

Invitation to Bid



Danish Refugee Council
Syria – Damascus -Abu Rumaneh.
Mahdi Ben Barakeh Street – Building 28.

25 March 2025

To: contractor

Invitation to Bid No.:ITB.DAM.25.01 - Purchase Agreement to procure Emergency items for one year (hygiene kits, water tanks, Water Tracking, Core items, winterization kits, Heaters, PSS Items, Refreshment items, Stationery items, Dignity Kits) delivery to the following governorates (Aleppo, Daraa, Deir Ezzour, Hama, Homs, Hasaka, Idleb, Lattakia, Rural Damascus, Raqqa, Tartous).

Dear Sir/Madam:

The Danish Refugee Council (DRC) has received a grant from Various Donors for the implementation of the humanitarian aid operation entitled Housing and Infrastructure. Part of this operation is distribution of emergency items (hygiene kits, water tanks, Water Tracking, Core items, winterization kits, Heaters, PSS Items, Refreshment items, Stationery items, and Dignity Kits). Therefore, the DRC requests you to submit bid for the supply of the item(s) listed in the attached documents.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	ITB published	25 March 2025
2	Closing date for clarifications	06 April 2025 at 15:00 PM Local time 12:00 UTC
3	Closing date and time for receipt of Tenders	14 Apr 2025 at 16:30 PM Local time 13:30 UTC
4	Tender Opening Location	DRC main office -Syria – Damascus – Abu Rumaneh – Mahdi Ben Barakeh Street, Building 28, first floor
5	Tender Opening Date and time (Closed sessions)	15 Apr 2025 at 10:00 AM Local time 07:00 UTC

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS ITB:

- This ITB is launched for the purpose of establishing a framework agreement with the supplier for the supply of **(hygiene kits, water tanks, Water Tracking, Core items, winterization kits, Heaters, PSS Items, Refreshment items, Stationery items, Dignity Kits)** for a period of one year with a possibility for extension for one more year upon consent of the two parties.
- The potential supplier must be commercially registered in Syria and have an active Syrian bank account, and the payment will be in SYP.
- The delivery time shall not exceed two weeks, except in emergencies, where DRC may request the supplier to deliver within three days.
- Short delivery time is preferred.
- DRC may terminate the agreement or impose other penalties if the supplier fails to deliver.

- DRC may choose to split the awarding.
- No advance payment will be paid to the awarded contractor. The awarded contractor is expected to mobilize its own resources to deliver the agreed materials.
- Distribution is for each family through multiple designated points.
- Price includes loading and off-loading at the delivery location.
- Suppliers are required to secure a movement exemption from local authorities and notify DRC upon obtaining it.
- The kit is handed over to the beneficiary by DRC/SARC or DRC/ HAC field staff. Only in exceptional circumstances, and with prior written authorization from DRC, may the supplier carry out the handover.
- The supplier needs to grant access to DRC staff for quality/quantity control before the distribution.
- All items must meet Syrian Quality Standards.
The supplier is responsible for ensuring the safe transportation of all kits in the truck, preventing any damage caused by storage conditions. It is recommended to use stabilization measures or pallets between kits to maintain their integrity
- The following logos to be printed on each kit, as per instructions included in the technical Annexes. S1: DRC business card attached/ S2: Poster- attached/ S3: Poster- attached/ S4: SARC Logo attached/ S5: ECHO logo- attached /S6 DRC Logo.

- **This tender One Hundred and five lots**

Completed from DRC					Should complete from the supplier
LOT #	Type of work	Min QTY	Max QTY	Governorate	Expected Duration in days (supply and distribute any kit)
1	Supply & distribute Hygiene kits, Annex A1.1	1 kit	10,000 kits	Aleppo	
2		1 kit	10,000 kits	Daraa	
3		1 kit	10,000 kits	Deir Ezzour	
4		1 kit	10,000 kits	Hama	
5		1 kit	10,000 kits	Homs	
6		1 kit	10,000 kits	Hasakeh	
7		1 kit	10,000 kits	Idleb	
8		1 kit	10,000 kits	Latakia	
9		1 kit	10,000 kits	Rural Damascus	
10		1 kit	10,000 kits	Raqa	
11		1 kit	10,000 kits	Tartous	
12	Supply & distribute Water Tanks, Size1 Annex A1.2	1	2,000	Aleppo	
13		1	2,000	Daraa	
14		1	2,000	Deir Ezzour	
15		1	2,000	Hama	
16		1	2,000	Homs	
17		1	2,000	Hasakeh	
18		1	2,000	Idleb	
19		1	2,000	Latakia	
20		1	2,000	Rural Damascus	
21		1	2,000	Raqa	
22		1	2,000	Tartous	
23		1	2,000	Aleppo	

24	Supply & distribute Water Tanks, Size2 Annex A1.3	1	2,000	Daraa		
25		1	2,000	Deir Ezzour		
26		1	2,000	Hama		
27		1	2,000	Homs		
28		1	2,000	Hasakeh		
29		1	2,000	Idleb		
30		1	2,000	Latakia		
31		1	2,000	Rural Damascus		
32		1	2,000	Raqa		
33		1	2,000	Tartous		
34		Supply & distribute Water Tracking, annex A1.4	1	2,000	Aleppo	
35			1	2,000	Daraa	
36			1	2,000	Deir Ezzour	
37	1		2,000	Hama		
38	1		2,000	Homs		
39	1		2,000	Hasakeh		
40	1		2,000	Idleb		
41	1		2,000	Latakia		
42	1		2,000	Rural Damascus		
43	1		2,000	Raqa		
44	1	2,000	Tartous			
45	Supply & distribute Core Item, annex A1.5	1	4,000	Aleppo		
46		1	4,000	Daraa		
47		1	4,000	Deir Ezzour		
48		1	4,000	Hama		
49		1	4,000	Homs		
50		1	4,000	Hasakeh		
51		1	4,000	Idleb		
52		1	4,000	Latakia		
53		1	4,000	Rural Damascus		
54		1	4,000	Raqa		
55	1	4,000	Tartous			
56	Supply & distribute Winterization KIT, annex A1.6	1Kit	4,000 Kits	Aleppo		
57		1Kit	4,000 Kits	Daraa		
58		1Kit	4,000 Kits	Deir Ezzour		
59		1Kit	4,000 Kits	Hama		
60		1Kit	4,000 Kits	Homs		
61		1Kit	4,000 Kits	Hasakeh		
62		1Kit	4,000 Kits	Idleb		
63		1Kit	4,000 Kits	Latakia		
64		1Kit	4,000 Kits	Rural Damascus		
65		1Kit	4,000 Kits	Raqa		
66	1Kit	4,000 Kits	Tartous			
67	Supply & distribute Heater, annex A1.7	1	200	Aleppo		
68		1	200	Daraa		
69		1	200	Deir Ezzour		

70		1	200	Hama	
71		1	200	Homs	
72		1	200	Hasakeh	
73		1	200	Idleb	
74		1	200	Latakia	
75		1	200	Rural Damascus	
76		1	200	Raqa	
77		1	200	Tartous	
78	Supply & distribute PSS KITS, annex A1.8	1Kit	300 Kits	Aleppo	
79		1Kit	300 Kits	Daraa	
80		1Kit	300 Kits	Deir Ezzour	
81		1Kit	300 Kits	Hama	
82		1Kit	300 Kits	Homs	
83		1Kit	300 Kits	Idleb	
84		1Kit	300 Kits	Rural Damascus	
85	Supply & distribute Refreshment, annex A1.9	1	200	Aleppo	
86		1	200	Daraa	
87		1	200	Deir Ezzour	
88		1	200	Hama	
89		1	200	Homs	
90		1	200	Idleb	
91		1	200	Rural Damascus	
92	Supply & distribute Stationary, annex A1.10	1	300	Aleppo	
93		1	300	Daraa	
94		1	300	Deir Ezzour	
95		1	300	Hama	
96		1	300	Homs	
97		1	300	Idleb	
98		1	300	Rural Damascus	
99	Supply & distribute Dignity Kits, annex A1.11	1 Kit	300 Kits	Aleppo	
100		1 Kit	300 Kits	Daraa	
101		1 Kit	300 Kits	Deir Ezzour	
102		1 Kit	300 Kits	Hama	
103		1 Kit	300 Kits	Homs	
104		1 Kit	300 Kits	Idleb	
105		1 Kit	300 Kits	Rural Damascus	

- **Samples** are required for each item per lot, if samples are not provided your offer will not be evaluated by the committee. This is at the cost of the bidder and the sample will not be deducted from the quantity.
- Provide a complete sample containing all the items mentioned in the technical Annexes for evaluation.
- **The delivery time shall not exceed two weeks, except in emergencies, where DRC may request the supplier to deliver within three days.**
- **Short delivery time is preferred.**

III. SELECTION AND AWARD CRITERIA

This tender will be awarded to the lowest cost technically compliant bid. The technical evaluation criteria are as per the specifications stated in Annex A 1

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. The documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1	A1.1 A1.2 A1.3 A1.4 A1.5 A1.6 A1.7 A1.8 A1.9 A1.10 A1.11	Bid Form (Technical bid, Hygienic kits) Bid Form (Technical bid, Water Tank Size 1) Bid Form (Technical bid, Water Tank Size 2) Bid Form (Technical bid, Water Tracking) Bid Form (Technical bid, Core items) Bid Form (Technical bid, Winterization kits) Bid Form (Technical bid, Heater) Bid Form (Technical bid, PSS Kits) Bid Form (Technical bid, Refreshment) Bid Form (Technical bid, Stationary) Bid Form (Technical bid, Dignity Kits)	Complete ALL sections in full, sign, stamp and submit
2	A2.1 A2.2 A2.3 A2.4 A2.5 A2.6 A2.7 A2.8 A2.9 A2.10 A2.11	Bid Form (Technical bid, Hygienic kits) Bid Form (Technical bid, Water Tank Size 1) Bid Form (Technical bid, Water Tank Size 2) Bid Form (Technical bid, Water Tracking) Bid Form (Technical bid, Core items) Bid Form (Technical bid, Winterization kits) Bid Form (Technical bid, Heater) Bid Form (Technical bid, PSS Kits) Bid Form (Technical bid, Refreshment) Bid Form (Technical bid, Stationary) Bid Form (Technical bid, Dignity Kits)	Complete ALL sections in full, sign, stamp and submit (In Separate envelope)
3	B	Tender and Contract Award Acknowledgement Certificate	Complete ALL sections in full, sign, stamp and submit
	C	DRC General Conditions of Contract	Complete ALL sections in full, sign, stamp and submit
4	D	DRC Supplier Code of Conduct	Complete ALL sections in full, sign, stamp and submit
4	E	Supplier Profile and Registration Form	Complete ALL sections in full, sign, stamp and submit

5	-	Copy of Commercial Registration document valid in 2025	Mandatory and essential
6	-	Copy of similar contract in the last five years	Mandatory and essential
7	-	Hand over documents for the same contract provided by the bidder requested in line 6	Mandatory and essential
8	-	Commercial and Tax Registration: showing that the company is commercially registered and registered in the tax system and clearly indicating the tax number	Mandatory and essential
		Please add the code of conduct	
		Please add the general condition of contract	

If any information required during the administrative evaluation is not provided by the bidders, DRC may choose to request bidders to provide this information within 48 hours of the tender opening. Please note that this is only applicable for documentation that does not alter the details in the bid, such as price/technical information.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the ITB, Annex A. A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and specifications in the ITB without substantially departing from or attaching restrictions with them, depending on the submitted samples. If a Bid does not technically comply with the ITB, it will be rejected.

A. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

This tender will be awarded to the lowest cost technically compliant technical bid. The technical evaluation criteria are as per the specifications stated in Annexes A 1.

If there is any difference between the financial bid form and calculation sheet, DRC will evaluate the financial bid form.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the ITB requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and specified time.

All responsive Bids shall be written on the **DRC Bid Form (Annex A1)**

Beyond the DRC Bid Form, the following documents shall be contained with the bid:

- **Tender & Contract Award Acknowledgment Certificate (Annex B), and if required the Supplier Profile and Registration form (Annex F), plus any other documents required as outlined in this invitation letter.**
- **Copy of valid Commercial Registration document.**

Bids not submitted on Annex A or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the ITB requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and 'Administrative and Technical Bid':

- The Financial Bid shall only contain the financial bid form, and a CD Marked with the ITB Number containing the BOQ excel sheet
- The Administrative and Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation and section B Technical Evaluation, but excluding any pricing information

Each part shall be placed in a **sealed** envelope, marked as follows:

ITB No.: **ITB/DAM/25/01**
TECHNICAL BID
Bidder Name:

ITB No.: **ITB/DAM/25/01**
FINANCIAL BID
Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed and delivered to:

ITB No.: **ITB/DAM/25/01**

Damascus – Abu Rumaneh – Mahdi Ben
Barakeh Street – Barakat Building

Bidder should indicate the LOT number applied in envelop outer.

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.syr@drc.ngo

When Bids are emailed the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
 - The financial bid shall only contain the financial proposal.
 - The technical bid shall contain all other documents required by the tender, but excluding all pricing information
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways; hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

Samples must be delivered by hand.

VI. **SUBMISSION OF SAMPLES:** DRC WILL ASK THE WINNER SUPPLIER TO PROVIDE SAMPLE TO INSPECT IT IN ORDER TO INSURE FROM THE MENTIONED SPECIFICATIONS BEFORE CONTRACTING WITH HIM

VII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

Unless otherwise requested all Bids shall state if the prices quoted are not DDP (Incoterms 2020).

B. Currency

The currency of the Bid shall be in SYP. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this ITB shall be in English or Arabic/ both are accepted

D. Packaging

As per BOQ in Technical Annexes for Each kit.

E. Origin

Country of origin of the items shall be clearly stated.

F. Presentation

Bids should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialled by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English or Arabic. All Bids shall be signed by a duly authorized representative of the Bidder.

G. Split Awards

DRC reserves the right to split awards.

H. Validity Period

Bids shall be valid for at least the minimum number of days specified in the ITB from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VIII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the ITB Closure.

IX. AWARD OF CONTRACTS

This ITB does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any ITB, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC ITBs.

X. CONFIDENTIALITY

This ITB or any part hereof, and all copies hereof shall be returned to DRC upon request. This ITB is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the ITB, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this ITB.

XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this ITB or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentiality obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this ITB was an official, agent, functionary, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this ITB relates.

XIII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via <https://drc.ngo/where-we-work>, or via DRC's Code of Conduct Reporting Mechanism: <http://drc.ngo/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism> . Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.ngo.

XIV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid closure time shall not be honoured.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the ITB closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the ITB closure.

XVI. LATE BIDS

All Bids received after the ITB closure will be rejected.

XVII. OPENING OF THE ITB

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XVIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.

XIX. CANCELLATION OF THE ITB

In the event of an ITB cancellation, Bidders will be notified by DRC. If the ITB is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The ITB may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered.
- exceptional circumstances or force majeure render normal performance of the project impossible.
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an ITB, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XX. QUERIES ABOUT THIS ITB

For queries on this ITB, please contact the Procurement Manger, SYR-Procurement@drc.ngo

All questions regarding this ITB shall be submitted in writing to the above. On the subject line, please indicate the ITB number. **Bids shall not be sent to the above email.**

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: **Arab Advertising organization official bulletin for tenders.**

XXI. ITB DOCUMENTS

This ITB document contains the following:

- | | |
|---------------------------|--|
| 1. This covering Letter | |
| 2. Annex A 1.1Till A1.11 | DRC Bid Form (Technical bids) |
| 3. Annex A 2.1 Till A2.11 | DRC Bid Form (Financial bid) |
| 4. Annex B: | Tender and Contract Award Acknowledgment Certificate |
| 5. Annex C: | DRC General Conditions of Contract |
| 6. Annex D: | DRC Supplier Code of Conduct |
| 7. Annex E: | Supplier Profile and Registration. |
| S1 - Business card | |
| S2 - Poster | |
| S3- Poster | |
| S4- SARC Logo | |
| S5- ECHO Logo | |
| S6- DRC Logo | |

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely
DRC Syria Supply Chain Unit