

- CoPP (Certificate of Pharmaceutical Products)
- CoA (Certificate of Analysis)
- License issued by national drugs authorities

Evaluation and Reward:	Each item will be evaluated and rewarded separately.
Packaging and: Transportation	Goods must be packed suitable for transportation including rough handling to destination.
Weights and Dimensions:	Please state type of packing, net and gross weights, size of the package and cubic dimensions
Marking:	All Packages must clearly indicate – Humanitarian Aid with Logos of Norwegian Red Cross and Iraqi Red Crescent Society.
Language:	All documents, markings and labelling should appear in Arabic and English languages
Packing list:	Ensure a packing list is attached in/and outside each carton stating contents/quantity in Arabic and English languages
Required documents: Upon delivery	Delivery Note Packing list Proforma Invoice Various documents required by receiver. Certificate of Origine
Cost breakdown:	*Unit Price as per Annex 1.B and Annex 2.B * Total price as per Annex 1.B and Annex 2.B * Price should be net after deduction of any discount
Currency:	All firm costs to be given in USD .
Delivery Date:	We are looking for delivery in June 2026 Lead Time must be mentioned in Annex 1.A and Annex 2.A
Warranty:	A one-year warranty is required for item number 7 in Annex 1.A
Inspection:	Norwegian Red Cross or its appointed representative will be granted access and maintains the right to inspect the cargo before shipment from manufacture
Liquidation Damage Clause:	Please be advised that delivery after agreed schedule may be subject to a deduction from the invoice of 1% up to 5% of the total cost of the contract including delivery cost.
Payment:	International bank transfer within 45 days from date of receipt of goods and all supporting documents in good order by the buyer.
Validity:	Your offer must remain valid for a minimum of 120 days, kindly state in your offer validity as this may be used for repeat orders in the future. If we place a purchase within the validity period, it should be accepted by you.
Insurance:	According to agreed DDP (Incoterm 2020)
All or None Clause:	We reserve the right to accept the whole or part of your offer.
Special Requirements:	All commercial documents should clearly state "Humanitarian Aid – Not for Sale"

Submissions of Offers:

The following instructions are important and must be adhered to carefully. Failure to follow the instructions may lead to disqualification.

1. The “TECHNICAL & ADMINISTRATIVE OFFER” and “FINANCIAL OFFER” Shall be submitted **in separate emails**.
2. The email containing the “Technical & Administrative Offer” shall have the subject: **IRQ2026-01 Technical & Administrative Offer.**

The Offer shall be submitted with the following attachments:

- Request for Quotation – Signed and Stamped
- Annex 1.A - Technical Specifications of Medical Equipment and Tools Items –Filled, Signed and Stamped
- Annex 2.A - Technical Specifications of Consumables items – Filled, Signed and Stamped
- Annex 3 - Supplier Registration Form – Filled, Signed and Stamped
- Annex 4 - General Terms & Conditions for Services – Signed and Stamped
- Company Registration and Commercial Circular
- Company Profile
- Proof of Similar or Experience with Red Cross, UN agencies, NGOs ...
- Datasheets and Specifications / Samples
- Audit Report for the last 2 years
- Quality Certificates Mentioned in page 1
- Registration Certificate/Marketing Authorization/Declaration of Conformity

3. The email containing the “Financial Proposal” Shall have the subject below: **IRQ2026-01 – Financial Proposal**.

The proposal shall be submitted with the following attachments:

- Annex 1.B: Pricing template for the Medical Equipment and Tools – filled, signed and stamped.
- Annex 2.B: Pricing template for the Consumables items– filled, signed and stamped.

4. The financial offer must be signed and stamped clearly indicating the name of the person authorized to sign.
5. The offers shall be submitted to the email **tender.mena@redcross.no**
6. No other Norwegian red cross email shall be in Cc or Bcc.
7. Failure to follow instructions may lead to disqualification.

Deadline for submission of offers 30 April 2026, 16:00Hr Beirut time

Enquiries:

Clarifications are only permitted until **27 April 2026** and should be directed to the Procurement Authority at ibrahim.alshalafi@redcross.no . Enquiries will be addressed by email to the sender.

Telephone: **+967 771084191**

Any enquiries leading to a significant clarification with more information will be issued by Norwegian Red Cross to all bidders as a circular e-mail to all bidders.

Confirmation:

Please acknowledge receipt of this document and indicate your intention to Bid by sending an email to ibrahim.alshalafi@redcross.no. This is important in case we need to send a clarification circular to all bidders.

Terms and Conditions: Please state in your offer your acceptance of the attached Norwegian Red Cross Terms and General Conditions and attach the duly signed and stamped version of this document as part of the proposal / tender.

Evaluation Criteria:

The Evaluation Criteria consists of 3 phases:

1st Phase: Eligibility of Suppliers

- A supplier will be deemed eligible for this tender by submitting the documents and information outlined in the section "Submission of Offer – 2".
- Non-eligible suppliers will be excluded, while eligible suppliers will proceed to the 2nd phase.

2nd Phase: Technical Evaluation

- Submitted product specifications and datasheets will be compared against the requirements stated in Annex 1.A and Annex 2.A.
- If the provided specifications, datasheets and quality certificate comply with the minimum standards outlined in Annex 1.A and Annex 2.A.
- If they do not meet these minimum standards, the technical offer will be rejected.
- Each item will be evaluated individually.
- Items that pass the technical evaluation will move on to the 3rd phase.

3rd Phase: Financial Evaluation

- Only suppliers deemed eligible (1st phase) and products/items that passed the technical evaluation (2nd phase) will be considered in the 3rd phase.
- The lowest submitted price will be selected.

Short delivery period will be highly considered.

Supplier Name:

Contact Person:

Phone Number:

Email address:

Signature

Date:

Stamp:

Warm regards,

Ibrahim Al-Shalafi

Logistics Officer,

Middle East and North Africa Office Platinum 776 building, New Martakla, St. 20-2002, Hazmieh, Lebanon

ibrahim.alshalafi@redcross.no

 Norwegian **Red Cross**