



Invitation to Bid for “Providing Stationery for Harikar NGO in Duhok for 2024”

INVITATION TO BID: ITB/HD-Harikar/2023/003

DATE OF ISSUANCE: 1st October 2023

CLOSING DATE AND TIME: 1st November 2023, 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 **providing Stationery for Harikar NGO in Duhok** as a framework agreement for the duration of one year (according to availability of budget). In addition, the contract can be renewed for one year subject to performance by Harikar blanket procurement policy.

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 Stationery for Harikar Duhok.

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) please include the ITB reference in the subject line, Harikar (Procurement and logistic Officer) on or before 1st of November 2023, 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 or Arabic. 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").

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. Supplier profile: the bidder shall provide complete company profile containing of:
 - **Registration documents with governorate authorities of Iraq/KRI authority for business (certificate of registration) and Tax clearance.**
 - 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 Stationery for Harikar NGO in Duhok, and the **tender applicants must be just from Duhok city and have their bureau 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 mut be signed and stamped. Bids should be delivered in two sealed and stamped envelopes (one envelop financial offer and another envelop technical offer) to **Harikar NGO** at Media Q, Australia Street. Submissions can also be made online, by sending the offers to tender@harikar.org, through two emails, first email their subject should be financial offer and second email technical offer, 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: 1st of November 2023, 12:00 PM

Opening of bids: 2nd of November 2023, 9:30 AM

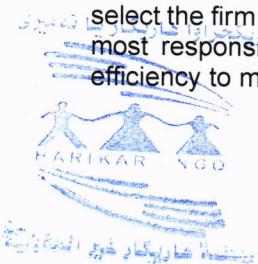
Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2023/003
- 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.





Name of Supplier:

Contact Person:

Tel. numbers:

Email:

Address of the supplier:

Signature/ Stamp

Date:

ریکھراوا هاریکار یا نئے نویں



نسلیہ هاریکار نیو اسٹائیل ڈیزائن



Annex A

Bid Specification

Bid #: ITB/HD-Harikar/2023/003

Required services: PROVISION OF STATIONARY FOR ALL DEPARTMENT OF HARIKAR NGO

Introduction:

The bid is by Harikar NGO to provide **stationary** for Harikar NGO Dohuk, as a framework agreement for the year of (2024). In addition, the contract can be renewed for one year, subject to performance by Harikar blanket procurement policy.

Specifications:

1. Supply all labor, materials and equipment for the delivery of the items/ goods to the designated location by of Harikar NGO.
2. All items shall be delivered in very good conditions and shall be offloaded based on Harikar's logistic instructions.
3. The item herein after means "Supply of all materials, manpower, transportation, equipment, tools, machinery, temporary works and all other required works" as approved by Harikar monitoring staff.
4. Items must be new brand production either 2023 or 2024.
5. The ITB should be submitted to Harikar NGO no later than **1/11/2023**.
6. Items must match to the items in the BOQ.
7. The bid should be stamped and sealed by the supplier.



جدول كميات لمستلزمات القرطاسية BOQ for stationary equipments

Annex B

ملاحظات مهمة: في حالة وجود مواد أخرى في السوق مشابهة لمواصفات المادة المطلوبة يجب مراعاة اختيار المادة الأفضل في النوعية والأنسب سعراً. عند وصف الأسعار يجب مراعاة نوع الوحدة مع جميع باقى المواصفات.

| <u>Unit Price in \$</u> | سعر الوحدة بالدينار | عدد المكونات | حجم الوحدة | مكونات الوحدة | الوحدة | المنشا | وصف | ت | Item name |
|-------------------------|---------------------|------------------|------------|---------------|--------|---------|-----------------------|----|---------------|
| | | 5بندل * 500 ورقة | | بندل | كارتون | تايلندي | A4 | 1 | Papers / اورق |
| | | 5بندل * 500 ورقة | | بندل | كارتون | تايلندي | A3 | 2 | |
| | | 50 ورقة | | بندل | بندل | اردني | A4 مخطط | 3 | |
| | | 400 ورقة | | ورق | شدة | صيني | ورق ملاحظات لاصق | 4 | |
| 1 | | 9*9*9 سم | | شدة | شدة | اندونسي | ورق ملاحظات بدون لاصق | 5 | |
| | | 5 شدة * 25 ورقة | 44*12 ملم | ورق | بند | صيني | مؤشر | 6 | |
| | | 20 ورقة | A4 | ورقة | بند | صيني | Inject Photo | 7 | |
| | | 25 ورقة | A1 | ورقة | بند | صيني | ورق فليب جارت | 8 | |
| | | 250 | A4 | ورقة | بند | صيني | ملون | 9 | |
| | | 50 | | قلم | باكيت | صيني | جاف | 10 | Pens / اقلام |
| | | 12 | | قلم | باكيت | تركي | جاف | 11 | |
| | | 12 | | قلم | باكيت | باباني | سوفت | 12 | |
| | | 4 | | قلم | سيت | صيني | صبوحة ابيض | 13 | |
| | | 12 | | قلم | سيت | باباني | تصحيح | 14 | |
| | | 4 | | قلم | سيت | الماني | تلوبن للإشارة | 15 | |
| | | 12 | | قلم | سيت | هندي | رصاص | 16 | |
| | | 12 | | قلم | سيت | صيني | الوان خشبي | 17 | |
| | | 12 | | لون | قطعة | صيني | الوان مائية | 18 | |
| | | 12 | | لون | قطعة | صيني | باستيل | 19 | |
| | | 12 | | لون | سيت | صيني | زيتي | 20 | |

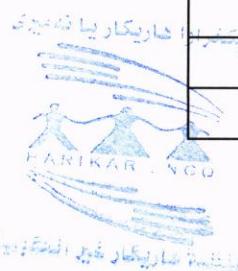


جدول كميات لمستلزمات القرطاسية BOQ for stationary equipments

Annex B

ملاحظات مهمة: في حالة وجود مواد أخرى في السوق مشابهة لمواصفات المادة المطلوبة يجب مراعاة اختيار المادة الأفضل في النوعية والأنسب سعراً.
عند وضع الاسعار يجب مراعاة نوع الوحدة مع جميع باقى المواصفات.

| Item name | ت | وصف | المنها | الوحدة | مكونات الوحدة | حجم الوحدة | عدد المكونات | سعر الوحدة بالدينار | Unit Price in \$ |
|--------------------|----|---------|--------|------------|---------------|-----------------|--------------|---------------------|------------------|
| أقلام ماجيك | 21 | صيني | سيت | لون | | | 12 | | |
| كاپسہ | 22 | تركي | قطعة | | | | 1 | | |
| مکتبیہ / Office | 23 | تركي | باکیت | کلیبس | | | 10000 | | |
| مساکہ اوراق | 24 | صینی | باکیت | قطعة | | | 48 | | |
| قالعہ | 25 | صینی | قطعة | | | | 1 | | |
| ثاقبہ | 26 | صینی | قطعة | | | | 1 | 6 mm | |
| سیت مکتبی | 27 | تایوانی | سيت | | | | 1 | | |
| سلہ مکتب | 28 | صینی | | | | طاویق 4 | 1 | | |
| سیت مکتبی صغير | 29 | صینی | قطعة | | | | 1 | | |
| مقص | 30 | صینی | قطعة | | | 172 mm | 1 | | |
| حاسبة | 31 | صینی | قطعة | | | | 1 | | |
| صمغ | 32 | صینی | باکیت | قطعة | 20 غم | 12 | | | |
| مسطرة | 33 | صینی | قطعة | | | 30 Cm | 1 | | |
| تیب | 34 | صینی | قطعة | | | طول / ياردة 100 | 1 | | |
| كاپسہ | 35 | تركي | قطعة | | | حجم کبیر | 1 | | |
| فایلات / Files | 36 | تركي | ریطہ | ظرف نایلون | A4 | 50 | | | |
| بوکس فائل حجم کبیر | 37 | تركي | قطعة | | | | 1 | | |
| ظرف دکہ شفاف | 38 | صینی | سيت | ظرف نایلون | | 12 | | | |
| فوacial نایلون | 39 | تاپلندی | بند | فاصل | A4 | 100 | | | |
| Index File | 40 | صینی | بند | شهر 12 | | 12 | | | |



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عند وصف الاسعار يجب مراعاة نوع الوحدة مع جميع باقي المواصفات.

| Item name | ت | وصف | المنشا | الوحدة | مكونات الوحدة | حجم الوحدة | عدد المكونات | سعر الوحدة بالدينار | Unit Price in \$ |
|-----------------------------|----|-------------------|---------|--------|---------------|------------|--------------|---------------------|------------------|
| | 41 | Clip board | صيني | قطعة | | | 1 | | |
| | 42 | فайл قضية | تايلندي | ريطة | فайл | A4 | 50 | | |
| ظرف بريدي / Envlops | 43 | بريدي | صيني | بند | ظرف | A4 | 50 | | |
| | 44 | بريدي | صيني | بند | ظرف | 102*229 mm | 50 | | |
| | 45 | بريدي | صيني | بند | ظرف | A3 | 50 | | |
| سجلات / register books | 46 | 100 مجلد | هندي | قطعة | | A4 | 1 | | |
| | 47 | 200 مجلد | هندي | قطعة | | A4 | 1 | | |
| دفاتر / copybook | 48 | ملاحظات A5 | صيني | شدة | دفتر 50 ورق | A5 | 12 | | |
| | 49 | ملاحظات 9*7 | صيني | شدة | دفتر 50 ورق | 7*9 Cm | 12 | | |
| | 50 | ملاحظات A6 | صيني | شدة | دفتر 50 ورق | A6 | 12 | | |
| | 51 | ملاحظات | صيني | دفتر | دفتر 100 ورق | 25 K | 1 | | |
| | 52 | مدرسية | اندونسي | دفتر | دفتر 60 ورق | | 1 | | |
| حبر طابعة / Printer inkject | 53 | Easy print | صيني | قطعة | | | 1 | | |
| | 54 | كانون / اصلي ملون | | قطعة | | | 1 | | |
| صبوره / Boards | 55 | بورد ابيض | صيني | قطعة | 60 * 90 سم | | 1 | | |
| | 56 | ستاند فليب جارت | صيني | قطعة | 60 * 90 سم | | 1 | | |
| | 57 | ستاند للرسم | صيني | قطعة | | | | | |
| | 58 | ستاند للعرض | صيني | قطعة | | | | | |
| | 59 | لوحة رسم قماش | صيني | قطعة | 50 * 70 سم | | | | |
| | 60 | لوحة رسم قماش | صيني | قطعة | 40* 70 سم | | | | |



جدول كميات لمستلزمات القرطاسية BOQ for stationary equipments

Annex B

ملخصات مهمة: في حالة وجود مواد أخرى في السوق مشابهة لمواصفات المادة المطلوبة يجب مراعاة اختيار المادة الأفضل في النوعية والأنسب سعرا.

عند وضع الاسعار يجب مراعاة نوع الوحدة مع جميع باقي المواصفات.

| اسم المادة Item name | ت ت | وصف | المنشا | الوحدة | مكونات الوحدة | حجم الوحدة | عدد المكونات | سعر الوحدة بالدينار | Unit Price in \$ |
|----------------------|-----|----------------------|--------|--------|---------------|-----------------|--------------|---------------------|------------------|
| باجات / Badges | 61 | هولدر | صيني | شدة | قطعة | ملم 90 * 54 | 10 | | |
| | 62 | شريط | صيني | قطعة | مع الطبع | ملم 20 * 800 | 1 | | |
| | 63 | بالون / نفخة | صيني | كيس | قطعة | حجم وسط | 100 | | |
| | 64 | شموع | | ريطة | قطعة | شموع قلم | 6 | | |
| | 65 | كرات | صيني | كيس | قطعة | صغيرة | 20 | | |
| | 66 | كرات | صيني | كيس | قطعة | صغيرة | 12 | | |
| | 67 | دبوس ورق/ paper clip | صيني | باكيت | قطعة | صغيرة/28mm | 100 | | |
| | 68 | دبوس ورق/ paper clip | صيني | باكيت | قطعة | وصت/32mm-33mm | 50 | | |
| | 69 | دبوس ورق/ paper clip | صيني | باكيت | قطعة | كبير/75mm-78mm | 50 | | |
| | | | | | | Total / المجموع | | | |

ریکھراوا ہاریکار نیاں ٹھیکنی



ملظمة ہاریکار نیاں ٹھیکنی

منظمة هاريkar / Harikar NGO

Criteria for evaluating bidders / Stationery for 2024

Annex C1

| S | Criterias / المعيار | Description وصف المعيار | وحدة قياس لوصف المعيار Unit of description | درجة قياس المعيار / Highest 100 Ranking value | Minimum requirement |
|---|--|--|---|---|--|
| 1 | Experince/ الخبرة 20% | Number of Similer contracts with NGOs UN agensies / عدد العقود المشابهة مع المنظمات الغير حكومية او وكالات أمم متحدة | If Supplier has 5 contracts and more عقود | اذا كان لديه اكتر من 5 عقود 20 | if one of the following disqualifying factors applies: -Zero point for any mentioned criterria (experience, location, Resources,Bids layout,Familiar with NGOs financial system,Work space capacity) of the service the supplier is applying for. |
| | | | If supplier has 3 to 4 contracts | اذا كان لديه 3 او 4 عقود 15 | |
| | | | If supplier has less and equal to 2 contarcts لديه عقدان او اقل | اذا كان لديه عقدان او اقل 10 | |
| 2 | location موقع المجهز / 15% | easy accessible | اذا كان الوصول الى مكان المجهز سهل كان لايقع في الفروع الصغيرة او بعيد عن الطق العامة | 15 | -The supplier will be selected if passed Financial and Technical evaluations based on the defined set criteria.. |
| | | with some difficulties | اذا كان الوصول الى مكان المجهز سهل لكن مع بعض الصعوبات | 8 | |
| | | Difficult to access | اذا كان الوصول الى مكان المجهز صعب كان يكون بعيد او يحتاج الى عبور العديد من الفروع | 5 | |
| 3 | Resources الممتلكات / المتعلقة بالمجهز 15% | Means OF transportation وسائل النقل سيارات | Pickups If exist بيك اب | 5 | -The supplier will be selected if passed Financial and Technical evaluations based on the defined set criteria.. |
| | | | Vans If exist سيارة فان مغلقة | 5 | |
| | | Number of staffs operation and labours عدد المنتسبين موظفي مكتب وعمال | If 5 and more اذا كان لديه 5 منتسبين او اكتر | 5 | |
| | | | If less than 5 اذا كان لديه اقل من 5 منتسبين | 3 | |
| | | | If less than 3 اذا كان لديه اقل من 3 منتسبين | 2 | |
| 4 | Bids layout جودة تنضيم المطاع المقدم 15% | Full documents provided (Lisence, Tax clearance, Profile, all other documents | اذا كان العطاء كاملا كان قدم الاجازة , اذا كان يدفع الضرائب | 15 | Dr. Harikar NGO |
| | | Missing some documents | اذا كان العطاء ينقصه أوراق | 5 | |
| | | No documents are provided | لم يقدم اي اوراق مع العطاء | 3 | |
| 5 | Familiar with NGOs financial system / على / دراية بالنظام المالي للمنظمات غير الحكومية | Delay in payments (Specify the amount and the period supplier can afford) | هل يستطيع انتظار تأخير الدفعات (يجب ان يذكر المبلغ الذي يستطيع الانتظار مع المدة) | 10 | Dr. Harikar NGO |
| | | Finanical system, Bank account, cheque book | هل لديه نظام الكاشير , حساب بنكي, دفتر صكوك | 10 | |

| | | | | |
|---|---|--|--|----|
| 6 | Work space capacity سعة مكان العمل 15% | If the work space is more than 200 Msq. | اذا كان سعة المكان اكبر من 200 متر | 15 |
| | | If the work space is less than 200 Msq. And more than 100 Msq. | اذا كان سعة المكان اقل من 200 متر و اكثرب من 100 متر | 10 |
| | | If the work space is less than 100 Msq. | اذا كان اقل من 100 متر | 5 |

Note : Harikar NGO concerned committee will visit the assigned Offices for evaluation preposes according to the above identified criteria (Physical visit)



منظمة هاريكار / Harikar NGO
Criteria for evaluating bidders / Stationery for 2024

Annex C 2

يرجى الإجابة على الأسئلة أدناه / Please answer the questions below

| S | Criterias / المعيار | Description وصف المعيار | Supplier response | Note if exist / ملاحظات إن وجدت |
|---|--|--|-------------------|---------------------------------|
| 1 | Experince / الخبرة | Number of Similer contracts with NGOs UN agensies / عدد العقود المشابهة مع المنظمات الغير حكومية او وكالات الأمم المتحدة | | |
| 2 | location / موقع المجهز | Suppliers location / يرجى كتابة موقع المورد بالتفصيل | | |
| 3 | Resources / الممتلكات المتعلقة بالمجهز | Please mention your means of transportations (like pick-ups and vans). يرجى ذكر وسائل النقل الخاصة بك (مثل البيك اب والشاحنات الصغيرة) | | |
| | | Please mentioned the number of staffs operation and labour. يرجى ذكر عدد الموظفين والعمال لديك | | |
| 4 | Bids layout / جودة تنظيم العطاء المقدم | Please attache all tender documents (Lisence, Tax clearance, Supplier' Profile, all other documents required), and answer all required questions clearly. يرجى إرفاق جميع مستندات المناقصة (الترخيص، التخلص الضريبي، ملف تعريف المورّد، وجميع المستندات الأخرى المطلوبة)، والإجابة على جميع الأسئلة المطلوبة بوضوح. | | |



| | | | | |
|---|--|--|--|--|
| 5 | Familiar with NGOs financial system / على / دراية بالنظام المالي للمنظمات غير الحكومية | Delay in payments (Specify the amount and the period supplier can afford). هل يستطيع انتظار تأخير الدفعات (يجب ان يذكر المبلغ الذي يستطيع الانتظار مع المدة) | | |
| 6 | Work space capacity سعة مكان العمل | Financial system, Bank account, cheque book. هل لديه نظام الكاشير , حساب بنكي, دفتر صكوك Please mentioned bureau work space by Msq, يرجى ذكر مساحة عمل المكتب بواسطة متر مربع | | |

Important Note: please provide all the above required information and attache copies of all the necessary documents that will prove the above information.

