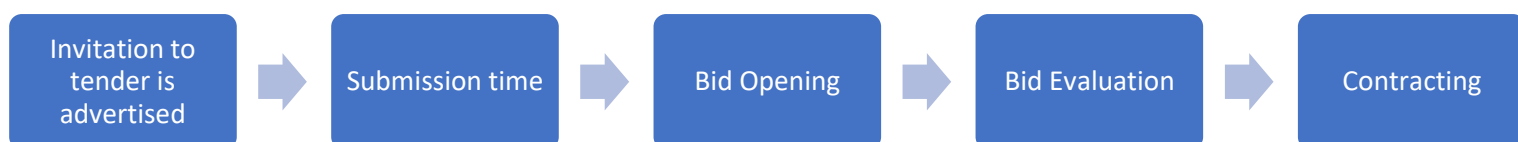


IMC LIBYA – Invitation To Tender # IT04-001-TIP-2020_UNFPA_DK Procurement of Dignity Kits UNFPA

Introduction

International Medical Corps is a global, humanitarian, non-profit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs for Recovery, Stability and Socio-economic development. In order to support its portfolio of programs, IMC Libya is inviting competent, professional and established suppliers capable of supplying **Dignity Kit Supplies** to submit their quotation in view of signing a purchase order.

Selection Process: [Deadline for submission is Thursday 28 May,20 @13:00](#)



Evaluation phase	Start Date	End Date
Tender Advertised	Wednesday 29 April,20@13:00	Thursday 28 May,20 @13:00
Time for Retrieving Tender documents	Monday 04 May,20 between 10:30 to 13:00	Monday 18 May,20 between 10:30 to 13:00
Time for Submitting questions to IMC	Thursday 07 May,20 between 10:30 to 13:00	Wednesday 24 May,20 between 10:30 to 13:00
Deadline for Submission documents	Thursday 28 May,20,20 @13:00	Thursday 28 May,20 @13:00
Deadline for Submission samples	Sunday 17 May,20 from 10:30 to 13:00	Wednesday 27 May,20 from 10:30 to 13:00
Bid Opening Date	Thursday 28 May,20 @14:00	Thursday 28 May,20 @14:30

How to Retrieve and Submit bidding documents

➤ Retrieving Tender documents

The tender documents can be retrieved from **04 May,20 to 18 May,20 between 10:30 to 13:00** at following address:

International Medical Corps Libya

Attention: The Tender/Procurement Committee, Tender Reference Number **IT04-001-TIP-2020_UNFPA_DK**

Address: Al Seyaheya, Behind Petroleum Institute, Tripoli (Libya)

Tel: 00218 91 021 0168

Tender documents will be provided upon signature of a logbook.

Or by contacting the logistic manager on following e-mail address (aganfoud@InternationalMedicalCorps.org), who will then share with you tender package by email.

➤ Submitting Tender documents

Option 1: In a sealed envelope placed into the tender-specific box located at International Medical Offices

Address : Al Seyaheya, Behind Petroleum Institute, Tripoli (Libya)

- Submission will be done against receipt and tender record of delivery in tender-specific log-book by bidder's representative delivering the offer.
- If physical submission is chosen, this should be done through one A4 sealed envelope reporting the reference of the **ITT # IT04-001-TIP-2020_UNFPA_DK**

Option 2: Via email to secured email address: (tender.mji@internationalmedicalcorps.org)

Note that if you include other International Medical Corps email addresses in your email containing offer your offer may be disqualified.

Document to Submit

As part of this selection process please find the **attached (Annex 3_ Mandatory Eligibility Requirements)**

Sample to Submit

As part of this selection process please submit one sample of each item, should be submitted between **17 May,2020 to 27 May,2020 between 10:30 to 13:00.**

Questions

Should you have questions about this Request for Quote due to specific instructions and form of the document, please contact us via email to e-mail address: (aganfoud@InternationalMedicalCorps.org) from **07 May,20 @14:00 to 19,May,20 @13:00**

All questions and answers will be provided to all vendors by every Thursday from **07 May,2020 to 28 May,20 @ 13:00** in 2 ways:

- Sending email to vendors that have received tender package by email
- Vendors will be able to pick up the questions and answers on following address:

International Medical Corps Libya

Attention: The Tender/Procurement Committee, Tender Reference Number **IT04-001-TIP-2020_UNFPA_DK**

Address: Al Seyaheya, Behind Petroleum Institute, Tripoli (Libya)

Tel: 00218 91 021 0168

Tender documents will be provided upon signature of a logbook.

Reporting of Fraud and Unethical Behavior

International Medical Corps has **zero tolerance to fraud**. Please report fraud and unethical behaviour:

- File a report online at Ethics Point, Inc. (<https://secure.ethicspoint.com/domain/media/en/gui/29929/index.html>) or
- Contact report@internationalmedicalcorps.org for further instruction.
- Reports may also be made to compliance@internationalmedicalcorps.org or legal@internationalmedicalcorps.org

More details on International Medical Corps and our projects worldwide are available through our web site: www.internationalmedicalcorps.org

Name of company representative:

Position:

Date:

Signature and Stamp: