



**UFUKLAR**  
insani yardım derneđi  
Horizons humanitarian relief organization  
منظمة آفاق الإغاثية الإنسانيّة

Request For Quotation

RFQ – Medications

T-TR-9-25-C-02

31/01/2025

#### About AFAQ

AFAQ is a non-profit organization registered in Turkey that implements effective sustainable socio-economic development programs by providing humanitarian assistance to Syrians affected by violence, hunger, poverty, injury and displacement. AFAQ works through integrated health, nutrition, protection, mental health, psychosocial support, and water and sanitation programs to meet the needs of the affected population.



## Introduction

Health infrastructure in northwest Syria remains extremely weak, lacking adequate medicines, medical supplies and equipment. Recent escalations in violence have led to further displacement, civilian casualties, and increasing barriers to access to health services and humanitarian assistance.

Kidney failure disease is a life-threatening condition that requires regular dialysis treatment to filter waste and excess fluid from the blood. If dialysis supplies, such as dialysis machines, medicines, consumables, etc., are blocked or unavailable, the consequences will be catastrophic.

To address these pressing issues, this project focuses on securing and distributing dialysis kits, including biopharmaceuticals, to approximately 1,240 kidney failure patients across 20 centers in northwest Syria over a three-month period. By providing continuous access to dialysis treatments, the project aims to improve health outcomes for these at-risk patients and maintain high-quality and continuous dialysis services that are essential to their survival and well-being. Through this project we will provide dialysis session requirements including dialysis tools and medications for patients with end-stage chronic kidney failure. The current request for quotation, **is for medicines for patients with renal failure.**

## RFQ

### Subject: Request for proposals for special medicines for patients with kidney failure

- Date:31/01/2025
- T-TR-9-25-C-02: Number
- Release Date: 31/01/2025
- Organization: AFAQ Humanitarian Organization \ Logistics Office
- Closing Date: 10/02/2025 05:00 PM Turkey Time
- Deadline for inquiries: 07/02/2025 on procurement@afaq-tr.org email
- Expected Award Date: 14/02/2025
- To deliver their offers, companies should follow the same address for the physical samples which will be mentioned later through this RFQ.

### This RFQ includes the following sections:

- I. Part I: Instructions for Bidders
- II. Part II: Statement of Work
- III. Part III: Evaluation factors for attribution
- IV. Part IV: Appendices

**This request does not in any way constitute an obligation on AFAQ to provide a grant or compensation to the responding organizations for any costs associated with the preparation and submission of their proposals.**

### **I. Part I: Instructions for Bidders**

- The bidder is requested to submit an offer that is directly compatible with the terms, terms and conditions of the RFQ. Proposals that do not agree with this solicitation may be classified as inadmissible and therefore excluded from further examination.
- The bidder must adhere to a display period of up to 60 days.



- The overall offer must consist of two completely separate parts, so that the "financial" and "technical" offer is in two separate envelopes that are combined into one sealed envelope and all three envelopes are signed and sealed with the name of the company.
- The quote for each item must be in Euro.
- The transfer of the value of the materials will be in Turkish lira and will be for Turkish companies on their bank account in Turkey and companies in Syria will be at the expense of BTT exclusively for the owner of the company exclusively.
- The payment will be in Turkish lira against a value in the amount in euros according to an exchange rate identical to the exchange rate of the bank approved by the AFAQ organization (VAKIF KATALIM Bank) through which the transfer is made on the day of the transfer, and AFAQ will not bear any consequences for exchange rate differences.

**- First envelope (technical presentation): The following files are mandatory attached:**

**A. Exhibitor ID – B. Bank Account Details / PTT – C. License or Registration Documents – d. Initial Insurance Receipt \$2000 – Certificate of Recommendation or Previous Experience from Three Previous Contracts with the Same Nature and Cost of Materials F. Company Profile.**

In addition to the first envelope, the technical offer "Attachment No. 1" and the assurances for quality control "Attachment No. 2" shown as follows, which will be requested later from the company in the event that it wins the tender before the contracting process:

- All medical materials meet safety standards in accordance with the Turkish Product Safety Law No. 7223 by confirming that these materials comply with the European Union-compliant Turkish standards regarding the marking CE Technical documentation and control.
- Confirmation that the drugs are of acceptable origin within the standards of the Technical Committee and the Syrian Drug Control Authority of the Syrian Ministry of Health, which is a key condition.
- Confirm that all medical materials are registered in the system Ürün Takip Sistemi In Turkey in order to track and comply, and if the item is imported from outside Turkey, it must be listed in the Turkish drug control regulation.
- Bill of lading, packing list, and certificate of origin for materials.
- Compliance with the standards issued by the Turkish Medicines and Medical Devices Agency (TITCK), including Good Manufacturing Practices (GMP).
- Each supplier (either the contracting company or the company that mainly received the materials) is required to obtain a certificate ISO 9001 or equivalent; obtain accreditation or other certification in supply chain management, quality assurance, or related healthcare logistics) or an ongoing accreditation process by an accredited accreditation body.

To the first envelope (technical proposal) shall be added the current technical conditions book signed and sealed, the undertakings under the heading in Annex No. 3 and all technical specifications of the submitted materials / brochures. ***Technical offers must not include any indication of prices.***

**- Second envelope: (financial offer):**

All envelopes must be closed and sealed, and the name/type of envelope, specific bid number, company name and contact information must be written..

**II. Part II: Statement of Work:**

The current subject of the RFQ is for the supply of materials needed to provide 30,000 essential doses of medicine to patients with kidney failure.



**1) Retail Offers:**

AFAQ confirms that partial bids will not be evaluated, meaning that the offer must include all items included in the entire selected list, and in the event that one or more items on the list are rejected, the list as a whole will be rejected.

But in the event that "prices are not covered in the budget for some or all items, or suppliers do not complete the supply plan or quality requirements or others"

AFAQ reserves the right to hash the list for any reason for these or any other reasons.

**2) Payment Terms:**

AFAQ will pay 100% upon delivery – after final receipt within 120 days from the date of receipt and acceptance of the materials.

If the current tender is submitted, the payment terms are implicitly agreed.

**3) Delivery & Shipping:**

AFAQ is not responsible for any insurance or coverage of the cost of any expenses related to shipping, customs clearance or other expenses outside its warehouses in Idlib and Aleppo. The current contract will cover transportation and all additional expenses until the handover of the organization's warehouses in Aleppo and Idlib, and the quantities to be received in each governorate will be determined later.

Warehouse 1: Syria – Idlib – Dana. Warehouse 2: Syria - Aleppo - Azaz.

**4) Physical samples:**

All exhibiting companies must commit to delivering complete physical samples to the FAO office (non-refundable samples and not covered by FAO) so that the sample is in the Turkey office according to the following address:

Mücahitler mahallesi 52005 nolu cadde . Selçuk karşılığ iş merkezi no:18 kat :2 no :11

- Samples will not be retrieved by companies applying with a quote.
- Companies must consider that the samples are identical to the technical proposal submitted and this includes the expiry date.
- Any rejection of any item for any sample will be rejected the list as a whole.
- AFAQ will not consider any submission that did not submit the entire physical samples to be eligible for financial evaluation.
- Non-physical specimens – mock samples, etc.) will not be accepted.

**5) Quality Requirements:**

- All materials must conform to the required quality and no proposals will be included in the financial evaluation if they do not fully match the required specifications.
- Alternative offers (each company is entitled to one) will not be considered in the sense of presenting your best artistic offer, with the best financial value.
- Any material less than 12 months as the expiry date from the day of delivery, will not be accepted and therefore the list as a whole is rejected.
- The most important condition must be met which is the approval of the Syrian Medical Authority for all medicines, other obligations specified in Annex 2 and any violation of any item will be rejected as a whole.
- AFAQ reserves the right to split the list for any reason "receiving prices that are not covered in the budget, or suppliers do not complete the supply plan, quality requirements or otherwise"



- Any material that does not meet the commitment described in Annex 2 will be rejected and consequently the list as a whole will be rejected.
- Any supply outside the specified time period "more than 60 days" from the date of contracting, the supplier will be rejected.
- The trade name of all materials must be indicated in the technical proposal, and any materials that are not specified will not be accepted.
- All technical specifications for all materials must be attached in order within the technical offer – include a brochure of materials.
- If one or more items are rejected from the offer, the offer as a whole will be rejected.

**6) Securing the initial quote:**

The RFQ is a security deposit of \$2,000 at the following address:

Sham Financial Services Company – Atmeh – Idlib (00905373873141)

- The initial security deposit will be refunded to non-winning companies after the date of 25-02-2025.
- Company insurance will be refunded on which the tender was awarded 20 days after final delivery of complete materials.
- No offer will be evaluated without initial insurance.
- The security deposit is in US dollars , provided that the amount will be refunded From Sham Financial Services.
- In the event that the tender is awarded to any company, and the company does not comply with the offer submitted by Kissed her The security deposit will not be returned to it and considered as a donation amount to the association As a penalty for delay and non-compliance by the supplier.

**III. Part III: Evaluation factors for attribution.**

Technical and cost factors will be evaluated as shown below:

- The evaluation factors presented below will serve as the basis for evaluating the offers.
- AFAQ is not obliged to provide a grant on the basis of the lowest proposed cost or highest points. For technical evaluation.
- If funding is available to the organization, it may request an increase in the amount of work or convert the current bid into a long-term supply contract from the supplier on which the bid was awarded, without any change to the price of one item..
- Offers offering a receipt period of more than 60 days will be excluded from the date of signing the contract..
- All assessments must first be subject to the quality requirements described above.

**Evaluation Criteria:**

- AFAQ has the right to conduct the evaluations it deems appropriate, and therefore companies with poor evaluation will be excluded without the need to justify it in front of the exhibiting companies..
- The quality of the samples submitted and their conformity to the technical offer includes the brand and the country of origin of the trade name (not the country of manufacture))
- The total points for each list are 100 points to be divided (40 points for the technical offer and 60 points for the financial offer), the technical evaluation includes two main parts: the origin of the materials and the duration of the supply, while adhering to the full quality requirements specified in paragraph 5 of the second part of this file..



- The first part will be the technical evaluation of the materials to include 30 points, and 10 points for the time of supply.

**Technical evaluation of the list of drugs: (3 items x 10points = 30 points).**

The full technical mark will be granted for each item of the drugs provided that it meets the quality conditions specified above and the approval of the Syrian Drug Control Authority on the product. AFAQ reserves the right to divide the list of medicines for any reason "receiving prices that are not covered in the budget, or suppliers do not complete the supply plan, quality requirements or others."

**Technical evaluation of both lists in terms of supply time: (10 points)**

- Full supply of items within 30 days / 10 points /
- Full supply of items within more than 30 days and less than 45 days / 5 points /
- Full supply of items between 45 days and 60 days/zero points /
- The offer will be rejected if the supply time for all items is more than 60 days.

**Financial Rating: (60 points)**

The lowest cost quote will receive the highest cost scores. In return, the highest bidder will receive the lowest cost scores. To help evaluate and compare cost propositions, AFAQ may ask the bidder for clarification or further details of their pricing.

Points for each offer are calculated using the following formula:  $S = 40 \times LP/OP$  where S corresponds to points, LP corresponds to the lowest price of the bids submitted and OP corresponds to the price under consideration. In the event of a discrepancy between the unit price and the total derived from the unit price, the unit price will be considered.

Timely delivery is the essence of this contract. The bidder must pay compensation to the buyer at the rate of 0.5% of the final contract price for each day the completion date is later than the required completion date.

**Warranty Period:**

The supplier / company guarantees the materials implemented in the project for a period of one month from the date of signing the final receipt of the materials according to an official record and is committed to repairing any deficiency or defect that appears at his own expense, whatever the costs, and in the event of non-compliance, the organization has the right to deduct the shortage from the supplier's expense, whatever the costs, and the supplier is not entitled to claim any compensation.

For any comments on the bidding process or any complaints, the bidder can use the email below: [feedback@afaq-tr.org](mailto:feedback@afaq-tr.org)

**The end**

**Annex 1 - المرفق رقم 1**

المظروف الأول (العرض الفني)

first envelope (Technical proposal)

Medicines list for 30,000 dialysis sessions

قائمة الأدوية ل 30,000 جلسة غسيل

Item	Unit	Origin of the brand	Brand	Expiry date	Delivery date
Erythropoietin 4000 IU / 0.4ml	injection				
Heparin 25.000 IU / 5ml	vial				
Iron sucrose(venofer iron) 100 mg/5 mg IV	ampoule				

Agreed and signed by	
Entity name	
Name of authorized person	
Email - Tel	
Date and signature	



**المرفق رقم 2- Annex 2**  
**المظروف الأول (العرض الفني)**  
**first envelope (Technical proposal)**  
**QC Confirmation تأكيدات ضبط الجودة**

We, the undersigned, hereby confirm that all medical devices to be supplied will meet the following requirements:

Item	Prove availability
All medical supplies meet the safety standards in accordance with the Turkish Product Safety Law No. 7223 by confirming that these supplies comply with the Turkish standards compatible with the European Union regarding CE marking, technical documents and control جميع المواد الطبية تلي معايير السلامة وفقاً لقانون سلامة المنتجات التركي رقم 7223 عبر التأكيد على أن هذه المواد تتوافق مع المعايير التركية المتوافقة مع الاتحاد الأوروبي فيما يتعلق بعلامة CE والوثائق الفنية والمراقبة.	<input type="checkbox"/> Yes. <input type="checkbox"/> No
All dialysis supplies are compatible with the Fresenius 4008S device. جميع مستلزمات جلسات غسيل الكلى متوافقة مع الجهاز Fresenius 4008S	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Confirming that the drugs are of an acceptable origin within the standards of the Technical Committee and the Syrian Drug Control Authority of the Syrian Ministry of Health, which is a major requirement. أن الأدوية ذات منشأ مقبول ضمن معايير اللجنة التقنية وهيئة الرقابة الدوائية السورية التابع لوزارة الصحة السورية وهو شرط رئيسي	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Confirming that all medical supplies are registered in the Ürün Takip Sistemi system in Turkey for traceability and compliance, and if the item is imported from outside Turkey, it must be included in the Turkish Drug Control Regulation. التأكيد على أنه جميع المواد الطبية مسجلة في نظام Ürün Takip Sistemi في تركيا من أجل التتبع والامتثال، و في حال كان الصنف مستورد من خارج تركيا يجب أن يكون مدرج في لائحة مراقبة الأدوية التركية	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Original invoice for the purchase of the materials, bill of lading, packing list, and certificate of origin. الفاتورة الأصلية لشراء المواد، بوليصة الشحن، قائمة التعبئة، وشهادة المنشأ	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Compliance with the standards issued by the Turkish Medicines and Medical Devices Agency (TITCK), including Good Manufacturing Practices (GMP). الالتزام بالمعايير الصادرة عن وكالة الأدوية والأجهزة الطبية التركية (TITCK)، بما في ذلك ممارسات التصنيع الجيدة (GMP)	<input type="checkbox"/> Yes. <input type="checkbox"/> No
Each supplier (either the contracting company or the company that mainly supplied the materials) is required to have an ISO 9001 certificate or equivalent; Or obtain another accreditation or certification in supply chain management, quality assurance, or related healthcare logistics field) or ongoing accreditation process by an accredited accreditation body. يُطلب من كل مورد (إما الشركة المتعاقدة أو الشركة التي وردت المواد بشكل رئيسي) الحصول على شهادة ISO 9001 أو ما يعادلها؛ أو الحصول على اعتماد أو شهادة أخرى في إدارة سلسلة التوريد، أو ضمان الجودة، أو مجال لوجستيات الرعاية الصحية ذي الصلة) أو عملية اعتماد مستمرة من قبل هيئة اعتماد معتمدة.	<input type="checkbox"/> Yes. <input type="checkbox"/> No

Agreed and signed by	
Entity name	
Name of authorized person	
Email - Tel	
Date and signature	





**المرفق رقم 2- Annex 2**  
**المظروف الأول (العرض الفني)**  
**first envelope (Technical proposal)**  
**التعهدات Pledges**

القبول\الرفض	Pledges التعهدات
<input type="checkbox"/> Yes. <input type="checkbox"/> No.	إن شركتنا تشهد بأنها مؤهلة وجاهزة لتنفيذ الأعمال المذكورة أعلاه تحت القوانين والأنظمة في تركيا وسوريا. works under the laws and above-mentionedOur company certifies that it is qualified and ready to implement the regulations in Turkey and Syria
<input type="checkbox"/> Yes. <input type="checkbox"/> No.	إن شركتنا تملك المصادر المالية الكافية لتنفيذ هذه المناقصة .Our company has sufficient financial resources to implement this tender
<input type="checkbox"/> Yes. <input type="checkbox"/> No.	إن شركتنا وأي من منتسبيها ليس محظور أو موقوف أو ممنوع أو مصرح بأنه غير جدير للمنحة أو العقود من قبل الأمم المتحدة وخلال فترة 3 سنين ماضية من إجراء هذا العرض ليس متهماً أو محكوم عليه بتهمة الاحتيال أو جرم وخلال فترة 3 سنين ماضية من إجراء هذا العرض لم يتم انهاء أي عقد للشركة بسبب الإهمال من قبل أي وكالة منح. Our company and any of its members are not banned, suspended, prohibited or declared unworthy of the grant or contracts by the United Nations and during the past 3 years from the date of this tender is not accused or convicted of fraud or a crime and during the past 3 years from the date of this tender no contract of the company has been terminated due to negligence by any granting agency
<input type="checkbox"/> Yes. <input type="checkbox"/> No.	إن شركتنا تشهد بأنها ليست على قوائم الارهاب او تدعم العمليات الارهابية. .Our company certifies that it is not on the lists of terrorism or supports terrorist operations
<input type="checkbox"/> Yes. <input type="checkbox"/> No.	إن شركتنا تملك التنظيم والخبرة ونظام المحاسبة ومراقبة العمل والخبرات التقنية الضرورية .Our company certifies that it is not on the lists of terrorism or supports terrorist operations
<input type="checkbox"/> Yes. <input type="checkbox"/> No.	إن شركتنا قامت بقراءة دفتر شروط المناقصة بشكل كامل والاستجابة للاعمال والمواصفات المطلوبة فيه بشكل كامل، والقدرة على تسليم المواد بصلاحية 12 شهر، كذلك تطابق العينات المقدمة مع المواد التي سيتم تسليمها والقدرة المالية لاستلام المستحقات لفترة تصل حتى 120 يوم وتلتزم بمدة التوريد المحددة في المرفق رقم 1 Our company has read the tender specifications booklet in full and responded to the work and specifications required in it in full, and the ability to deliver materials with a validity of 12 months, as well as the conformity of the samples provided with the materials to be delivered and the financial ability to receive the dues for a period of up to .ommitted to the delivery period specified in Annex No. 1s and c120 day
<b>Agreed and signed by</b>	
<b>Entity name</b>	
<b>Name of authorized person</b>	
<b>Email - Tel</b>	
<b>Date and signature</b>	



المظروف الثاني (العرض المالي)  
**Second envelope (Finance proposal)**  
**Medicines list for 30,000 dialysis sessions**  
قائمة الأدوية ل 30,000 جلسة غسيل

Item	Unit	Unit cost EURO
Erythropoietin 4000 IU / 0.4ml	injection	
Heparin 25.000 IU / 5ml	vial	
Iron sucrose (venofer iron) 100 mg/5 mg IV	ampoule	

Agreed and signed by

Entity name	
Name of authorized person	
Email - Tel	
Date and signature	