



Action For Humanity

Date: 19.08.2024

Reference: < AFH-FWA-SY-DZ-RAQ-HC projects-041>

SUBJECT: Provision of Medicines, Consumables and Laboratory Items in Deir Ez-Zour and Raqqa, Northeast Syria (NES)

Dear Mr/Ms,

Following your inquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by AFH in writing/email at least 2 days before the deadline for submission of tenders. AFH will reply to bidders' questions at least 2 days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender and the accompanying tender guarantee at the address specified in the Call for tender file with instructions to bidders before mentioned tender deadline time as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,
AFH supply chain and procurement department

**Call for Tender
for
<Medicines, Consumables
and Laboratory Items >**

**Publication reference:
AFH-FWA-SY-DZ-RAQ-HC projects-041**

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A - INSTRUCTIONS TO BIDDERS

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure.

The bidder accepts AFH General Terms and Conditions of Purchase by default or will include its own Sales conditions in its offer.

If the bidder wishes to point out restrictions to AFH Purchase Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Preamble

AFH is a non-governmental organisation, provide aid and assistance to people affected by natural and man-made disasters. As an NGO we are guided by our drive to help others, not profit. When emergencies strike, we act to ensure to save lives and protect the vulnerable. When the emergency is over, we stay and help restore live.

AFH were founded in 2011 in the UK by a group of doctors whose sole focus was to provide assistance and aid to those devastated by conflict. For over a decade we have built an expertise in responding to humanitarian needs to benefit the most vulnerable people affected by conflict, disasters and extreme poverty for more details on the organization please visit <https://actionforhumanity.org/>

AFH intervenes in the following situations:

- Emergency
- Post conflict
- Natural disaster

AFH opened a mission in “Iraq- KRI and NES” in “June 2017”, to intervene by a deep sense of duty towards innocent civilians caught in the Syrian conflict, we set ourselves an ambitious mission: To relieve the suffering and support the future of the people of Syria, through either:

- Short term, we aim to provide food, shelter, clean drinking water, sanitation, healthcare, and education to communities inside Syria.
- And in the medium to long term, we aim to empower communities and individuals to become productive and self-supporting, and to help rebuild the Country’s devastated infrastructure.

2. Purpose of the Call for Tenders

The Call for tenders aims at selecting reliable equipment, items and supplier(s).

3. Call for Tenders Schedule:

	DATE	TIME*
Publication of the Call for Proposals Notice	19-08-2024	16:00
Deadline for request for any clarifications from AFH	02-09-2024	23:59
Deadline for submission of proposals (receiving date, not sending date)	04-09-2024	17:00
Notification to all non-successful applicants	After Bid evaluation from AFH committee	TBD

- Please note all dates are provisional dates and AFH reserves the right to modify this schedule.
- Please note AFH reserves the right to pre-select some of the received offers, based upon the criteria listed in article 14 of the present document, to enter a competitive dialogue with the shortlisted companies.

4. Questions and Clarifications

If AFH, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Email communication details is mentioned on call for tender form.

Any prospective tenderer seeking to arrange individual meetings with AFH during the tender period may be excluded from the tender procedure.

5. Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company.

Also, to comply with some of AFH's donors' rules, participants must clearly indicate their company's nationality and origin of the proposed goods.

6. Instructions to submit an Offer

6.1 – Response Format

Online (email submission only) email need to be titled as:

Email title: AFH-FWA-SY-DZ-RAQ-HC projects-041

Tender Reference: Medicines, Consumables and Laboratory Items

Email should be sent no later than mentioned deadline.

Tender submission email: should be sent to logistics.iraq@actionforhumanity.org

Late proposals will not be accepted and will be discarded. Also, all proposals will be permanent after the Call for Tenders closing date.

- **Suppliers may apply for the entire scope OR for individual sections (LOTs per category) of the framework agreement.**
 - LOT 01- Medicines
 - LOT 02- Consumable
 - LOT 03- Laboratory items
-

6.2 – Content of Action for Humanity bidding document and minimum information to be submitted by applicants

The bidding document contains detailed information and instructions to allow applicants to adequately prepare their offers.

6.3 Content of Action for Humanity bidding document:

This Call for Proposals contains the following information:

- Invitation to Tender: This document that provides instructions to bidders.
- Appendixes:
 - a) Appendix 1: financial Technical and Commercial Specifications (RFQ).

6.4 Minimum information to be provided by bidders (content of each offer)

The Bidder must provide sufficient information in its bid to demonstrate compliance with the requirements set out in each section of this bid solicitation.

Minimum information to be provided by the bidder include:

a) Administrative requirement:

- Supplier will provide brand names, country of origin of each item.
- Brands from EU, Turkey and India origin are accepted, brands from Syria, China and other country origin will be evaluated for accept.
- All quoted items must have an expiration date that is valid for at least one year.
- Suppliers must agree to the bidding general terms and conditions template (attached) , All pages should be signed and stamped.
- Supplier should provide samples of Good Distribution and Storage Practice Certificate, Good Manufacturing Practice Certificate, Certificate of Analysis and Certificate of Origin of product, later the committee will request samples of certificate of specific item in the tender.

b) Technical proposal:

Relevant experience: A copy of the contract must be attached as part of the technical proposal according to the following conditions:

- 1- The contract must be signed and stamped by both parties, and the subject the contract / contracts must be exclusively related to Supplying medicines only.
- 2- The total amount of the contract must be clearly mentioned the total value in the contract (the bill of quantities is not sufficient on its own).
- 3- All purchase orders must be attached if the previous contract for long term/framework agreement.
- 4- Previous contracts must be exclusively with INGO/NGO.
- 5- All previous contracts from INGO/NGO will be verified before contracting with the provider.

c) **Financial Proposal:** Refer to Table IN Annex 1 (RFQ).

Failure to provide all of the above and in the formats stipulated will AUTOMATICALLY result in disqualification of the Supplier/Tenderer's proposal.

7. Call for Tender Process

AFH reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. AFH does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Call for Tenders closing date.

AFH reserves the right to select a shortlist of pre-selected suppliers, based on the criteria announced in paragraph 14 of the present document. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

8. Period of validity

Suppliers shall be bound by their tenders for a period of (90) days minimum from the deadline for submission of tenders.

However, the Prices and conditions defined in the contract signed with the selected supplier will be valid for a **year after** contract signature.

9. Currency of tenders

Tenders must be presented in USD, VAT included with including transportation fees.

10. Language of offers and procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and AFH must be written in English/ Arabic.

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English/ Arabic

For the purposes of interpretation of the tender, the version English/ Arabic will prevail.

11. Alteration or withdrawal of tenders

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 3. No tender may be altered after this

deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

12. Costs of preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

13. Opening, evaluation of tenders and selection criteria

13.1. Opening of offers:

The opening of proposals is for the purpose of checking and registering the content of each proposal and to determine whether the offer is complete and meets the minimum content requirements.

There will be no public opening session for the offers received. Offers will be opened privately by AFH after the closing time specified for the receipt of proposals. No public announcement of the contents of any offer will be made at any time.

13.2. Evaluation of Offers:

The evaluation of proposals shall be carried out in Iraq including relevant team in Syria by an Evaluation Committee made up of representatives of AFH office. They may, where deemed necessary, determine what other aspects or further round of evaluation to consider, in addition to the criteria listed below, in order to reach a decision on the best offer. Such will include, but not limited to, reference checks.

Any attempt by an applicant to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of proposals, to obtain information on how the procedure is progressing or to influence AFH in its decision concerning the award of the contract will result in the immediate rejection of the proposal. No liability can be accepted for late delivery of proposals. Late proposals will be rejected and will not be evaluated.

In the interests of transparency and equal treatment and without being able to modify their proposals, applicants may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

14. Selection Criteria

Final selection will be based on technically and administratively compliant offer that is the most economically advantageous.

Proposals will be evaluated based on the scale below:

Table 1: Proposal evaluation scale

Criteria		Points
1	Price offer (RFQ)	60
2	Technical proposal	40
Total		100

EVALUATION CRITERIA	Description	Max. Weight (%)
Financial proposal	Refers to the offer price (RFQ), including taxes, duties	60%
Past Experience	<p>Supplier/bidders experience will be evaluated as part of the selection process.</p> <p>Suppliers must demonstrate relevant experience in supplying medicines, consumables and laboratory items, including technical knowledge of the required services. Experience working with Action for Humanity (AFH) and other international non-governmental organizations (INGOs) will also be considered.</p> <p>Note: Total contracts equal or more 1,500,000 USD (40 points) Total contracts equal or more 1000,000 USD (30 points) Total contracts equal or more 750,000 USD (20 points) Total contracts equal or more 500,000 USD (15 points) Total contracts equal or more 250,000 USD (5 points) Total contract less than 250,000 USD (0 Points)</p>	40%
Eligibility	<p>Refers to supplier's ability to demonstrate that they have valid business registration, medical warehouse (attach pics with the tender), tax certificate / registration as required by local law, Conflict of Interest & Supplier Code of Conduct and Profile of the Company.</p> <p>Offer validity of the financial offer (one year at least)</p> <p>Note: Only shortlisted suppliers will be audited by the AFH tender committee and sector experts to verify compliance with below AFH checklists.</p> <ul style="list-style-type: none"> - Site visit Questionnaire list. - Warehouse Checklist. 	Mandatory
Technical required documentation	Good Distribution and Storage Practice Certificate, Good Manufacturing Practice Certificate, submission of Certificate of Analysis and Certificate of Origin of product (on demand).	Mandatory
Availability/Stock Capacity (Based on Field Visit Audit)	<p>Refers to availability of items or substitute items when requested, maximum items Stock availability with supplier Cold Storage Warehouse condition and size.</p> <p>Note: minimum warehouse size should be 200 m2.</p>	Mandatory
Total		100%

15. Notification award and contract signature

AFH will award the Contract to the notified successful Supplier/Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

Within Two week upon receipt of notice, negotiations are expected to take place and framework agreement signed. AFH will issue a framework agreement document to the successful applicant, who will sign, date and send back.

AFH will notify all unsuccessful applicants after signing an agreement with the successful applicant(s).

The successful tenderer must be capable of delivering the requested purchase orders to the specified destinations in Syria—Deir Ez-Zour and Raqqa—regardless of shipment size, within the agreed delivery lead time.

The publication of a procurement notice does not commit AFH to implement the announced program or project.

By signing below, you confirm that the information you have provided is correct and true to the best of your knowledge.

Signature _____

Name _____

position _____

Date _____