



Invitation to Bid for "Providing rented vehicles with drivers for Harikar NGO"

INVITATION TO BID ITB/HD-Harikar/2021/017
DATE OF ISSUANCE: 19th December 2021
CLOSING DATE AND TIME: 16th January 2022, 12:00 PM

1. BACKGROUND

Harikar NGO is going to provide rented vehicles with drivers for Harikar NGO in Duhok and Ninawa governorate. Therefore, Harikar NGO is announcing an Invitation to Bid with a framework agreement for the duration of one year for providing rented vehicles with drivers. 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 B1,B2,B3,B4:	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 16th of January 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. Profile (CV)
 - 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 Iraq, also should have the capacity to provide the requested vehicles to the targeted area in Duhok and 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: 16th of January 2022, 12:00 PM

Opening of bids: 20th of January 2022, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2021/017
- 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:

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Annex A

Bid Specification

Bid #: ITB/HD-Harikar/2020/017

Required services: Providing rented vehicles with drivers for Harikar NGO in Duhok and Ninawa.

Introduction:

- Bid by Harikar NGO to provide rented vehicles with drivers for Harikar NGO in Duhok and Ninawa, as a framework agreement for the year of (2022). In addition, that the contract can be renewed for one year subject to performance by Harikar blanket procurement policy.

Specifications:

1. Supply all the vehicles that are agreed on with drivers for the required locations.
2. Manufactured year of the vehicles must be 2019 and above.
3. All maintenance is supplier responsibilities including fuel.
4. Provision of safety equipment (fire extinguisher, first aid kits, hand light, tool kits, tow rope, battery charging cables for the vehicles is supplier responsibilities.
5. Vehicle registration documents
6. Vehicles must be in a very good condition and not involved in any accident before.
7. A proper fueling mechanism and keep vehicles clean is the supplier responsibility
8. Working days are from Sun to Thursday, working hours from 8:00 AM to 3:30 PM, except for Thursday which is from 8:00 to 3:00 PM.
9. Driver has to have valid general driving license
10. Driver's selection should be based on standardized criteria (age, behavior, experience, education background, clear accident records)
11. Working in holidays and in emergency situation and urgent issues upon the program needs
12. The ITB should be submitted to Harikar NGO no later than (16 /01/2022)
13. items must match to the items in BOQ.
14. The bid should be stamped and sealed by the supplier.
15. Harikar has the right to request for replacing driver in case if the driver do not meet Harikar requirements.
16. The Company should be registered and have clean tax record in both Baghdad and Erbil.
17. The company must issue a power of attorney to the hired driver up on the delivery of vehicle.

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BOQ for Provision of Vehicles Rental Services in Dohuk Governorate

Annex B1: Vehicle requirement (Part time)

Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per day in IQD	Unit Cost per day in \$
Toyota	Part Time SUV	Either Manual or automatic transmission	1+3+2 (6 Seater)	2015-2019	Spare tyre/Reflective triangles/First aid kit/ Fire extenguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (6-8) Cylinder					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota تويوتا	Part Time Mini Bus	Either Manual or automatic transmission	2 + 3 + 3 + 3 + 3 (14 Seater)	2015-2019	Spare tyre/Reflective triangles/First aid kit/ Fire extenguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (6-8) Cylinder					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								

BOQ for Provision of Vehicles Rental Services in Dohuk Governorate

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Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per day in IQD	Unit Cost per day In \$
Toyota	Part Time Pickup	Either Manual or automatic transmission	1+3 (4 Seater)	2015-2019	Spare tyre/Reflective triangles/First aid kit/ Fire extenguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (6-8) Cylinder					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Part Time Sedan	Either Manual or automatic transmission	1+3 (4 Seater)	2015-2019	Spare tyre/Reflective triangles/First aid kit/ Fire extenguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (4) Cylinder					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								

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BOQ for Provision of Vehicles Rental Services in Dohuk Governorate

Annex B1: Vehicle requirement (Part time)

Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per day in IQD	Unit Cost per day in \$
Toyota	Part Time Coaster	Minimum (6-8) Cylinder	22 Seat	2015-2019	Spare tyre/Reflective triangles/First aid kit/ Fire extengulsher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Fuel type (Diesel/Gasoline)								
		Total odometer not more than 120,000 KM								
Total amount										

Note: The movements of all hired vehicles will be within Dohuk and Ninawa and rarely to other cities



BOQ for Provision of Vehicles Rental Services in Dohuk Governorate

Annex B2: Vehicle requirement (Full time)

Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per month in IQD	Unit Cost per month in \$
Toyota	SUV	4WD	1+3+2 (6 Seater)	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extenguisher/ Tow rope/ Equipped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Either Manual or automatic transmission		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Minimum (4 or 6) Cylinder								
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Mini Bus	AWD	2 + 3 + 3 + 3 + 3 (14 Seater)	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extenguisher/ Tow rope/ Equipped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Either Manual or automatic transmission		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Minimum (4 or 6) Cylinder								
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								

BOQ for Provision of Vehicles Rental Services in Dohuk Governorate

Annex B2: Vehicle requirement (Full time)

Annex 2: Vehicle Requirements (Full time)										
Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per month in IQD	Unit Cost per month in \$
Toyota	Pickup	4WD	1+3 (4 Seater)	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equipped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Either Manual or automatic transmission		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Minimum (4 or 6) Cylinder								
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Sedan	Engine capacity 1600cc - 1800cc-2000cc	1+3 (4 Seater)	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equipped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (4 or 6) Cylinder		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								

BOQ for Provision of Vehicles Rental Services in Dohuk Governorate

Annex B2: Vehicle requirement (Full time)

Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per month in IQD	Unit Cost per month in \$
Toyota	Coaster	Minimum (6-8) Cylinder	22 Seater	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Fuel type (Diesel/Gasoline)								
Total amount										

Note: The movements of all hired vehicles will be within Dohuk and Ninawa and rarely to other cities



BOQ for Provision of Vehicles Rental Services in Ninawa Governorate

Annex B3: Vehicle requirement (Part time)

Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per day in IQD	Unit Cost per day in \$
Toyota	Part Time SUV	Either Manual or automatic transmission	1+3+2 (6 Seater)	2015-2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (6-8) Cylinder					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Part Time Mini Bus	Either Manual or automatic transmission	2 + 3 + 3 + 3 + 3 (14 Seater)	2015-2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (6-8) Cylinder					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Part Time Pickup	Either Manual or automatic transmission	1+3 (4 Seater)	2015-2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (6-8) Cylinder						Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								

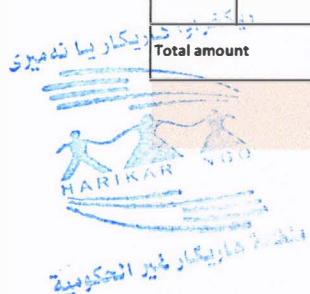
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BOQ for Provision of Vehicles Rental Services in Ninawa Governorate

Annex B3: Vehicle requirement (Part time)

Annex B3: Vehicle requirement (Part time)										
Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufactur Ing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per day In IQD	Unit Cost per day In \$
Toyota	Part Time Sedan	Either Manual or automatic transmission	1+3 (4 Seater)	2015-2019	Spare tyre/Reflective triangles/First aid kid/ Fire extenguisher/ Tow rope/ Equipd with minimum two advanced airbag/ ABS breaking system	Vehicles prefered to be white color ./AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (4) Cylinder					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Part Time Coaster	Minimum (6-8) Cylinder	22 Seat	2015-2019	Spare tyre/Reflective triangles/First aid kid/ Fire extengulsher/ Tow rope/ Equipd with minimum two advanced airbag/ ABS breaking system	Vehicles prefered to be white color ./AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM					1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Fuel type (Diesel/Gasoline)								
		Total amount								

Note: The movements of all hired vehicles will be within Ninawa and Dohuk and rarely to other cities



BOQ for Provision of Vehicles Rental Services in Ninawa Governorate

Annex B4: Vehicle requirement (Full time)

Annex D4: Vehicle Requirement (Full time)										
Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per month In IQD	Unit Cost per month in \$
Toyota	SUV	4WD	1+3+2 (6 Seater)	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equipped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Either Manual or automatic transmission		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Minimum (4 or 6) Cylinder								
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Mini Bus	AWD	2 + 3 + 3 + 3 + 3 (14 Seater)	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equipped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Either Manual or automatic transmission		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Minimum (4 or 6) Cylinder								
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Pickup	4WD	1+3 (4 Seater)	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extinguisher/ Tow rope/ Equipped with minimum two advanced airbag/ ABS breaking system	Vehicles preferred to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Either Manual or automatic transmission		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Minimum (4 or 6) Cylinder								
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								

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BOQ for Provision of Vehicles Rental Services in Ninawa Governorate

Annex B4: Vehicle requirement (Full time)

Annex B4: Vehicle Requirement (Full time)										
Vehicle Brand	Vehicle Type	Engine Specifications	Seating Capacity	Manufacturing Year	Minimum Safety Equipments	Additional requirements	Qty	Movements	Unit Cost per month In IQD	Unit Cost per month in \$
Toyota	Sedan	Engine capacity 1600cc - 1800cc-2000cc	1+3 (4 Seater)	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extenguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles prefered to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Minimum (4 or 6) Cylinder		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM								
		Fuel type (Diesel/Gasoline)								
Toyota	Coaster	Minimum (6-8) Cylinder	22 Seater	Not older than 2019	Spare tyre/Reflective triangles/First aid kit/ Fire extenguisher/ Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system	Vehicles prefered to be white color ,/AC and heating system must be operative	1	Traveling outside duty stations (city), 5 days in a week and for holidays when its needed		
		Total odometer not more than 120,000 KM		2015-2019			1	Inside camps (IDP and Refugee camps) ,5 days in a week and for holidays when its needed		
		Fuel type (Diesel/Gasoline)								
Total amount										

Note: The movements of all hired vehicles will be within Ninawa and Dohuk and rarely to other cities

**Technical Evaluation Form
For Providing Vehicles with Drivers
Annex C1**

ID	A	B	C	D	E	Minimum required:
Chapter	Work Experince	Personnel	Company Assets	Company capacity	Quality Assurance	
Score/Weight	35%	15%	15%	15%	20%	Minimum required: 60%
Terms	<ul style="list-style-type: none"> • General work: 5% (total years and experience in the field) • Particular work: 15% <ul style="list-style-type: none"> o Experience in Providing Transportation Services. o Projects Duration, Budget and References. o Total value of the completed Projects. • NGO experience: 15% 	Management personnel: 5% Technical personnel: 5% Field staff : 5%	List and proof. Need to list down the transportation means needed to Harikar proposed work and check the availability of vehicles in the company.	providing number # of vehicles with drivers you can provid them for Harikar NGO in Duhok and Ninawa governoraate.	Provide type, manufacturing year and all vehicle conditions that your company can provide them to Harikar NGO, and vehicles insurance.	if one of the following disqualifying factors applies: -Zero proven experience in the field of the service the supplier is applying for. -Proposed work plan is not fit to the project duration. -Origin/ specification is not fit or not equivalent to the one described in the tender documents. -The company will be selected if passed Financial and Technical evaluaitions based on the defined set criteria.

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منظمة هاريكار غير الحكومية

**Technical Evaluation Form
For Providing Vehicles with Drivers
Annex C2**

Chapter	Percentage	Description
Work experience 35%		
General work 5% (total years of experience in the field), how old is your company and in which projects have you worked?	5%	
Particular work 15%		
Experience in Providing Transportation services, has your company work in Transportation services in the past?	5%	
Company Projects Duration, Budgets and References..?	5%	
Total value of the completed Projects.	5%	
NGO experience: 15% Does your company have experience with NGOs?	15%	
Personnel 15% How many employees do you have in your company based on the following categories ?		
Management personnel	5%	



Technical personnel	5%	
Field staff	5%	
Company Assets 15%		
List and proof. Need to list down the transportation means needed to Harikar proposed work and check the availability of vehicles in the company.	15%	
Company capacity 15%		
providing number # of vehicles with drivers you can provide them for Harikar NGO in Duhok and Ninawa governorate.	15%	
Quality Assurance 20%		
Provide type, manufacturing year and all vehicle conditions that your company can provide them to Harikar NGO, and vehicles insurance.	20%	
Important Note: please provide all the above required information and attache copies of all the necessary documents that will prove the above information.		

