

**RFI – REQUEST FOR INFORMATION**

**FOR**

Maintenance and reparation of all related parts of hemodialysis equipment are in

Raqqa National Hospital & Derik National Hospital

Medical Relief for Syria

RFI – KIDNEY MACHINES MAINTENANCE

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# 1. BACKGROUND

Medical Relief for Syria (MRFS) is a humanitarian not-for-profit organization whose mission is to provide vital medical support and assistance to those in need in Syria as a result of the ongoing conflict. MRFS has worked to provide assistance in Syria since February 2012

# 2. OBJECTIVES

MRFS objective for this RFI is to scope the market in order to identify and register qualified suppliers capable of providing the Maintenance and reparation of all related parts of hemodialysis equipment in order to assist MRFS operations.

Check Annex (A): Scope of Services on page 6 to fully complete requested specifications.

**Please note that the Request for Information process does not aim to select and/or contract a supplier and does not represent a commitment for MRFS to undertake any purchasing activity with the registered vendors.**

# 3. REQUIRED DOCUMENTATION

In order to ensure a standard process for collecting data from different companies, Medical Relief for Syria invite suitable suppliers to submit the following documentation:

**Required document to be attached with this form**:

* Company registration
* Experience in this field (contract-certificate or any other prove)

# 4. INSTRUCTION FOR COMPLETION

* Recipients are invited to complete and submit **Annex A – Scope of Services** together with any requested supporting information, MRFS by the due date in accordance with the procedures set out in chapter 6# Submission Instruction.
* Please ensure that **ALL blanks are fully filled**. Any annexes returned without a complete set of responses may be deemed non-compliant and therefore be excluded from further consideration.
* Where a question is not relevant to the vendor, this should be indicated by entering “N/A”, (not applicable) with an explanation as to why this is.
* Vendors must be explicit and comprehensive in their responses to this RFI as this will be the single source of information on which responses will be gathered.
* Note that in any case, all required documentation, including the one submitted in MS Office format, has to be submitted **signed and dated** by the authorized company officer. It is recommended that any company letterhead include company registration number

# 5. QUERIES ABOUT THE RFI

All requests for clarification or further information in respect of this RFI should be addressed to the following contacts including in the subject the reference of the RFI:

Mohammad Eid-Senior procurement officer

Email: nes-seniorprocofficer@medicalreliefforsyria.org

Rezgar Ali-Procurement officer

Email: nes-logoffkbn@medicalreliefforsyria.org

This RFI is being provided on the same basis to all interested vendors.

If the contacts mentioned above consider any question or request for clarification to be of material significance, both the question and the response will be communicated to all vendors who have expressed an interest in the submission of the RFI.

# 6. SUBMISSION INSTRUCTION

The required documentation can be submitted through the following options:

Via email to:

Mohammad Eid-Senior procurement officer

Email: nes-seniorprocofficer@medicalreliefforsyria.org

Rezgar Ali-Procurement officer

Email: nes-logoffkbn@medicalreliefforsyria.org

# 7. TIMELINE RFI PROCESS

|  |  |
| --- | --- |
| **Phases of the RFI** | **Date** |
| RFI available to vendors | 2-March-2022 |
| The deadline to submit e-mail queries | 8-March-2022 |
| Submission Deadline | 9-March-2022 (16:00) |

|  |
| --- |
| ANNEX A- SCOPE OF SERVICES |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | Currency | USD |  |
| No# | Description | Quantity | Unit | Unit Price | Total Price |
| 1 | Kidney Dialysis machines services, which includes:   |  | | --- | | Installation, Maintenance and reparation of all related parts to hemodialysis equipment. supervision and technical function of all dialysis related machines and devices. Installation and / or repairs of any part needed to all related equipment. on call service at any time including holidays and weekends. | | 9 | Month |  |  |
|  |  |  |  |  |  |
|  |  |  |  | TOTAL |  |

Special Instructions:

* Please fill the blank areas in the above table.
* Acceptance or negotiations of Terms & Conditions of said Agreement should be indicated in your proposal.
* Please Fill sign and stamp all Documents attached to the RFI (Code of Conduct, Supplier registration Form, Master terms and conditions)

**Observation**

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**AUTHORIZED COMPANY OFFICER / REPRESENTATIVE**

**Name and Surname :**

**Title / Position :**

**Date :**

**Signature :**