FCL information received with your offer.

### 10.2 Marking:

- Marking shall be defined at each Purchase Order.
- Description of goods, consignee address, IFRC Commodity Tracking Number (CTN)
- Any other text and logo marking if required.

### Important Note:

In case the buyer request to include the logo for any destination wherever necessary, the cost of printing and/or producing the logo and including in the requested goods, the supplier will be responsible for providing such logo requirements as requested by IFRC without any additional charge to the buyer.

In case the buyer request to change the labelling of the products to any other language, the supplier will be responsible in doing it with no additional charges to the buyer.

### 10.3 Shipping Remarks:

On shipping documents: "For Humanitarian Purpose" - "No Commercial Value"

On cartons: "For Humanitarian Purpose", content or composition of the kit per box, consignee, IFRC Commodity Tracking Number (CTN).

## **11. BID EVALUATION:**

The offers shall be evaluated based on the submitted offers as well as Supplier Registration Form and supporting documents. The evaluation will involve consideration of several factors such as the following, but not limited to:

- a. Technical evaluation:
  - Technical offer in compliance with the established specifications.
  - Submission of the required quality management and assurance certificates.
  - Production capacity, readiness of the product and delivery lead time.
  - Reliability/popularity of the items/brand in local market.
  - Completeness of the offer and ability to respond quickly to needs, timely delivery etc.
  - Past experiences, track record, contract capacity etc. with similar category of the products.
  - Previous experience with RC/RC movement or similar humanitarian organization. Company References.
  - Environmental considerations, environmental protection activities.
- b. Financial evaluation:
  - Financial standing
  - Financial capacity/capability (finance due diligence).
  - Acceptance of IFRC standard payment terms.

## **12. PERTINENT INFORMATION:**

- a. The IFRC reserves the right to accept or reject any or all offers, and the lowest bid need not be accepted without assigning any reason. Failure to comply with any of the above requirements will justify rejection of the quotation.
- b. 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.
- c. The IFRC 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.
- d. The items offered must compliance with our required specification as above. The IFRC reserves the right to accept the 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.
- e. The IFRC reserves the right to split up the order between suppliers
- f. 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 the IFRC should not be held responsible for any such change in required quantities.
- g. IFRC is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. The contract will be awarded to the bid considered most responsive to the needs, as well as conforming to IFRC's general principles, including economy and efficiency and best value for money.
- h. The Buyer reserves the right to procure the Goods from other sources during the term of this agreement.

### **13. CORPORATE SOCIAL RESPONSIBILITY AND PRINCIPLE OF CONDUCT**

#### **Social standards:**

Suppliers seeking to work with IFRC must commit to respect internationally recognized human rights principles and labour standards, Suppliers or service providers must:

- a) Conduct their business in respect of fundamental human rights and be in no way complicit in human rights abuses
- b) Uphold the abolition of all forms of forced labour, also known as 'modern slavery'
- c) Uphold the effective elimination of child labour
- d) Uphold the elimination of discrimination in respect of employment and occupation
- e) Guarantee a safe working
- f) Whenever possible and economically viable, IFRC shall seek to procure goods and services that lessen the burden on the environment. The supplier's environmental performance shall be based on the following criteria:
  - g) Environmental policy, committing the supplier to reduce environmental impacts
  - h) Resources dedicated to environmental management (dedicated function or team)
  - i) Implementation of an environmental management system

#### **Business ethics:**

Suppliers are expected to maintain the highest degree of business ethics when working or seeking to work with IFRC.

#### **Transparency of information provision:**

Suppliers shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection, contract-awarding process and implementation of the contract in their favour. This will lead to automatic termination and the relevant costs incurred by the IFRC may be reimbursed by the supplier.

#### **Fair competition:**

Sellers shall not be involved in any corrupt, collusive or coercive practices.

The Seller shall represent and warrant that no official of IFRC has been, or shall be, admitted by the supplier to any direct or indirect benefit arising from the award of the contract.

When performing on behalf of or at any time representing IFRC, the Seller and all individuals assigned by it to perform works or services, shall act in a manner consistent with the fundamental principles of the International Red Cross and Red Crescent Movement.

#### **Integrity line:**

Report any alleged misconduct or integrity incident, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behaviour, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to [speakup@ifrc.integrityline.org](mailto:speakup@ifrc.integrityline.org).

**If at any time during the RFQ or procurement process the IFRC determines that the Bidder is in violation of the above-mentioned principles, the proposal will be rejected as ineligible.**

**The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions (Annex IVB) and must be accepted by the Bidder as a condition of contracting with**

the IFRC. Any refusal of these terms shall constitute grounds for rejection of offer; and any violation during a contract term shall constitute grounds for termination.

#### **14. SUBMISSION OF OFFER:**

Offers must be received no later than **28 August 2023 @ 23:59hrs Budapest time** and must be forwarded as an electronic copy to the sealed bids e-mail account of the IFRC:

[Europe.bidreceiving@ifrc.org](mailto:Europe.bidreceiving@ifrc.org)

On or before the Bid Submission Date, Bidder may submit multiples emails to the above given sealed bid address as follows:

Email 01: The Bidder shall submit in a zip file all the documentation requested to be part of the Technical offer (Annex II) in line with clause 5 of this RFQ and with its Annexes. The subject of the email shall clearly state "RFQN-HURLU-23-0047 - Technical offer".

Email 02: The supplier shall submit the Financial offer as per the given Pricing Template Sheet (Annex III) in line with clause 5. The subject of the email shall clearly state "RFQN-HURLU-23-0047 - Financial offer".

Email 03: The Bidder shall submit in a zip file all the documentation requested to be part of the Administrative Documents (Annex IV) in line with clause 5 of this RFQ and with its Annexes. The subject of the email shall clearly state "RFQN-HURLU-23-0047 – Administrative documents".

**Please do not cc or bcc any other IFRC email addresses on your email with the proposal.**

**IMPORTANT! Any quotation addressed to any different e-mail account and/or not properly marked may not be considered.**

Quotations received by the IFRC after the deadline or quotations that do not comply with the requirements will not be considered. Bidders presenting incomplete documents will be excluded from the tender process. The IFRC will acknowledge receipt of the proposal to the sender.

#### **15. ENQUIRIES – CLARIFICATIONS:**

Enquiries are only permitted until 23:59 (Budapest time) 23 August 2023 and should be directed **ONLY BY EMAIL** to [ashfaq.ahmed@ifrc.org](mailto:ashfaq.ahmed@ifrc.org). Enquiries will be addressed **ONLY BY EMAIL** to the bidders.

**IMPORTANT:**

Please note that Bid Submissions are not to be sent to the e-mail address above. Failure to comply with this provision may result in disqualification.

#### **16. ANNEXES**

The following documents shall be deemed to form and be read as part of this Request for Quotation:

- Annex I – Technical Specifications
- Annex II - Technical offer form
- Annex III - Pricing template
- Annex IV - Supplier Registration form