

REQUEST FOR QUOTATION

Subject: Rehabilitation of Albukamal Polyclinic
Project: [Dez-ABKM-2025]
Date: 27 / 07 / 2025



'MSF' **Médecins Sans Frontières OCA**
Deir Ezzor MSF Office
Aljoura neighborhood-opposite of
Directorate of Al-Furat University
(from Sun-Thu only)

In Person, att: Julia L. Kaufmann

Damascus MSF Office
Aljalala Road, Ibn Alhaytham Ave, next to
Captain Bookshop, Behind the Saudi
Embassy
(from Sun-Thu only)

In Person, att: Taufik Hamzal

Request of technical details: [deirezzor-
pc@oca.msf.org](mailto:deirezzor-pc@oca.msf.org)

Online submission of finalized bid only:
syria-abkm-submission@oca.msf.org

Annexes Annex A: Bid summary form
Annex B: Terms and references
Annex C: MSF Charter
Annex D: Tender package - Drawings
Annex E: Tender package - Technical Specifications
Annex F: Tender package - Bill of Quantity
Annex G: Construction Contract (Concept)

Dear,

We are happy to invite you to participate in the tender for the Design, technical engineering and Rehabilitation of Albukamal Polyclinic.

In order to be considered eligible for the award of the contract, bidders must have completed at least **Five (5) projects** of comparable complexity in the last **Seven (7) years**. 'MSF' could request for a visit and get in contact with the client.

MSF assesses all bids received based on a number of objective criteria, including the proposed bid price, estimated duration of the works, legal documentation, term of payment, financial stability, ethical procurement, references and completeness of submitted documents, etc.

Our tender assessment process is transparent and neutral, ultimately endeavouring for a high-quality facility for the benefit of the community.

Each contractor has the right to apply for one, two or three lots as specified below. The selection process for each lot will be considered separately.

To receive the technical documents for the lots described below, please contact deirezzor-pc@oca.msf.org.

Scope of project

A: Rehabilitation of the main building, which involves the following:

- (i) General rehabilitation works
- (ii) Including electrical installation which has to start with design of a wiring diagram
- (iii) Water, and sanitation works

- (iv) Design and installation of an 3m x 2.4m elevator/lift including a concrete shaft
- (v) Installation of two 400 kva generators
- (vi) Other works such as perimeter wall rehabilitation, walkway repair, among others.

B: Construction of Annex buildings

- (vii) Construction of several annexe buildings using sandwich panels as per drawings and specifications

C: Construction of waste zone, including a septic tank for wastewater treatment

- (viii) Construction of waste zone, including a septic tank for wastewater treatment

Requested documents

To be considered for the above-mentioned contract we need to have received the following documents:

- A. Company fact sheet including all information requested in annex B 'terms and references', article 2
- B. Project list of at least **Five (5) projects** of comparable complexity in the last **Seven (7) years**, including:
 - pictures
 - Location
 - Gross floor area+
 - Client contact information
- C. A completed 'Bid summary form' (**Annex A**)
- D. A Bill of Quantity, describing the quantities and prices of all material and labour needed to realise the structure described in the tender package (**Annex D to F**).

Submission method

The bidding shall be submitted in hard copy in a sealed envelope with the name of the company written on the front or by electronic mail to syria-abkm-submission@oca.msf.org

Deadline

Your offer is considered valid, only when all requested documents are received before **13/08/2025 Wednesday at 3:00 pm**.

Site visit (Mandatory) before the submission.

Site-visit in **Albukamal** can be organised upon request made to Ahmad Mousa before **03/08/2025**

Questions

Question can be sent by email to deirezzor-construction-spvisr@oca.msf.org before **08/08/2025**. A résumé of all asked questions and answers will be shared before **10/08/2025**.

General information

- The bidders can submit bids for all the three lots or choose to bid for fewer than three lots as they wish
- The tender process will be coordinated by international staff only. Direct contacting MSF staff, other than the above-mentioned contact person, will be a reason for disqualification.
- Only the bidders that provided all requested documents will be considered
- Biddings shall be completed in English and in metric system only;
- Biddings shall be **in United States Dollars**.
- All prices are **including tax** and other additional costs
- Winning bidder must begin with the work not later than **One (1) week** after the signing of the contract;
- Flight, accommodation and other expenses will **NOT** be provided by MSF and should be factored into the quotation.

If you decide not to submit a Tender post visiting the site, we would be grateful if you could inform us in writing, to understand what led to this decision and if any potential mitigation could support.

Yours sincerely,

Médecins Sans Frontières OCA

Name: Julia L. Kaufmann

Title: Project Coordinator

Date:

ANNEX A: BID SUMMARY FORM

Bidder's information		
Name of Company:		
Name of Director:		
Name of Contact Person:		
Telephone Number:		
Bidder's offer		
A: Rehabilitation of the main building	USD	weeks
B: Construction of annexe buildings with sandwich panels as per drawings and specifications.	USD	weeks
C: Construction of a waste zone, including a septic tank for wastewater treatment	USD	weeks
Total price:	USD	
Total amount of weeks:	weeks	
Signature		
signature		
name		
Date		

ANNEX B: TERMS AND REFERENCES

Article 01 Description of works

In **Albukamal Polyclinic** the works consist of

A: Rehabilitation of the main building, which involves the following:

- (i) General rehabilitation works
- (ii) Including electrical installation which has to start with design of a wiring diagram
- (iii) Water, and sanitation works
- (iv) Design and installation of an 3m x 2.4m elevator/lift including a concrete shaft
- (v) Installation of two 400 kva generators
- (vi) Other works such as perimeter wall rehabilitation, walkway repair, among others.

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C: Construction of waste zone, including a septic tank for wastewater treatment

- (viii) Construction of waste zone, including a septic tank for wastewater treatment

A complete description of the works can be found in the 'Tender Package' (Annex D, E and F). The Client of the Project is Médecins Sans Frontières – Operational Centre Amsterdam (MSF OCA).

Article 02 Eligibility and qualification requirements

2.1 Company fact sheet

All quotations submitted shall include a company fact sheet including the following information.

- Copies of original documents defining the constitution or legal status, place of registration and principle place of business of the Company or Firm or Partnership or, if a joint venture, of each party thereto constituting the Bidder.
- The offer, with the rates and total price for the work, and the duration of the works filled in and signed.
- The list of proposed subcontractors and equipment to implement the Works.
- A list of works of a similar nature projects completed by the company during the last 7 years, indicating the equipment used, health and safety measures taken and references.
- Declare to have the infrastructure that allows for the correct fulfilment of the contract.
- Submit a program (time framework in weeks) for the entire duration of the Works, displaying also the delivery time for the material.
- All other documents which are integral part of the Quotation documents and the Subcontract, these documents do not need to be filled out but should make the submitted Quotation complete and valid for the Quotation evaluation. These documents have to be signed as approved.
- List of staff and Engineer in charge to be assigned to the project along with CVs of each.

2.2 Project information

All quotations submitted shall include information of at least **Five (5)** projects of comparable complexity in the last **Seven (7)** years, including:

- Photos of the project
- The gross floor area of the building
- The address of the building
- The Contact information of the client.

MSF is allowed to visit the construction of the aforementioned projects and contact the client. The bidder will make arrangement if requested by MSF.

2.3 Bid summary form (Annex A)

All quotations submitted shall include a completely filled out bid summary form.

2.4 Bill of Quantity

All quotations submitted shall include a 'bill of quantity' splitting up the offer in materials, quantities, unit prices and labour costs. 'Bill of quantity' shall mention all materials, works and costs needed to realise the structure described in the tender package (Annex D, E and F)

Article 03 Conflict of interest

- 3.1 A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest.
- 3.2 All Bidders found to have a conflict of interest shall be disqualified.
- 3.3 A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the MSF this bidding process.

Article 04 Joint Ventures, Consortia and Associations

Bids submitted by a joint venture, consortium or association of two or more firms as partners shall not be accepted.

Article 05 One Bid per Bidder per work

Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder's participation to be rejected.

Article 06 Traveling and other costs

The bid is including all cost including tax and travel costs like flights, car rental and sleeping accommodations

Article 07 Cost of quotation

The Bidder shall bear all costs associated with the preparation and submission of his Quotation and 'MSF' will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Quotation process.

Article 08 Site visit

- 8.1 A site visit can be organised for all Bidders. The date and time will have to be discussed by 'MSF' representative, mentioned above.
- 8.2 Upon approval by 'MSF', the Bidder can examine the Work site and their surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the Quotation and entering into the Subcontract. The costs of visiting the sites shall be at the Bidder's own expense.
- 8.3 The Bidder and any of his personnel or agents will be granted permission by 'MSF' to enter upon his premises and lands for the purpose of such inspection, but only upon the express conditions that the Bidder, his personnel or agents, will release and indemnify the owner and his personnel and agents from and against all liability in respect thereof and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which, but for the exercise of such permission would not have arisen.

Article 09 Content of quotation documents

The Bidder is expected to examine carefully all instructions, conditions, forms, terms and specifications in the Quotation documents. Failure to comply with the requirements of the Quotation submission will be at the Bidder's own risk. Quotations, which are not substantially responsive to the requirements of the Quotation documents, will be rejected.

Article 10 Amendment of quotation documents

- At any time prior to the deadline for submission of Quotations, 'MSF' may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Quotation documents by the issuance of an addendum.
- The addendum will be sent in writing to all invited Bidders and will be binding upon them. Bidders shall promptly acknowledge receipt thereof.
- In order to afford Bidders reasonable time in which to take an addendum into account in preparing their Quotations, 'MSF' may, at his own discretion, extend the deadline for the submission of Quotations.

Article 11 Language of quotation

The Quotation prepared by the Bidder and all correspondences and documents relating to the Quotation shall be written in the English language.

Article 12 Quotation prices

- 12.1 Unless stated otherwise in the Quotation documents, the contract shall be for the whole Works as described on the contract. The Bidder shall fill in rates for all items in United States Dollars.
- 12.2 All duties, taxes and other levies payable by the contractor under the contract or any applicable law in Syria shall be included in the total Quotation price submitted by the Bidder, and the evaluation and comparison of bids by 'MSF' shall be made accordingly.

Article 13 Price adjustment

The rates contained in the contract shall be fixed for the duration of the Works and shall not be subjected to adjustment on any account.

Article 14 Quotation validity

- 14.1 Quotations shall remain valid and open for acceptance for a period of 90 calendar days after the submission of the Quotation. In exceptional circumstances, prior to expiry of the original Quotation validity period, 'MSF' may request the Bidder for a specified extension in the period of validity. The request and the responses thereto shall be made in writing.
- 14.2 A Bidder may refuse the request. A Bidder agreeing to the request will be neither required nor permitted to modify his Quotation.

Article 15 Format and signing of quotations

- 15.1 The Quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to bind the Bidder to the form of a written power of attorney. The person or persons signing the Quotation shall initial all pages of the requested documents.
- 15.2 The complete Quotation shall be without alterations, interlineations or erasures, except those to accord with instructions issued by 'MSF', or as necessary to correct errors made by the Quotation, in which case such corrections shall be initialled by the person or persons signing the Quotation.
- 15.3 No Bidder may participate in the Quotation of another for the same contract in any relation whatsoever.

Article 16 Sealing and marking of quotations

The Bidder shall seal his original Quotation, duly marking the envelope as specified at the cover page of the Quotation.

Article 17 Deadline for submission of quotations

In order for the Quotation to be considered, the Quotations must be delivered to 'MSF' before according to the date fixed at the cover page of the Quotation.

Article 18 Late quotations

Any Quotation received by 'MSF' after the deadline for submission of the Quotations will be subject to 'MSF's' consideration of disqualification.

Article 19 Modification and withdrawal of quotations

- 19.1 The Bidder may modify or withdraw his Quotation after Quotation submission, provided that the modification or notice of withdrawal is submitted in writing to 'MSF' prior to the prescribed deadline for submission of Quotations.
- 19.2 The Bidder's modification or notice of withdrawal shall be prepared, sealed, marked and delivered in accordance with the provisions for the submission of Quotations, with the envelopes additionally marked "modification" or "withdrawal" as appropriate.
- 19.3 No Quotation may be notified subsequent to the deadline for the submission of Quotations.
- 19.4 Quotations for which an acceptable notice of withdrawal has been submitted shall not be opened.

Article 20 Opening evaluation and comparison of quotations

- 20.1 After the confidential opening of Quotations, information relating to the examination, clarification, evaluation and comparison of Quotations and recommendations concerning the award of the contract shall not be disclosed to Bidders or other persons.
- 20.2 Any effort by a Bidder to influence 'MSF' in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning the award of the Subcontract, may result in the rejection of the Bidder's Quotation.
- 20.3 To assist in the examination, evaluation and comparison of bids, 'MSF' may ask Bidders individually for clarification of their Quotations, including breakdowns on unit rates. The request for clarification and the response shall be in writing or verbal, but no change in the price or substance of the Quotation shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by 'MSF' during the evaluation of the Quotations.
- 20.4 In evaluating Quotations, 'MSF' will determine for each Quotation the evaluated Quotation price by adjusting the bid price by making any corrections for errors.
- 20.5 'MSF' reserves the right to accept or reject any variation, deviation or alternative offer. Variations, Deviations or alternative offers and other factors, which are in excess of the requirements of the Quotation documents or otherwise result in the accrual of unsolicited benefits to 'MSF', shall not be taken into account in Quotation evaluation.
- 20.6 MSF shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;
Price in comparison to MSF estimate established prior to issuing the Request for Quotation
Overall timeframe for the works
Current bank balance
Schedules (personnel schedule and work plan)
- 20.7 'MSF' will award the contract to the Bidder who has effectively submitted the best Quotation in price, who has given a realistic duration of works, who has shown his capability and resources to carry out the works described.
- 20.8 Quotation processes shall exclude bids from all consultancies with any personal connections with the employees of 'MSF', or close family members of any such persons. If it is discovered subsequent to the signing of a contract that there exists any such connection, the contract shall immediately become invalid.
- 20.9 MSF reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.
- 20.10 All costs in relation to the cancellation of the contract shall be borne by the bidders.

Article 21 Client's right

'MSF' reserves the right to accept or reject any Quotation and to annul the Quotation process and reject all Quotations at any time prior to the award of the Subcontract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for 'MSF's' action.

Article 22 Highest standards of ethics

- 22.1 MSF requires Employees, Bidders and Contractors, to observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this, MSF defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) "fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the MSF, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the MSF of the benefits of free and open competition;
- 22.2 In any case where fraud or corruption is identified, MSF will
- reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract; and
 - remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list

- liaise with local authorities to report if fraudulent or corrupt practices are identified

Article 23 Award Procedure

- 23.1 MSF shall award the Contract in writing, with an Award Letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period
- 23.2 Any bidder who has not been awarded a contract, will be notified in writing

Article 24 Notification of Award and Award Letter

- 24.1 Until a formal contract is prepared and executed, the Award Letter and Letter of Acceptance shall constitute a binding Contract.
- 24.2 The Award Letter will state the sum that MSF will pay the Contractor in consideration of the Works as prescribed in the Contract, and in accordance with the Bid.
- 24.3 The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.

Article 25 Signing of the contract

At the same time that 'MSF' notifies the successful Bidder that his Quotation has been accepted, 'MSF' will request the Bidder to sign the Contract and eventually start the work on **31/08/2025**.

ANNEX C : MSF CHARTER

Médecins Sans Frontières (MSF) is a private, international association. The association is made up mainly of doctors and health sector workers and is also open to all other professions which might help in achieving its aims. All of its members agree to honor the following principles:

MSF provides assistance to populations in distress, to victims of natural or man-made disasters, and to victims of armed conflict. They do so irrespective of race, religion, creed, or political convictions.

MSF observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and claims full and unhindered freedom in the exercise of its functions.

Members undertake to respect their professional code of ethics and maintain complete independence from all political, economic, or religious powers.

As volunteers, members understand the risks and dangers of the missions they carry out and make no claim for themselves or their assigns for any form of compensation other than that which the association might be able to afford them.