

**Invitation to Bid – ITB-2026-0002290**

Dear Supplier,

Please find enclosed the Invitation to Bid. For any queries or clarifications, please contact:  
[procurement@medair.org](mailto:procurement@medair.org)

Please submit your offer before 23 October 2026, 5 pm CET, stating the above-mentioned reference number to: [tenders@medair.org](mailto:tenders@medair.org)

Please inform the above-mentioned contact person if you decide not to submit an offer.

| Main Facts Table                                   |                                                                    |
|----------------------------------------------------|--------------------------------------------------------------------|
| Reference                                          | ITB-2026-0002290                                                   |
| Supplies                                           | Medical White Stock                                                |
| Deadline to request any clarifications from Medair | 9 October 2026                                                     |
| Deadline for submission of tenders                 | 23 October 2026, 17:00 CET                                         |
| Public Opening – virtually                         | 27 <sup>th</sup> October 2026, 11am CET (via MS Teams)             |
| Notification of award to the successful tenderer   | 23 November 2026                                                   |
| Queries to                                         | <a href="mailto:procurement@medair.org">procurement@medair.org</a> |
| Address for submission                             | <a href="mailto:tenders@medair.org">tenders@medair.org</a>         |

Yours sincerely,

Henrik Scharton  
Supply Chain Specialist

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## **1. Introduction**

Medair is issuing this call for tender to select a supplier for the framework agreement structure specified in Annex A for the supplies specified in Annex B.

Successful Bidder(s) will be expected to enter into a formal contract with Medair in the form of a Framework Agreement (see draft contract - Annex F)

An agreement may be entered into for part of the requested items, depending on Suppliers' portfolio.

Although the successful Bidder will become a supplier, this tender will not constitute an exclusive Framework Agreement or commitment, and Medair reserves the right to select multiple suppliers.

This tender dossier has been issued for the sole purpose of obtaining offers for the supply of goods against the specification contained within this document and the Annexes. Medair reserves the right not to enter into or award a contract as a result of this invitation to tender.

The Bidders will not be entitled to claim from Medair any costs or expenses which may be incurred in preparing and/or submitting the tender. This condition applies irrespective of the success of the proposal. It also applies to any additional cost that may occur as part of this competition should Medair modify or amend the tender requirements or the service design.

Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Medair during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of contract where applicable.

Medair reserves the right to reject any proposal or to terminate the contract if it is determined that the supplier is engaged in corrupt, fraudulent, collusive or coercive practices.

Medair shall NOT be bound to accept the lowest-priced or any tender proposal and reserves the power to accept any part of any tender proposal, unless the Bidder expressly stipulates to the contrary at the time of tendering.

Medair reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be made available online for all interested bidders. It is the responsibility of the bidders to check these updates. No remuneration will be made for suppliers for preparation and submission of their tenders.

Tender proposals not meeting the qualifying criteria will not be considered for inclusion in the full evaluation process.

If there is any conflict, it is a fundamental term of the Tender that the Bidder acknowledges and accepts that the terms and conditions of Medair shall prevail.

## **2. Background Information on Medair**

Medair is a Swiss-based international humanitarian organisation founded in 1989. Medair is an independent non-governmental organisation whose aim is to respond to crisis situations by running international relief and rehabilitation projects.

Medair has programmes in a range of countries including Afghanistan, DR Congo, Lebanon, Jordan, Madagascar, South Sudan, Somalia, Sudan, Syria and Ukraine and has assisted millions of vulnerable people.

Medair has worked in some of the most volatile and isolated places in the world, helping to save lives and to alleviate suffering. Medair works with local authorities and communities, helping them address immediate needs and build their capacity to cope with future crises.

For more information about the organisation, please visit our website at [www.medair.org](http://www.medair.org).

## **3. Medair Principles and Ethics**

An important aspect of the good stewardship principle at Medair is accountability throughout the supply chain – ensuring that the money paid to suppliers is an appropriate and effective use of the resources entrusted to Medair. Medair requires bidders and candidates to observe the highest ethical standards during procurement and contract execution across all aspects, ensuring respect for basic social rights, working conditions, and the non-exploitation of child labour.

Medair Ethical Procurement Principles are further described in the Medair Code of Ethics ([Ethics & Accountability - Medair](#))

Medair's rules and procedures respond to the following principles:

- Transparency in the procurement process
- Proportionality between the procedures followed for awarding contracts and the value of the contracts
- Equal treatment and non-discrimination of bidders

## **4. Eligibility**

Participation in tendering is open on equal terms to natural and legal persons who meet the eligibility criteria and are not sanctioned by the European Union, the USA or another public entity.

To be eligible for participation in this tender procedure, tenderers must prove to the satisfaction of the contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.

Medair will exclude any candidate from participation in the tender procedure who falls into any of the following categories. Candidates will be requested by any relevant means to confirm that they are not in one of the situations listed below:

- They are bankrupt or are in the process of being dissolved, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment that has the force of *res judicata*;
- They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- They have been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- They have been declared in serious breach of contract for failure to comply with their contractual obligations, following another procurement procedure or grant award procedure financed by the European Commission budget.

Contracts will not be awarded to candidates or Bidders who during the procurement procedure fall into these categories:

- They have been guilty of misrepresentation in supplying the information required by Medair as a condition of participation in the contract procedure;
- They have failed to supply the information required by Medair as a condition of participation in the contract procedure;
- They have been subject to a conflict of interest;
- They have been blacklisted.

## **5. Selection and Award Criteria**

The contract shall be awarded to the Supplier whose tender offers the best overall value for money, taking into account the evaluation criteria specified in the tender documents, including quality, price, technical capability, service levels, delivery performance, sustainability considerations, and any other relevant criteria. The evaluation shall be conducted in compliance with the principles of transparency, fairness, and equal treatment of potential suppliers, while ensuring that any conflict of interest is avoided.

### **A. Initial Evaluation Matrix (Annex D)**

This matrix will be used for the public opening of the tender (c.f. 10. Opening). Its aim is to verify that tenders comply with the mandatory requirements of the tender dossier and that all documents have been submitted. Any tender that fails to meet the requirements shall not be amended or completed to remedy the deficiency and shall be rejected and excluded from further evaluation.

## B. Technical Specification Matrix (Annex E)

Only bids that have successfully met the requirements of the Initial Evaluation Matrix shall proceed to the technical evaluation stage. At this stage, bids will be assessed against the technical specifications and criteria set out in Annex E. Bids that do not meet the minimum technical requirements may be excluded from further evaluation.

## 6. Submission of Proposal

The following instructions are designed to ensure that all tenders are given equal and fair consideration:

- Tenders should be submitted electronically by returning the completed information in time to:

[tenders@medair.org](mailto:tenders@medair.org)

- Tenders must reference ITB-2026-0002290 in the Subject line.
- Tenders should be sent before **23/10/2026, 17:00 CET. Late applications may not be accepted.**
- The communication between the Bidder and Medair and all documents related to the tender must be written in English.
- Currency of the tender: Tenders must be presented in USD or Euro.
- Period of validity: Suppliers shall be bound by their tenders for a period of 45 days from the deadline for submission of tenders.
- All information contained within this Invitation to Bid, including all Annexes, must be kept in the strictest confidence and should not be disclosed to any employee of the Bidder or any third party other than is strictly necessary for the purposes of submitting your tender.
- The tenders should not retain copies of any written information or prototypes supplied and undertake neither to assist nor be associated with any prospective Bidder in the above-mentioned tender.
- The tenders should fully respect the principles of fair competition, in particular by avoiding terms or conditions favouring any one product, manufacturer or service provider.

## 7. Clarifications

If Medair, either on its own initiative or in response to a request from a prospective Supplier, provides additional information on the initial Request for Quotation, it shall compile all questions and answers into an anonymised Questions & Answers (Q&A) document. This document will be uploaded to the designated tender repository and made available to all bidders. It is the responsibility of each bidder to regularly monitor the tender repository and download any Q&A documents, amendments, or other communications issued by Medair. Bidders shall be deemed to have taken into account all information published in the repository when preparing and submitting their bids.

Suppliers may submit questions in writing up to 14 calendar days before the deadline for submission. Medair has no obligation to provide clarifications after this date.

## 8. Requested Documents

The Bidders should submit the following documents:

| Document                                                                                                    | Rationale                                                                                                                                                                          | Form             |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Signed and stamped ITB                                                                                      | Evidence of the Supplier's acknowledgement and acceptance of the Invitation to Bid, including its requirements and the draft contract terms and conditions in Annex F.             | Current document |
| Request For Quotation                                                                                       | The supplier may fill out the Medair template or submit an equivalent quotation using their own template.                                                                          | Annex B          |
| Supplier Registration Form                                                                                  | Supplier identification, registration details, contact information, and key business information required for supplier assessment and contract administration.                     | Annex C          |
| Legal registration                                                                                          | Issued by the relevant authority and valid in the Country of registration/operation                                                                                                | Copy             |
| Valid Wholesaler /distribution Certificate or license                                                       | Evidence of authorization to wholesale and/or distribute pharmaceutical products. License must be issued by a WHO Listed Authority (WLA), WLA4 or transitional WLA / or HPC status | Copy             |
| Quality Management Documents: ISO 9001 Certificate, ISO 14001 Certificate, MQAS Compliance, GDP Certificate | Evidence of compliance with recognised quality management standards.                                                                                                               | Copy             |
| SOPs for storage, handling, recall                                                                          | Assessment of quality management, storage practices, traceability and recall procedures.                                                                                           | Copy             |
| List of Authorized Signatories                                                                              | To verify the individuals authorized to legally bind the Supplier and sign contractual documents on its behalf.                                                                    | Copy             |
| Summary of Financial Accounts for the previous two financial years                                          | To assess the Supplier's financial stability, capacity, and ability to sustainably perform the contract throughout the duration of the Framework Agreement.                        | Copy             |
| Acknowledgment of Medair Code of Ethics and related Policies                                                | Medair expects its suppliers to follow ethical business practices and to be socially                                                                                               | Annex G          |

|                                                                 |                                                                                                                                                                                                     |                   |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|                                                                 | accountable. Those expectations are set out in Annexes C. By signing this form, the Supplier confirms that it has read, understood, and agrees to comply with Medair's policies and Code of Ethics. |                   |
| Acknowledgement of Contract Terms and Conditions                | To align contractual expectations. The supplier may suggest adaptations to the draft T&Cs                                                                                                           | Annex F           |
| References for Similar Stock Management or Framework Agreements | To assess the Supplier's experience in managing dedicated inventory, stock rotation, framework agreements, or similar supply arrangements.                                                          | Supplier document |
| Company Profile and organogram                                  | To assess the Supplier's organizational structure, operational footprint, resources, and capacity to perform the Framework Agreement.                                                               | Supplier document |

## 9. Opening

Bidders are invited to attend a public meeting to open all bids on 27 October 2026 at 11 am, **virtually via MS Teams. See below for joining the meeting.**

Join: <https://teams.microsoft.com/meet/348183605236500?p=JCO71C3Krh0dXtuzm>

Meeting ID: 348 183 605 236 500

Passcode: My22hE25

The purpose of the public opening session is to formally open the tenders in the presence of the bidders and confirm the documents submitted by each bidder. The opening session is limited to verifying receipt of the submissions and the completeness of the documentation provided.

Following the public opening of tenders, no information relating to the examination, clarification, evaluation, comparison of tenders, or recommendations concerning the award of the contract shall be disclosed to bidders or any other party until the procurement process has been completed and the contract award decision has been communicated.

## 10. Cancellation of the Tender Procedure

In the event of a tender procedure's cancellation, tenderers will be notified by Medair. Cancellation may occur where:

- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render normal implementation of the project impossible.
- All technically compliant tenders exceed the financial resources available.
- There have been irregularities in the procedure, where these have prevented fair competition.
- The award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the bidder to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.)

In no event shall Medair be liable for any damages in any way connected with the cancellation of a tender. The publication of this tender and participation in the procurement process do not constitute a commitment by Medair to award a contract, place any order, purchase any quantity of goods, or utilize any stock reserved by the Supplier.

This provision applies only to the tender process and shall not affect the rights and obligations established under any subsequently executed Framework Agreement.

## **11. Annexes**

Annex A: Proposed Framework Agreement Structure

Annex B: Request for Quotation (RFX)

Annex C: Supplier Registration Form

Annex D: Initial Evaluation Matrix

Annex E: Technical Specification Matrix

Annex F: Draft Contract

Annex G: Medair Policies Acknowledgement Form

## **Annex A: Proposed Framework Agreement Structure**

Medair is exploring the establishment of a strategic prepositioning arrangement for essential medicines and supplies through a dedicated “white stock” model with a selected supplier. This approach aims to reduce lead times, enhance emergency readiness, and enable the rapid scale-up of humanitarian operations when required. Under this arrangement, the supplier shall maintain and manage an agreed stock of designated items on Medair’s behalf, ensuring continuous availability. The supplier shall be responsible for stock rotation, inventory management, and maintaining product quality, shelf life, and regulatory compliance, thereby guaranteeing that medicines remain fit for purpose and readily available for deployment at short notice, e.g. within a few days.

### **Proposed Structure:**

#### **1. Initial Deposit:**

Medair shall provide an initial deposit in an agreed amount, corresponding to the value of the agreed stock items to be maintained under this arrangement.

#### **2. Stock Agreement:**

The Supplier shall maintain, at all times, the full agreed minimum quantity of the specified items in its warehouse, reserved for Medair’s call-off.

- The Supplier may rotate stock through normal sales activities to other customers to maintain long shelf life, provided that the agreed minimum quantities remain continuously available for Medair.
- All items supplied to Medair under this arrangement shall have a minimum remaining shelf life of twenty-four (24) months, at the time of dispatch, unless otherwise agreed in writing.
- The Supplier shall remain fully responsible for quality assurance, including compliance with Good Distribution Practices (GDP), storage requirements, traceability, and the management of recalls, withdrawals or other quality issues. The Supplier shall notify Medair immediately of any actual or potential supply risks, including delays, shortages, or other quality issues.

#### **3. Order Placement:**

When Medair issues a Purchase Order (PO) for any of the agreed items, Medair shall pay the full value of the PO in accordance with the agreed payment terms. Upon receipt of the PO, the Supplier shall prioritize order processing and dispatch the requested goods without delay, drawing from the dedicated stock maintained under this agreement.

#### **4. Deposit Refund:**

The initial deposit shall remain with the Supplier throughout the agreement as security for the stock commitment. The deposit shall not be applied against Purchase Order (PO) unless otherwise agreed in writing. Upon termination or expiry of the agreement, and provided that all outstanding orders, invoices and obligations have been fulfilled by both parties, the Supplier shall refund the deposit to Medair in full within the agreed timeframe.

This model ensures that the stock remains fresh and available with long shelf life, reduces the risk of product expiration, and enables Medair to respond rapidly to emergencies while reducing the risk of stock-outs and supply interruptions.

We believe this collaboration could be mutually beneficial and are looking forward to hearing your proposal.

Suppliers may propose a different structure that will serve the same goal.