



Invitation to Bid for “Provision of fuel for Harikar Vehicles and Generators”

INVITATION TO BID: ITB/HD-HARIKAR/2022/005

DATE OF ISSUANCE: 08th June 2022

CLOSING DATE AND TIME: 26th June 2022, 12:00 PM

Introduction to Harikar NGO

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established in 30th May 2004 dedicated to promote the Human Rights in general and Child Rights & Women Rights in particular. Harikar believes in human rights, the right of every person to reach his potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Thus, Harikar strives to achieve the social justice especially among the marginalized vulnerable groups. It also works towards elimination of all forms of discrimination against women and promotes their capacity to fully participate in the community development.

1. REQUIREMENTS

Harikar NGO is announcing an Invitation to Bid for Provision of fuel for Harikar Vehicles and Generators in Duhok as a framework agreement for the duration of one year. In addition, the contract can be renewed for one year subject to performance by Harikar blanket procurement policy.

The successful bidder will be requested to maintain its/their quoted prices for the initial three months of the contract and revise prices every three months based on the prevailing market rates and apply the new rates for the next three months and so on.

The office of Harikar NGO in Duhok, invites qualified bidders duly registered with the Governorate of Iraq/KRG to make a firm offer for establishment of frame work agreement for the supply of fuel for Harikar vehicles and Generators.

Note that this document is not construed in any way as an offer to contract with your firm. It is strongly recommended to read this Invitation to Bid and its Annexes thoroughly. Failure to observe the procedures laid out therein may result being disqualified from the evaluation process.

2. BID INFORMATION

The following annexes form integral part of this Invitation to Bid:

- Annex A:** Tender specification “English and Arabic”
- Annex B:** Financial offer (Bill of Quantity) “English and Arabic”
- Annex C1:** Technical Evaluation
- Annex C2:** Technical evaluation Form

2.1. REQUESTS FOR CLARIFICATION

Bidders are to submit any requests for clarifications/questions with respect to this ITB by Email to aram@harikar.org (0750-323-1674) (Aram) please include the ITB reference in the subject line, Harikar (Procurement Officer) on or before 26th of June 2022, 12:00 PM. Correspondence with any other Harikar NGO, staff member or contractor in respect of this ITB is not permitted and may constitute grounds for disqualification.





IMPORTANT: Bid Submissions are not to be sent to the e-mail address above. Inclusion of copies of your offer with any correspondence sent directly to any other address than the address indicated below will be disqualified. You will find the submission email address in the "Submission of Bid" Section 3 of this ITB. The Offers must bear your official letterhead, clearly identifying your supplier. Bids should be delivered in sealed and stamped envelope to **Harikar NGO** at Media Q. Australia Street.

2.2. CONTENT OF THE TECHNICAL AND THE FINANCIAL OFFER

Your offer shall be prepared in English. Please submit your offer only using the Annexes provided. Any offers not conforming to the requested formats may be not taken into consideration. The offers must be signed, stamped, scanned, and uploaded as two documents labeled Financial and Technical.

Your Financial Offer must be in **IQD** only. The financial offer must cover all the goods and services to be provided including transportation to the target location (price "all inclusive").

The Financial Offer is to be submitted as per duly filled out Bill of Quantities in **Annex B**. Bids that have a different price structure may not be accepted. Please give all-inclusive prices. **Harikar NGO** is exempt from all direct taxes, customs duties and VAT. With this regard, price has to be given without VAT. For the purpose of evaluating the bids, the value of the Bill of Quantities shall be used and compared. **Note that the bidder should apply for all the items stated in Bill of Quantities, otherwise the offer will be disqualified.**

Harikar NGOs standard payment terms are within 30 days after satisfactory delivery of goods/services to the location in good quality and confirmed with a Harikar Goods Received Note. Payment will be managed by the Harikar NGO Finance Team.

Note that the cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.3. BID EVALUATION

1. The evaluation of bids submitted by vendors will be based on the following:
 - a. Tender dossier completion including the following
 - I. Completed tender document including:
 - i. Valid working licence.
 - ii. Tax clearance
 - iii. Company profile: the bidder shall provide complete company profile containing of:
 - Registration documents with governorate authorities of Iraq/KRI authority for business (certificate of registration).
 - Experience certificate providing details of years of experience.
 - Last two years' experience in the supply of similar products by submitting registration certificates from relevant authorities on official letterheads or work orders, POs or reference letters on letterheads of the clients or a list as mentioned above
 - iv. Bank account with recent bank statement (not less than 3 month)
 - II. Sealed priced offers





- b. Technical bid evaluation as per the Annex C1 criteria's, please fill out Annex C2 the technical evaluation form to evaluate your supplier.
 - c. Financial evaluation (value for money)
2. Bidder who failed to submit a complete tender dossier will be disqualified and disregarded; only bidders with complete dossier will be evaluated technically. Only the bidders passed the technical evaluation will be qualified for the financial evaluation.
 3. Bidders, with the best value for money and the highest technical capacities as per the technical evaluation matrix will be evaluated to recommend the first and second winners.
 4. Harikar NGO is not obliged to select the lowest bid.

IMPORTANT:

The Financial Offer will only be opened for evaluation if your supplier complies with the criteria indicated above / is meeting the Harikar NGO technical specifications.

2.4. Eligibility Criteria

The Bidder, shall be registered in the KRG and should have the capacity to provide fuel for Harikar Vehicles and Generators in Duhok, and the tender applicant must be just from Duhok city and have their Oil station in Duhok city.

3. BID SUBMISSION / DEADLINE AND BID ACCEPTANCE

The Offers must include a copy of your official letterhead, clearly identifying your supplier or must be signed and stamped. Bids should be delivered in sealed and stamped envelope to **Harikar NGO** at Media Q, Australia Street. Submissions can also be made online, by sending the offers to tender@harikar.org. All submission must include the required documents and only using the attached documents provided. Any documents sent for evaluation not in the format provided are subject to disqualification.

The Technical and Financial Offers shall be clearly separated.

Submission Deadline: 26th of June 2022, 12:00 PM

Opening of bids: 27th of June 2022, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-HARIKAR/2022/005
- Name of your firm

IMPORTANT:

Any bid received after this date or sent to another address may be rejected. Harikar NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously. It is each bidders' responsibility to verify that bids in envelopes have been received properly before the deadline.

Harikar NGO reserves the right to accept the whole or part of your bid. Harikar NGO is not obliged to select the lowest priced bid. Harikar NGO may, at its discretion, increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services. Harikar NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective s in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by Harikar NGO at its own initiative or in response to a clarification requested by a prospective. Note that Harikar NGO is not bound to select any of the firms that are submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to Harikar NGO's needs, as well as conforms to its general principles, including efficiency to maximize economies of scale.

ریکار او اداره هاریکار بین المللی





Name of Supplier:

Contact Person:

Tel. numbers:

Email:

Address of the supplier:

Signature/ Stamp

Date:

ریکھراوا ہاریکار یا نسیم





Annex A

Bid Specification

Bid #: ITB/HD-HARIKAR/2022/005

Required services: Provision of Fuel for Harikar Vehicles and Generators

Introduction: Bid by Harikar NGO to provide fuel for Harikar vehicles and generators in Duhok governorate, as a framework agreement for a one-year period from July 01, 2022 until June 30, 2023. In addition, that the contract can be renewed for one additional year, upon the satisfactory performance of the supplier, by Harikar blanket procurement policy. The supplier will be requested to maintain the quoted price for the initial three months of the contract and revise the price every three months based on the prevailing market prices and apply the new prices for the next three months, as long as, the contract is valid.

Harikar estimates its annual requirement to be 52,496 Liters of Petrol for vehicles, 47,033 Liters of Diesel for vehicles, and 30,087 Liters of Diesel for generators for one year period, which may vary depending on the actual needs of the organization.

Specifications:

- 1) The supplier should have fuel station(s) inside Dohuk city and preferably not far 6 km distance from Harikar NGO main office.
- 2) The supplier should provide Harikar with valid fuel quality certificate every 15 days.
- 3) The fuel station should be capable to provide fuel to Harikar at immediate request on daily basis, on 7/24 days.
- 4) Fuel for vehicles (diesel and petrol) shall be provided inside the station(s), fuel for generators will be transported by the supplier; [fuel for generators for Duhok nearby places like Summel, Domiz, etc, shall be transported by the supplier free of charge, fuel for generators for far places like Zakho, Gawilan camp, Bardarash, etc., shall be transported by the supplier with the local market transportation price upon the agreement of Harikar and the supplier].
- 5) The fuel must be of the highest quality and free of waxes and containment.
- 6) Fuel station shall maintain and shall make available, all records relating to this service on reasonable notice, for inspection and examination.
- 7) The supplier shall, at all times, provide Harikar vehicles quality diesel and petrol (normal and mohasan) at its designated fueling station(s) in Dohuk.
- 8) The price /litre quoted shall remain fixed for the agreed period (minimum three months) as per provided in the bill of quantity and will be reviewed on quarterly basis with the selected supplier, during the period of this contract [one year].
- 9) Harikar shall assess the local market prevailing price and meet with the selected supplier on quarterly basis to finalize the review requirements of the new quotation (for the next three months).





- 10) The quoted price shall be in line with the government fixed price, any contract amendment should reflect the new price accordingly.
- 11) Price will be set based on the prevailing market rates during which the fuel is provided.
- 12) Price shall include customs, sales tax and VAT.
- 13) Fuel distribution for vehicles should be maintained through a well systemized method upon the agreement of Harikar and the selected supplier.
- 14) The supplier shall submit to Harikar, within the first working week of each month, its monthly bill indicating fuel type, quantity, unit price and total cost.
- 15) Invoices shall be subject to verification by Harikar and communicated to the supplier if there is any discrepancy.
- 16) Supplier shall provide a valid bank account, as payments may be made by bank transfer or by checks; the payment modality should be convenient for the selected supplier.
- 17) Harikar and supplier reserves the right to terminate the contract earlier than the expiry date if deemed necessary, within two weeks written notice period.
- 18) The supplier shall ensure that the quality of service provided to Harikar at all time. Harikar reserves the right to evaluate quality control of provided fuel, and if necessary, propose possible improvements during the quarterly meetings with the supplier.
- 19) Supplier endures any costs of maintenance of Harikar vehicles and generators, if verified that the reason is the provided fuel.
- 20) Supplier's fuel station(s) shall be safe, secure, and easily accessible.
- 21) The supplier should be duly licensed (registration certificate) by the Government of Iraq/KRI, for Supply of Fuel.
- 22) Selection of Supplier will be based on standardized criteria (experience, system and human resources, accessibility and capacity, tender documentation).
- 23) The ITB should be submitted to Harikar NGO no later than (26/06/2022)
- 24) Provided items must match the items in BoQ.
- 25) The bid should be stamped and sealed by the supplier.
- 26) The successful supplier shall have the following minimum qualifications:
 - At least 2 years of experience in Fuel provision.
 - Maintain a good track record in serving national and international organizations, UN agencies, institutions, governmental bodies, and multinational companies.
 - Employ competent and experienced staff.
 - Be financially capable of rendering service to Harikar offices in Duhok and KRI.

مواصفات المناقصة

مُنَاقِصَة: #ITB/HD/HARIKAR/2022/005

الخدمات المطلوبة: تزويد الوقود لمركبات ومولدات الكهرباء التابعة لمنظمة هاريكار غير الحكومية

مقدمة: مناقصة تزويد الوقود لمركبات ومولدات الكهرباء التابعة لمنظمة هاريكار غير الحكومية في محافظة دهوك، كاتفاقية إطارية لمدة عام واحد من 01 أيلول 2022 حتى 30 حزيران 2023، مع إمكانية تجديد العقد لمدة سنة واحدة إضافية، إذا كان أداء المزود مرضياً، والتي سوف تقيم من خلال سياسة الشراء الشاملة للمنظمة. سيطلب من المزود البقاء على السعر المعروض للأشهر الثلاثة الأولى من العقد ومراجعة السعر كل ثلاثة أشهر بناءً على أسعار السوق السائدة مع وضع الأسعار الجديدة للأشهر الثلاثة القادمة، طالما أن العقد ساري المفعول.

تقدر متطلبات منظمة هاريكار السنوية بـ 496,52 لترًا من البنزين لمركبات، و 47,033 لترًا من الديزل (غازوويل) لمركبات، و 30,087 لترًا من الديزل (غازوويل) للمولدات لمدة عام واحد، والتي قد تختلف حسب الاحتياجات الفعلية للمنظمة.

المواصفات:

- 1) يجب أن يكون للمزود محطة أو محطات وقود داخل مدينة دهوك، ويفضل أن لا تبعد أكثر من 6 كيلومترات عن المكتب الرئيسي لمنظمة هاريكار غير الحكومية.
- 2) يجب على المزود تزويد منظمة هاريكار بشهادة جودة وقود صالحة كل (15) خمسة عشر يوماً.
- 3) يجب أن تكون محطة الوقود قادرة على تزويد المنظمة بالوقود عند الطلب الفوري وعلى أساس يومي، أي في 24/7 يوماً.
- 4) تزويد المركبات بالوقود (ديزل وبنزين) داخل المحطة، ونقل وقود مولدات الكهرباء من قبل المزود. [يتم نقل وقود مولدات الكهرباء للأماكن القريبة من مدينة دهوك، مثل سميل ودوميز وأماكن أخرى من قبل المزود مجاناً، ويجب نقل وقود مولدات الكهرباء إلى الأماكن البعيدة مثل زاخو ومخيم كوبilan وبردرش وغيرها من قبل المزود بسعر النقل السوق المحلي وحسب ما يتفق عليه منظمة هاريكار والمزود المختار].
- 5) يجب أن يكون الوقود من أجود الأنواع وخلٍ من الشمع والمواد المحتوية.
- 6) يجب أن تحتفظ محطة الوقود بجميع السجلات المتعلقة بهذه الخدمة وجعلها متاحة للفحص.

- (7) يجب على المزود، في جميع الأوقات، تزويد وقود (الديزل والبنزين) عالي الجودة (النوع العادي والمحسن) لمركبات هاريكار في محطة (محطات) التزود المخصصة له في دهوك.
- (8) يجب أن يظل السعر / اللتر المعروض ثابتاً للفترة المتفق عليها (ثلاثة أشهر على الأقل) وفقاً لما هو منصوص عليه في فاتورة الكمية، وسوف تتم مراجعته مع المزود كل ثلاثة أشهر، خلال فترة هذا العقد [سنة واحدة].
- (9) ستقوم منظمة هاريكار بتقييم السعر السائد في السوق المحلية والمجتمع مع المزود المختار كل ثلاثة أشهر لغرض اجراء التعديل اللازم على السعر الجديد (للأشهر الثلاثة القادمة).
- (10) يجب أن يتماشى السعر المعروض مع السعر الحكومي الثابت، ويجب أن يعكس السعر الجديد في أي تعديل لهذا العقد.
- (11) سيتم تحديد السعر بناءً على أسعار السوق السائدة التي يتم خلالها تزويد الوقود.
- (12) يجب أن يشمل السعر الجمارك وضريبة المبيعات وضريبة القيمة المضافة.
- (13) يجب الحفاظ على توزيع الوقود للمركبات من خلال طريقة منتظمة بشكل جيد بناءً على موافقة المنظمة والمزود المختار.
- (14) يجب على المزود أن يقدم إلى المنظمة، خلال الأسبوع الأول من كل شهر، الفاتورة الشهرية التي تشير إلى نوع الوقود والكمية وسعر الوحدة والتكلفة الإجمالية.
- (15) يجب أن تخضع الفواتير للتحقق من قبل منظمة هاريكار وإبلاغ المزود إذا كان هناك أي تناقض.
- (16) يجب على المزود تقديم حساب مصرفي صالح، حيث سيتم تسديد المبالغ المستحقة عن طريق التحويل المصرفي، أو عن طريق تحويل صك؛ يجب أن تكون طريقة الدفع مناسبة للمزود.
- (17) تحتفظ منظمة هاريكار والمزود بالحق في إنهاء العقد قبل تاريخ انتهاء العقد، إذا لزم الأمر، وذلك بإخطار كتافي في غضون (15) يوماً.
- (18) يجب على المزود التأكد من جودة الخدمة المقدمة إلى المنظمة في جميع الأوقات. تحتفظ المنظمة بالحق في تقييم مراقبة جودة الوقود المقدم، وإذا لزم الأمر، اقتراح تحسينات ممكنة خلال الاجتماعات الفصلية مع المزود.
- (19) يتحمل المزود تكاليف صيانة مركبات وموลดات الكهرباء لمنظمة هاريكار، إذا تم التحقق من أن سبب العطل هو الوقود المقدم من قبل المزود.
- (20) يجب أن تكون محطة (محطات) وقود المزود آمنة ويمكن الوصول إليها بسهولة.
- (21) يجب أن يكون المزود مرخصاً حسب الأصول (شهادة تسجيل) من قبل حكومة العراق / إقليم كردستان العراق لتزويد الوقود.
- (22) يعتمد اختيار المزود على المعايير (الخبرة، النظام والموارد البشرية، وإمكانية الوصول والقدرة، وثائق العطاء).

- (23) يجب تقديم العطاء للمنظمة في موعد لا يتجاوز 26/06/2022
- (24) يجب أن تتطابق العناصر المقدمة مع العناصر الموجودة في فاتورة الكميات.
- (25) أن يتم توقيع العطاء وختمه من قبل المزود.
- (26) يجب أن يتمتع المزود الناجح بالحد الأدنى من المؤهلات التالية:
- خبرة سنتين على الأقل في توفير الوقود.
 - الحفاظ على سجل جيد في خدمة المنظمات الوطنية والدولية ووكالات الأمم المتحدة والمؤسسات والدوائر الحكومية والشركات متعددة الجنسيات.
 - توظيف موظفين أكفاء وذوي خبرة.
 - أن يكون مالياً، قادراً على تقديم الخدمة لمكاتب منظمة هاريكار في دهوك وإقليم كردستان العراق.



Annex B

Bill of Quantity-BoQ

Bid #: ITB/HD-HARIKAR/2022/005

Required services: Provision of Fuel for Harikar Vehicles and Generators

Introduction: Bid by Harikar NGO to provide fuel for Harikar vehicles and generators in Duhok governorate, as a framework agreement for a one-year period from July 01, 2022 until June 30, 2023. In addition, that the contract can be renewed for one additional year, upon the satisfactory performance of the supplier, by Harikar blanket procurement policy. The supplier will be requested to maintain the quoted price for the initial three months of the contract and revise the price every three months based on the prevailing market prices and apply the new prices for the next three months, as long as, the contract is valid.

Harikar estimates its annual requirement to be 52,496 Litres of Petrol for vehicles, 47,033 Litres of Diesel for vehicles, and 30,087 Litres of Diesel for generators for one year period, which may vary depending on the actual needs of the organization.

The provided bid by supplier is as following;

Item	Unit	Quantity	Unit Price for the period July 01 – September 30, 2022
Diesel	Litre	1	
Petrol (Normal)	Litre	1	
Petrol (Mohasan)	Litre	1	
Total			

Note(s):

- 1- Provide, with the bid, an updated quality check certificate for the provided type of fuel (Petrol Normal and Mohasan, and Diesel), indicating the following standard specifications;

Type of Fuel	Specifications
Petrol (Normal)	Density@ 15 °C (gr/cm ³) AKI [(Ron+Mon)/2] Sulfur (ppm) VPI (kpa) Benzene (%v)
Petrol (Mohasan)	Density@ 15 °C (gr/cm ³) AKI [(Ron+Mon)/2] Sulfur (ppm) VPI (kpa) Benzene (%v)



Diesel	Density@ 15 °C (gr/cm3)
	Flash point °C
	Sulfur (ppm)
	Distilled@360 °C (%v)

- 2- Harikar NGO, to review fuel prices with the selected supplier, every three months, and to apply the prevailing rates accordingly.

Name of Supplier (Company):

Supplier's Authorized Person:

Signature:

Stamp of Supplier:



الملحق B

فاتورة الكمية

مُنَاقِصَة: ITB/HD-HARIKAR/2022/005#

الخدمات المطلوبة: تزويد الوقود لمركبات ومولدات الكهرباء التابعة لمنظمة هاريكار غير الحكومية

مقدمة: مناقصة تزويد الوقود لمركبات ومولدات الكهرباء التابعة لمنظمة هاريكار غير الحكومية في محافظة دهوك، كاتفاقية إطارية لمدة عام واحد من 01 أيلول 2022 حتى 30 حزيران 2023، مع إمكانية تجديد العقد لمدة سنة واحدة إضافية، إذا كان أداء المزود مرضياً، والتي سوف تقيم من خلال سياسة الشراء الشاملة للمنظمة. سيطلب من المزود البقاء على السعر المعروض للأشهر الثلاثة الأولى من العقد ومراجعة السعر كل ثلاثة أشهر بناءً على أسعار السوق السائدة مع وضع الأسعار الجديدة للأشهر الثلاثة القادمة، طالما أن العقد ساري المفعول.

تقدر متطلبات منظمة هاريkar السنوية بـ 52,496 لترًا من البنزين للمركبات، و 47,033 لترًا من дизيل (غازوويل) للمركبات، و 30,087 لترًا من дизيل (غازوويل) للمولدات لمدة عام واحد، والتي قد تختلف حسب الاحتياجات الفعلية للمنظمة.

العطاء المقدم من قبل المزود، هو على النحو التالي:

نوع الوقود	الوحدة	الكمية	سعر الوحدة للفترة من 01 يوليو إلى 30 سبتمبر 2022
ديزل (عادي)	لتر	1	
بنزين (عادي)	لتر	1	
بنزين (محسن)	لتر	1	
المبلغ الإجمالي			

الملاحظات:

-1 تقديم شهادة فحص الجودة (يجب أن تكون بتاريخ حديث) مع العطاء لنوع الوقود المزود (بنزين عادي ومحسن وديزل) مع بيان المواصفات القياسية التالية:

نوع الوقود	المواصفات
بنزين عادي	Density@ 15 °C (gr/cm ³) AKI [(Ron+Mon)/2] Sulfur (ppm) VPI (kpa) Benzene (%v)
بنزين محسن	Density@ 15 °C (gr/cm ³) AKI [(Ron+Mon)/2] Sulfur (ppm) VPI (kpa) Benzene (%v)

ديزل (غازوويل)	Density@ 15 °C (gr/cm3)
	Flash point °C
	Sulfur (ppm)
	Distilled@360 °C (%v)

- سوف تقوم منظمة هاريکار بمراجعة أسعار الوقود مع المزود المختار، كل ثلاثة أشهر، وسوف تعدل الاسعار وفقاً لتلك المراجعة.

..... اسم المزود (الشركة)

..... الشخص المعتمد من قبل المزود

..... التوقيع

..... ختم المزود

بنیگشوارا هاریکار یا ندویون



بنیگشوارا هاریکار یا ندویون

Technical Evaluation
Provision of Fuel for Harikar Vehicles and Generators

Annex C1

ID	A	B	C	D
Chapter	Work Experience	System and Human Resources	Capacity and Accessibility	Tender Documentation
Score/Weight	40%	20%	30%	10%
Terms	<ul style="list-style-type: none"> • Number of years active: 15% (total years and experience) <ul style="list-style-type: none"> - 1 to 2 year (10%) - 3 year and more (15%) • Number of Similar contracts 15% <ul style="list-style-type: none"> - No similar contracts - 1 to 2 contracts(10%) - 3 contracts and more (15%) • Distribution Administration 10% <ul style="list-style-type: none"> - Have systemized distribution process (10%) - Do not have systemized distribution process (5%) 	<ul style="list-style-type: none"> • Financial System (10%) - Have Financial System (10%) - Do not have Financial System (5%) • Personnel (10%) - 3-4 staff (5%) - 5 staff and more (10%) 	<ul style="list-style-type: none"> • Total area of the station (15%) - 500-1,000 sqm (5%) - 1,000-1,500 sqm (10%) - 1,500-2,000 sqm (15%) • Address of the station (15%) - Lies on a public street (15%) - Lies on a sub-street (5%) 	<ul style="list-style-type: none"> • Working licence 3% • Tax clearance for the last year. 2% • Overall tender layout 5%
Note : Harikar NGO concerned committee will visit the assigned Offices for evaluation purposes according to the above identified criteria (Physical visit)				



NGO شعبی اسلامی

Technical Evaluation Form
Provision of Fuel for Harikar Vehicles and Generators
Annex C2

Chapter	Percentage	Description
Work Experience 40%		
Number of years active: (total years and experience)	15%	
Number of Similar contracts	15%	
Distribution Administration	10%	
System and Human Resources 20%		
Financial System	10%	
Personnel (Number of staff)	10%	
Capacity and Accessibility 30%		
Total area of the station	15%	



Adress of the station	15%	
Tender Documentation 10%		
Working licence	3%	
Tax clearance for the last year	2%	
Overall tender layout	5%	
Important Note: Kindly provide all the above required information and attach copies of all the necessary documents that will prove the above information.		

