****

|  |  |
| --- | --- |
| To: |  |
| Attention: |  |  |  |
| From: |  |  |  |
|  |  | Our ref: |  |
| Date:Re: |  | N° of pages in this document: N° of additional documents: Total N° documents:  |  |
|  |  |

**If you do not receive all pages, please contact us immediately. Thank you.**

**REQUEST FOR QUOTATION**

The British Red Cross kindly requests your best firm offer for the following:

**Type and Quantity:**

**Incoterms / Delivery:**

**Quality specifications:**

* All commodities to be to Red Cross/Red Crescent standard specifications, item details in attached document 2, “Specifications”

**Alternatives:**

Alternative specifications may be accepted

* if of a higher standard or
* if the total quantity/volume of any items remain unchanged from the stated specifications

**Packaging/marking of goods:**

* All goods must be packed suitable for land/sea/air transportation, including rough handling to specified final destination
* Packaging requirements specific to the individual items are listed under the item specifications in attached document 2, “Specifications”
* All packages must include the IFRC Red Cross/Red Crescent/British Red Cross emblem on OPPOSITE sides, printed in red
* All packages must have the contents/packing list in English on OPPOSITE sides, printed in black
* Above the contents list on each box, the IFRC/BRC emblem must be printed in red, with the words “International Federation of Red Cross and Red Crescent Societies”/ ”British Red Cross” in black
* Below the contents list on each box, the Commodity Tracking Number (CTN) communicated to you must be printed in black

**Weights and Dimensions**:

* Unit weights and volumes to be included in the offer
* All packaging to be marked with a list of contents, weights and dimensions and gross weight

**Language:**

* All documents, markings and labelling should appear in English

**Packing list:**

* Inside and outside each carton stating contents and quantity in English

**Required documents and certificates:**

* One full set of original shipping documents must accompany the consignment
* One full set of documents to be emailed to the requestor
* Two copies of CMR (by road) / Bill of Lading (by sea) / AWB (by air)
* Packing list (specify full details of goods)
* Certificate of origin
* Pro-forma invoice stating clearly:
* “**VALUE FOR CUSTOMS PURPOSES ONLY. WITHOUT COMMERCIAL VALUE**”
* Gift Certificate (signed and issued by the British Red Cross) stating “**HUMANITARIAN AID**” and specifying the commodity, value & term of delivery
* All shipping documents must clearly indicate “**HUMANITARIAN AID**”
* All shipping documents must clearly indicate consignee address and description of goods
* All documents must include the above reference number
* All documents must include the British Red Cross Purchase Order number

**Distribution of documents and certificates:**

* One full set to be emailed to x and posted to X, British Red Cross, International Division, 44 Moorfields, London EC2Y 9AL
* One full set of all documents to be emailed to insert consignee email
* One full set of all documents to accompany the consignment

For sea freight: One full set of original documents - with the original BoL - to be sent to consignee by courier at least 3 days prior to the dispatch of goods.

**Consignee Address:**

insert

**Other documents**:

* Company registration documents must be included in the offer
* Personal details of the main company representative must be included in the offer
* Insurance certificates must be included in the offer

**Currency:**

* All offers to be given in a single currency: GBP/USD/EUR/CHF

**Delivery/Freight:**

* Any changes to the planned delivery schedule requires prior approval from British Red Cross
* Availability of goods and transit times to be included in offer

**Progress Updates/Communication:**

* Any changes to the planned delivery schedule to be communicated within maximum 12 hours
* A regular update on the status of all shipments must be provided by email twice weekly, to include:
	+ the quantity of goods
	+ the approximate location
	+ the date of arrival
	+ an explanation of any change to schedule
	+ summary of corrective actions being taken
* Days on which updates will be emailed to be included in the offer

**Penalty Clause:**

* In the event of any delay in the delivery of the goods covered by the order/contract, or in their transport until delivery at Dubai, for reasons attributable to the Supplier, British Red Cross reserves the right to apply a delay penalty, equivalent to 0.1 per cent (%) of the value of the goods delayed for each day late, as per attached document 3, “Conditions of Purchase”
* The above-mentioned penalty will under no circumstances exclude the Supplier from the obligation to compensate British Red Cross for any damages incurred as a result of the delay.

**Availability/Production time:**

* To be included in the offer

**Samples**

* No samples required/sample requirements

**Inspection**

* Inspection (quality and quantity) may be required on receipt of goods (costs borne by buyer).

**Payment**

* Within 30 days from date of receipt of all items and all supporting documents in good order by the buyer

**Validity:**

* Your offer must remain valid for a minimum of 30 days, before which a Purchase Order, if placed, should be accepted by you.

**All or None Clause:**

* We reserve the right to accept the whole, or part of your offer, and the lowest evaluated bid need not be accepted.

**Special Requirements:**

* All documents should clearly state "**Humanitarian Aid**" and the above reference
* Please refer to item specifications at the end of this document

**Conditions for submitting offers:**

* Offers must be received latest by “X” UTC/UK time on “X”, but are welcome before that time
* Offers must be emailed to “X”
* Email subject line must state “OFFER – RFQ00X.XX”
* If you require any clarification, please email “X”, stating ‘QUERY – RFQ”X”’ in the subject line

**Confirmation:**

* Please acknowledge receipt of this document, and indicate your intention to bid within the stated timeline.

**Terms and Conditions:**

* Please state in your offer your acceptance of attached British Red Cross Conditions of Purchase.

**N.B. Kindly submit your best firm offers as negotiation will NOT be entered into.**

Thank you and best regards,

“X”,

British Red Cross - International Division,

44 Moorfields,

London. EC2Y 9AL

United Kingdom

**DOCUMENTS:**

1 – This Request for Quotation,

2 – Specifications

3 – Conditions of Purchase

END.