**Syria Recovery Trust Fund**

**Standard Request for Quotations – Goods and non-consulting services**

**June 2014**

***[Use Implementing Entity Letterhead]***

**[Name of Implementing Entity]**

**[Address and responsible person]**

**To: [Name and Address of Bidder]**

Procurement Reference: [Date]

Dear Mr/Ms <insert name>,

Project:

**Request** **for** **Quotations** **for** [**Subject of Procurement]**

The Implementing Entity indicated above invites your quotation for the items described above.

The Implementing Entity has received financing from the Syria Recovery Trust Fund administered by the SRTF Yönetim Hizmetleri A. Ş., Turkey (translated: SRTF Management Services JSC) , and intends to apply the proceeds of this financing to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the SRTF Operations and Procurement Manuals and the procedures described herein.

**Preparation of Quotations**: You are requested to quote for these items by completing, signing and returning:

* The Statement of Requirements and the Technical Specifications;
* the documents confirming your eligibility, as listed below;

**Documents Evidencing Eligibility:** You are requested to submit copies of the following documents as evidence of your eligibility.

1. Valid trading licence or equivalent (unless impossible due to conditions in Syria: provide a sworn statement);
2. Valid certificate of registration or equivalent (unless impossible due to conditions in Syria; provide a sworn statement);

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**Validity of Quotations:** The quotation validity required is \_\_\_\_\_\_\_\_\_\_ days.

**Submission of Quotations:** Quotations should be submitted to the address below by mail in a single envelope, clearly marked with the Reference above, the name of the Bidder and the Implementing Entity, fax or electronic mail, by the date and time of the deadline below.

Date of deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_ *(day, month and year)*. Time of deadline: \_\_\_\_ *(local time)*.

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Eligibility Criteria:** You are required to meet the following criteria to be eligible:

1. Have the capacity to enter into a contract;
2. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. You may submit bids, if none of the following reasons for exclusion apply:   
     
   (i) Your participation as bidder (or any of its personnel) is ruled out by sanctions issued by the UN Security Council, the EU, the US or any other Donor to SRTF. The list of Donor governments to SRTF is herewith included: <insert list of SRTF Donors’>; or

(ii) you are or were involved as a consultant in the preparation or implementation of the Project. The same applies to an enterprise or an individual that is closely connected to the bidder under a company group or a similar business link , or to several enterprises or individuals associated correspondingly; or  
   
(iii) you are legally barred from the procurement process in your own or any Donor country or the country of the contracting agency on the grounds of previous violations of regulation on fraud and corruption; if you are legally barred from the procurement process in Syria, the exclusion shall only be considered, if it is officially recognized by the National Coalition; or

(iv) you or your sub-contractors to be contracted for considerable portions of the contract are enterprises economically intertwined with the Implementing Entity in the host country.

(v) you and your sub-contractors may not be engaged in financing terrorism, including providing financing or support to any persons who are designated by the U.S. Department of Treasury as “Specially Designated Nationals” or subject to sanctions by the EU

d) For the execution you must comply with the Core Labour Standards ratified by Syria

**Origin of Goods and services:** There is no restriction on origin of Goods and services .

**Technical Criteria:** The Specification details the minimum specification of the Goods and /or services required. The Goods and/or services offered must meet this specification.

**Currency:** The Bidder must express the bid price exclusively in EUR or another freely convertible currency (no Syrian pounds).

For comparison purposes, quotations expressed in different currencies shall be converted in EUR using the selling exchange rate of the European Central Bank on the day of the deadline for submission of the quotations

**Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.

**Delivery:** Delivery must at <insert name and address of Implementing Entity, where goods must be delivered > on the basis of DDP (Delivered Duty Paid) as per Incoterms 2010, including any applicable tax. The prices quoted must reflect the specified delivery.

*Note (to be deleted from final document): Usually Requests for Quotations will be used in case of goods /services available in Syria, which justifies the requirement to deliver to the premises of the Implementing Entity. In case also foreign potential companies are selected to participate, these companies should similarly be able to deliver to the premises of the Implementing Entity.*

**Right to Reject:** The Implementing Entity reserves the right to accept or reject any quotation or to cancel the bidding process and reject all quotations.

**Delivery Schedule:** Delivery required should be latest \_\_\_\_ weeks from date of Purchase Order.

**Warranty**: shall be twelve months from the date of delivery.

**Terms of Payment:**

Payment shall be made by bank transfer within 30 days against submission of your Invoice and supporting documents (e.g. valid warranty) following delivery of the Goods and acceptance by the Implementing Entity. If due to unavoidable reasons not related to the supplier a bank transfer for a Syrian supplier is impossible, payment may be made exceptionally in cash. This must be declared with explanation and proposed payment details.



Any resulting contract awarded shall be by placement of a Purchase Order, including as annexes the invitation to bid, the technical specification and the statement of requirements. *[Add if applicable]* Also in case Syria A.S. signs the Purchase Order on behalf of and in the name of the Purchaser, the Purchaser is responsible and liable for its obligations in the execution of the Contract.

Any queries should be addressed to the Implementing Entity at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours sincerely,

**[Signature, Name and Position of Authorised Person]**

**Statement of Requirements**

Bid Submission Form with List of Goods and Price Schedule

Procurement Reference: \_\_\_\_\_\_\_\_\_\_\_\_

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days/weeks/months.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_\_\_\_\_days/weeks/months from date of Purchase Order.

The warranty period offered is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_months.

##### Currency of Quotation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description of Goods or Services** | **Quantity** | **Unit of Measure** |  |  | **Unit Price DDP (Specified Place of Delivery) and including any tax** | **Total Price DDP (Specified Place of Delivery)and including any tax** |
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|  | | | | | **Total price** | |  |
|  | | | | |  | |  |
|  | | | | |  | |  |

**Prices quoted are:** DDP as per Incoterms 2010

**Quotation authorised by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised for and on behalf of: | |  | *(dd/mm/yy)* |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Technical Specification

Procurement Reference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| TECHNICAL SPECIFICATIONS COMPATIBILITY TABLE (ANNEX TO THE PRICE SCHEDULE) | | | |
| 1 | 2 | 3 | 4 |
| No | ITEM NAME AND REQUIRED TECHNICAL SPECIFICATIONS | BIDDER OFFER | **Ref. page no of Supporting Documents** |
|  |  |  |  |
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