



ICRC

REQUEST FOR TENDER

N° TEH 22/00011

Producing of Norooz items

Date, 14.11.2022

Closing Date and time: 22.11.2022 at 14:00 hrs. (Tehran Time)

Validity of offer: Your offer must be valid for minimum 30 days.

Please acknowledge receipt of this Request for Tender by E-mail:

To:

From:

International Committee of The Red Cross,
Tehran, Islamic Republic of Iran

No. 4, Azar Dead-End,
Shahid Sharifimanesh St. Elahieh,
Tehran – Iran

1. Introduction

The International Committee of the Red Cross is an independent, neutral organization ensuring humanitarian protection and assistance for victims of war and other situations of violence.

Within the framework of its assistance program in Syria, the ICRC intends to purchase the below mentioned Goods and is hereby requesting a tender from your company for the following quality and quantity:

2. Goods, Quantity and Specifications

No.	Item description	Qty
1	Agenda	500 and 1000
2	Desk calendar	500 and 1000
3	Greeting card	500 and 1000

Important Note:

- **ICRC has the right to award the contract partially among the pre-selected suppliers.**
- **ICRC reserve the right to visit the factory and attend the acceptance test at the manufacturer plant, to mutually approve the test of ordered materials. This visit will be at the Buyer's cost.**
- **Suppliers should mention the Origin and brand of offered product.**

For any technical clarifications please send your message to all the following email addresses otherwise bidder will be disqualified:

To: teh_tender_services@icrc.org

3. Packing and Markings

All goods should be packed well to sustain transportation and weather circumstances up to the final destination as mentioned in the Annexes.

4. Price and Payment terms

Prices offered have to be final and will not be negotiated.

Offers required in IRR only.

Prices offered should not be linked with any variant. Offers linked with variants will be rejected.

Prices offered should not be affected by any fluctuation of the local currency during the contract duration.

Payment terms

Payment will be done by bank transfer or cheque within 15 calendar days from the date of delivery and acceptance of the Goods as per the agreed INCOTERMS in addition to receiving the Documents mentioned in term No. 5 of this RFT.

Amount to be paid will be corresponding to received and accepted quantities only, partial delivery is not accepted.

5. Delivery Terms and Schedule

Please indicate your price as per following INCOTERMS ICC2020.

- DAP (ICRC delegation)

Delivery Address: No. 4, Azar Dead-End, Shahid Sharifimanesh St. Elahieh, Tehran – Iran

Bidders should offer their best possible delivery time and should be mentioned clearly in calendar days.

Any offer received missing Delivery Time and Incoterms will not be considered and will be automatically rejected.

Documents required (In English Language) for payment:

	Original	Number of copies
Original Invoice	1	-
Packing list	1	-
Delivery Note	1	-

6. Penalty clause

Failure by Seller to avail the full quantity by the mentioned date will result in the Seller being penalized with a 1% reduction of the value of the undelivered goods per day of delay.

If the delay exceeds 10 days ICRC has the right of full or partial cancellation of the contract.

7. Quality Inspection and Acceptance

The Seller will be responsible for the quantity and quality delivered, according to the agreed specifications.

This contract is subject to quality acceptance by the survey company mandated by and at the Buyer's cost, or by the Buyer himself. The Seller will give all the necessary assistance to the survey company, and/or to the Buyer's Quality Controller.

In case of delivery of nonconforming merchandise, the Buyer has the right to reject commodities not meeting the specifications stipulated in the contract.

In this case, the Buyer may cancel the contract, request replacement of the goods or apply penalty. The Seller is liable for any costs of replacement, transportation, warehousing, taxes and charges and any other costs that may occur including removing or destruction.

8. General Conditions

All conditions not mentioned herein shall be governed by the ICRC General conditions on purchasing (copy attached).

Acceptance of the contract entails the waiving by the Seller of its General Conditions of Sales.

The ICRC reserves the right to split the commodity into separate Purchase Orders with different Sellers. ICRC is not liable to provide any explanation for its final selection of the Seller.

It has to be noted that this Tender does not imply any commission. Any offered commission will lead to the Seller's suspension.

9. Deposit of offers

All offers must be **sent by email only to the following email address:**

teh_tender_services@icrc.org

and not to any other email address, mentioning following subject:

(RFT TEH22/00011) Producing of Norooz items – Supplier name

10. Special Conditions

It has to be noted that this tender does not imply any commission.

Any offered commission will lead to the Seller's suspension

ICRC is not liable to provide any explanation for its final selection of the Seller.

Documents included in this Tender are:

- a) Request for Tender.
- b) Annex 1 (information of agenda)
- c) Annex 2 (information of desk calendar)
- d) Annex 3 (information of greeting card)
- e) ICRC General Conditions of procurement, each page signed and stamped by Supplier.

Important Notes:

1. Each of the **financial** and **technical** offer should be submitted in separate pdf files. Both offers can be submitted in the same email but considering **email maximum size 4,8 MB**

2. The basic language of the tender is **English** and all documents provided by Supplier related to this Tender must be in **English only**.

Any offer sent to any other email address will be rejected.

All offers not following the clause for deposit of offers will be disqualified.

It is not allowed to link neither technical nor financial offer to dropbox or similar.

All offers submitted after the specified closing date are ineligible.

All offers received will be held in confidence.

Offer changes by Seller must be received in writing prior to the closing date and must indicate that it is a revised tender.

All participating Sellers will be notified of the result of the selection process as soon as it is concluded.

International Committee of the Red Cross