

Instructions for submissions of quote

By submitting your quotation you indicate that you have received, understood and accepted the following specific “Instructions for submission of quote”. Non-compliance with these will lead to exclusion from the tender exercise.

1. Product name

In case tender documents provided by German Red Cross (GRC) contain a concrete product name without addition “or equivalent” this is based on the factual reason that our material for Emergency Response Units or aid projects is specific and internationally agreed on. Furthermore spare parts might be on stock and staff is already well trained.

2. Shelf-Life

In general all products have to have fresh shelf-life. Unless specified otherwise in the item’s specification, and if technically possible, products must have a shelf-life of at least 3 years from the date of delivery.

3. Further communication

GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, e-mail, phone). Bidders are expected to limit their correspondence to written communication during the course of the tender process.

4. Language of quotation & Clarification

Quotations have to be handed in in german or english language. Quotations in other languages can be rejected. Nevertheless GRC reserves the right to take into account quotations in other languages as exceptional cases, if a proper evaluation can be performed.

GRC may – but is not obliged to - ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. Samples have to be handed in free-of-charge and will remain property of GRC for documentation purpose, unless specified otherwise.

By submitting a quotation, the bidder declares that he has studied thoroughly, worked through and accepted all tender documents. If they contain any lack of clarity, void, contradiction or mistakes in the bidder’s view, which might affect the submission of the quotation – including the calculation of prices - , or if the bidder has any doubts about legal, technical or arithmetical correctness of the tender documents (subsumed as „mistakes“), he is obliged to inform GRC immediately to induce a clarification before submission of quotes and during the ongoing tender process.

5. Negotiation Procedures (“Verhandlungsvergabe”)

In case of negotiation procedures GRC reserves the right to award the contract based on the first non-negotiated offer.

6. General Conditions for Delivery

Unless specified otherwise, GRC expects the following conditions to apply for all deliveries:

- Delivery on new EURO-palette 80x120cm, according to IPPC-Standard.
- No palette exchange.
- All items packed flushly and stable, protected against transport damage and theft.
- Packing material should be optimized to avoid waste. Where possible, eco-friendly and recycled material shall be preferred.
- Delivery shall be notified in advance by phone and/or e-mail.
- No delivery on public holiday, Saturday or Sunday, unless explicitly requested from our side.
- Incoterms apply as per Purchase Order. Unless specified otherwise, Incoterm 2021 „DDP“ applies.