



Invitation to Bid for "Providing Mobile and internet prepaid cards for Harikar NGO"

INVITATION TO BID ITB/HD-Harikar/2022/006

DATE OF ISSUANCE: 20th July 2022

CLOSING DATE AND TIME: 01st August 2022, 12:00 PM

1. BACKGROUND

Harikar NGO is going to provide Mobile and internet prepaid cards for Harikar office and centers in Duhok and Urban areas. Therefore, Harikar NGO is announcing an Invitation to Bid with a framework agreement for the duration of one year for providing Phone and internet communication. In addition, the contract can be renewed for one year subject to performance by Harikar blanket procurement policy.

Harikar NGO was founded in 2004 with the purpose of developing civil society and ensuring protection of the disadvantaged ones.

Harikar NGO invites qualified service providers to make a firm offer for the establishment of one or more contracts for the provision referred to hereafter as "services". The contract is planned to start as soon as possible.

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
- Annex B:** Financial offer (Bill of Quantity)
- 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), Harikar (Procurement Officer) on or before 01st of August 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 **USD and IQD** only. The financial offer must cover all the goods and services to be provided including transportation to the target location (price "all inclusive").

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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 60 days after satisfactory delivery of goods 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 venders 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. Bank account with recent bank statement (not less than 1 month)
 - iv. Supplier's profile (CV) if available, and similar work for past three years.
 - 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 (Duhok) and should have the capacity to provide the requested items to the targeted area in Ninawa, and the tender applicant must be just from Duhok Governorate and have their office in Duhok.



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: 01st of August 2022, 12:00 PM

Opening of bids: 02nd of August 2022, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2022/006
- 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 bidders 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 bidder. 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.

Name of Supplier:

Contact Person:

Tel. numbers:

Email:

Address of the supplier:

Signature/ Stamp

Date:

Annex B

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Technical Evaluation for providing phone and internet communication cards
Annex C1

ID	A	B	C	D
Chapter	Work Experience	Personnel	Capacities	Tender Documentation
Score/Weight	30%	20%	40%	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 (5%) - 3 to 4 year (10%) - 5 year and more (15%) •Number of Similer contracts 15% <ul style="list-style-type: none"> - 1 to 2 contarcts(5%) - 3 to 4 contracts (10%) - 5 contracts and more (15%) 	<ul style="list-style-type: none"> • Number of employees: 20% <ul style="list-style-type: none"> - 1-2 (10%) - 3-5 (15%) - 6 and more (20%) 	<ul style="list-style-type: none"> • 1 month for 10,000 USD (20 point) • 2 month for 10,000 USD (30 point) • 3 month for 10,000 USD (40 point) 	<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 preposes according to the above identified criteria (Physical visit)				

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Technical Evaluation Form
for providing phone and internet communication cards
Annex C2

Chapter	Percentage	Description
Work Experince 30%		
• Number of years active: (total years and experience)	15%	
•Number of Similer contracts	15%	
Personnel 20%		
• Number of employees:	20%	
Capacities 40%		
• 1 month for 10,000 USD (20 point)		
• 2 month for 10,000 USD (30 point)		

• 3 month for 10,000 USD (40 point)		
Tender Documentation 10%		
•Working licence	3%	
•Tax clearance for the last year.	2%	
tender layout .	•Overall 5%	
Important Note: please provide all the above required information and attache copies of all the necessary domcuments that will prove the above information.		

