

Ref.: GRC043 612657
Instructions for submissions of quote

On the behalf of International Federation of Red Cross and Red Crescent Societies, the German Red Cross (GRC) is inviting quotations for the provision of supply **IT Equipment's**. The tenderers are requested to read carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise.

1. Procurement Procedure

The procurement is handled via open procedure.

2. Deadline of submission and period of validity:

- 1) Deadline of submission is **15.05.2024 12:00PM.**
- 2) Your quotation must state the period of validity, **at least 120 days** from the deadline for the submission.

3. Costs and ownership of tenders

- 1) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.
- 2) The GRC retains ownership of all quotes received under this quote request. Consequently, tenderers have no right to have their tenders returned to them.

4. Confidentiality and publication

- 1) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.
- 2) According to German/European procurement law information about the award of contract (name of company, type of product, extent and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

5. Content of tenders and alternative offers

- 1) All tenders submitted must comply with the requirements in the tender dossier and comprise:
 - Specifications of quoted items including any documentation required as indicated in the technical specifications
 - Financial offer and payment conditions.
 - Earliest delivery and delivery schedule; transport conditions (e.g. Incoterms)
 - Tenderers self-declaration (Annex: "**Declaration of Conformity**")
 - Proof of experience/credentials for equivalent services.
- 2) Alternative offers are not permitted.

6. Financial offer

- Tenderer must quote by items and – if applicable – by lot.
- Item price, inspection charges and transport charges are itemized separately in the financial offer. Transport costs must be stated per lot if applicable.
- All prices are in **BDT**.
- **Quoted price needs to be Excluded VAT**

7. Submission of quote and further communication

- 1) All quotes, including annexes and supporting documents must be submitted **through sealed envelope**:

State below information in the envelope-

Tender Documents – Please do not open!

Ref. GRC043_612657

Address:

Senior Representative

German Red Cross Bangladesh

684-686, Red Crescent Sarak

Bara Moghbazar, Dhaka-1217, Bangladesh

- 2) Tenderers must raise questions in written 2 days prior to deadline for submission of quote, otherwise the extension of the deadline is not feasible anymore.
- 3) GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone).

8. Evaluation & Award of Contract

- 1) Procedure:

The decision for the award of contract will be determined via standard value method (Credit points divided by total price; ratio 50/50%). Credit points will be added up through the following criteria:

- **Cost**
- **Specification and Renowned Brand**
- **Warranty**

Score for each criterion is either 0 (acceptable), 1 (bad), 2 (satisfactory), 3 (good), 4 (very good), 5 (excellent). In case of equal results the offer with the higher credit point score will be awarded.

- 2) In case of competitive procedure GRC reserves the right to award a contract based on the first non-negotiated offer. GRC will not enter into any negotiation.
- 3) The GRC may – but is not obliged to – ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. The samples will remain property of the GRC. The tenderer has to bear possible additional costs for a sample delivery abroad.
- 4) Terms of contract :
The award will lead to a Purchase Order by GRC and forms a one-time-service agreement. Please find a template attached for your information only.

9) Terms of delivery and payment

- 1) Supplier have to deliver the above-mentioned goods to GRC Office Bangladesh, 684-686 Bara Moghbazar, (1st Floor), Dhaka 1217.
- 2) The invoice must contain place of delivery and GRC order number.
- 3) Payment on invoice only, following receipt of goods and documents in order.

- 4) GRC will deduct TDS & VAT as per govt. rules (if applicable).
- 5) Payment will be given by AC payee cheque in favour of your company.

10) Self-Declaration

The signee of the attached “Declaration of Conformity” (Ref. Annex) assures that

- 1) no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists,
- 2) the tenderer fulfills GRC’s claim on good governance, environmental and social responsibility,
- 3) the tenderer agrees on participation in checks and audits as described.