



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

INVITATION TO BID: ITB/HD-HARIKAR/2023/001

DATE OF ISSUANCE: 25th May 2023

CLOSING DATE AND TIME: 19th June 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 **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) please include the ITB reference in the subject line, Harikar (Procurement Officer) on or before 19th of June 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.

ریکھراوا هاریکار یا نه میری



ریکھراوا هاریکار یا نه میری



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), Tax clearance and fuel quality certificate.
 - 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 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: 19th of June 2023, 12:00 PM

Opening of bids: 20th of June 2023, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-HARIKAR/2023/001
- 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:



Annex A

Bid Specification

Bid #: ITB/HD-HARIKAR/2023/001

Required services: Provision of Fuel for Harikar Vehicles and Generators

Introduction:

Harikar NGO is pleased to advertise a bid for the provision of fuel for Harikar vehicles and generators in Duhok governorate. The bid is for a one-year framework agreement, starting from July 01, 2023, until June 30, 2024. Furthermore, there is a possibility for the contract to be extended for an additional year, subject to satisfactory performance by the supplier, in accordance with Harikar's blanket procurement policy.

As part of the agreement, the supplier will be required to maintain the quoted price for the initial three months of the contract. Subsequently, the price will be revised every three months based on prevailing market prices. The new prices will be applicable for the following three months, as long as the contract remains valid.

Harikar estimates its annual fuel requirements to be as follows: 50,700 Liters of Petrol for vehicles, 29,400 Liters of Diesel for vehicles, and 26,683 Liters of Diesel for generators. These figures are subject to variation depending on the actual needs of the organization.

Specifications:

- 1) The supplier is required to have fuel station(s) located within Dohuk city, with a preference for a maximum distance of **6 km** from Harikar NGO's main office.
- 2) The supplier should provide Harikar with valid **fuel quality certificate every 15 days**.
- 3) The fuel station should have the capability to promptly supply fuel to Harikar upon immediate request, on a daily basis, throughout the week, 24 hours a day.
- 4) Fuel for vehicles (both diesel and petrol) should be available at the designated fuel station(s). However, fuel for generators will be transported by the supplier. For generators located in nearby areas such as Summel, Domiz, etc., the supplier will transport the fuel free of charge. For generators in more distant locations like Zakho, Gawilan camp, Bardarash, etc., the supplier will transport the fuel at the local market transportation price, subject to an agreement between Harikar and the supplier.
- 5) The fuel supplied must meet the highest quality standards, ensuring it is free from waxes and contaminants.
- 6) The fuel station is required to maintain and provide, upon reasonable notice, all records pertaining to this service for inspection and examination purposes.
- 7) The supplier is responsible for consistently providing Harikar vehicles with high-quality diesel and petrol (both normal and Mohasan) at the designated fueling station(s) in Dohuk.





- 8) The price per liter quoted by the selected supplier shall remain fixed for the agreed period, which is a minimum of three months as specified in the bill of quantity. However, the price will be reviewed on a quarterly basis during the duration of this one-year contract.
- 9) Harikar will assess the prevailing prices in the local market and hold quarterly meetings with the selected supplier to finalize the requirements for reviewing the new quotation for the subsequent three months. Any contract amendment should reflect the new price accordingly.
- 10) The price will be determined in accordance with the current market rates at the time of fuel provision
- 11) Price shall include customs, sales tax and VAT.
- 12) The distribution of fuel for vehicles should be managed through a well-structured method, established in agreement between Harikar and the selected supplier.
- 13) The supplier is required to provide Harikar with a monthly bill within the first working week of each month. The bill should clearly indicate the fuel type, quantity, unit price, and total cost.
- 14) Invoices will be carefully reviewed and verified by Harikar. Any discrepancies identified will be promptly communicated to the supplier for resolution.
- 15) The supplier is required to provide a valid bank account, as payments may be made via bank transfer or by checks. The payment method will be determined based on the convenience of the selected supplier and as per Harikar concerned policies.
- 16) Both Harikar and the supplier retain the right to terminate the contract prior to the expiry date, if deemed necessary, with a **written notice period of two weeks**.
- 17) The supplier is responsible for maintaining a consistently high level of service quality for Harikar. Harikar retains the right to assess the quality control of the fuel provided and, if needed, suggest potential improvements during quarterly meetings with the supplier.
- 18) The supplier is responsible for covering any costs associated with the maintenance of Harikar vehicles and generators if it is verified that the reason for the maintenance is related to the fuel provided by the supplier.
- 19) The supplier's fuel station(s) must adhere to safety standards, ensure security, and be easily accessible.
- 20) The supplier must possess a valid license (registration certificate) issued by the Government of Iraq/KRI for the supply of fuel.
- 21) The selection of the supplier will be based on standardized criteria, including experience, system(s), human resources, accessibility and capacity, and supported documents.
- 22) The Invitation to Bid (ITB) should be submitted to Harikar NGO no later than (19/06/2023) before 12:00 pm.
- 23) The provided items must match the items listed in the Bill of Quantities (BoQ).
- 24) The bid should be properly stamped and sealed by the supplier.
- 25) The successful supplier must meet the following minimum qualifications:
 - Have a minimum of 2 years of experience in fuel provision.
 - Demonstrate a favorable track record in serving national and international organizations, UN agencies, institutions, governmental bodies, and multinational companies.
 - Employ competent and experienced staff.
 - Possess the financial capability to provide services to Harikar offices in Duhok and KRI.

A الملحق

مواصفات المناقصة

مُنَاقِصَة: # ITB/HD-HARIKAR/2023/001

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 تبدأ من 01 أيلول 2023 وتستمر حتى 30 حزيران 2024، مع إمكانية تجديد العقد لمدة سنة إضافية واحدة، في حالة كان أداء المزود مرضي.

سيتم تقييم ذلك وفقاً لسياسة الشراء الشاملة للمنظمة. سيتم طلب من المزود الاحتفاظ بالسعر المعروض للأشهر الثلاثة الأولى من العقد وإعادة تقييم السعر كل ثلاثة أشهر استناداً إلى أسعار السوق السائدة، وتحديد الأسعار الجديدة للأشهر الثلاثة القادمة، طالما أن العقد سار

تقدير متطلبات منظمة هاريكار السنوية بـ 50,700 لترًا من البنزين لمركبات، و 29,400 لترًا من дизيل (غازوويل) للمركبات، و 26,683 لترًا من дизيل (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 ودميز وأماكن أخرى من قبل المزود مجاناً، ويجب نقل وقود مولدات الكهرباء إلى الأماكن البعيدة مثل زاخو ومخيم گويلان 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 وخالي من الشمع والمواد المحتوية.
- 6) يجب أن تحفظ 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 الكميه، وسوف تتم مراجعته مع المزود كل ثلاثة أشهر، خلال فترة هذا العقد [سنة واحدة].



- (9) ستقوم منظمة هاريكار بتقييم السعر السائد في السوق المحلي والاجتماع مع المزود المختار كل ثلاثة أشهر لغرض اجراء التعديل اللازم على السعر الجديد (لأشهر الثلاثة القادمة). ويجب أن يعكس السعر الجديد في أي تعديل لهذا العقد.
- (10) سيتم تحديد السعر بناءً على أسعار السوق السائدة التي يتم خلالها تزويد الوقود.
- (11) يجب أن يشمل السعر الجمارك وضريبة المبيعات وضريبة القيمة المضافة.
- (12) يجب الحفاظ على توزيع الوقود للمركبات من خلال طريقة منظمة بشكل جيد بناءً على موافقة المنظمة والمزود المختار.
- (13) 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.
- (14) يجب أن تخضع الفواتير للتحقق من قبل منظمة هاريكار وإبلاغ المزود إذا كان هناك أي تناقض.
- (15) 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 وتنماشى مع السياسات المعنية للمنظمة.
- (16) تحفظ منظمة هاريكار والمزود بالحق في إنهاء العقد قبل تاريخ انتهاء العقد، إذا لزم الأمر، وذلك باخطار كتابي في غضون (15) يوماً.
- (17) يجب على المزود التأكد من جودة الخدمة المقدمة إلى المنظمة في جميع الأوقات. تحفظ المنظمة بالحق في تقييم مراقبة جودة الوقود المقدم، وإذا لزم الأمر، اقتراح تحسينات ممكنة خلال الاجتماعات الفصلية مع المزود.
- (18) يتحمل المزود تكاليف صيانة مركبات ومولدات الكهرباء لمنظمة هاريكار، إذا تم التحقق من أن سبب العطل هو الوقود المقدم من قبل المزود.
- (19) يجب أن تكون محطة (محطات) وقود المزود آمنة ويمكن الوصول إليها بسهولة.
- (20) يجب أن يكون المزود مرخصاً حسب الأصول (شهادة تسجيل) من قبل حكومة العراق / إقليم كردستان العراق لتزويد الوقود.
- (21) يعتمد اختيار المزود على المعايير (الخبرة، النظام والموارد البشرية، وامكانية الوصول والقدرة، وثائق العطاء).
- (22) يجب تقديم العطاء للمنظمة في موعد لا يتجاوز 19/06/2023، قبل 12 ظهراً.
- (23) يجب أن تتطابق العناصر المقدمة مع العناصر الموجودة في فاتورة الكميات.
- (24) يجب أن يتم توقيع العطاء وختمه من قبل المزود.
- (25) 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 ووكلات 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/2023/001

Required services: Provision of Fuel for Harikar Vehicles and Generators

Introduction:

Harikar NGO is pleased to advertise a bid for the provision of fuel for Harikar vehicles and generators in Duhok governorate. The bid is for a one-year framework agreement, starting from July 01, 2023, until June 30, 2024. Furthermore, there is a possibility for the contract to be extended for an additional year, subject to satisfactory performance by the supplier, in accordance with Harikar's blanket procurement policy.

As part of the agreement, the supplier will be required to maintain the quoted price for the initial three months of the contract. Subsequently, the price will be revised every three months based on prevailing market prices. The new prices will be applicable for the following three months, as long as the contract remains valid.

Harikar estimates its annual fuel requirements to be as follows: 50,700 Liters of Petrol for vehicles, 29,400 Litres of Diesel for vehicles, and 26,683 Liters of Diesel for generators. These figures are subject to variation 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, 2023
Diesel	Liter	1	
Petrol (Normal)	Liter	1	
Petrol (Mohasan)	Liter	1	
Total			

Note(s):

- 1- Include an updated quality check certificate for the specific type of fuel (Petrol Normal and Mohasan, and Diesel) along with the bid. The certificate should clearly indicate 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/cm3) 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:

B الملحق

فاتورة الكمية

مناقصة #: ITB/HD-HARIKAR/2023/001

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

مقدمة:

مناقصة تزويد الوقود لمركبات ومولدات الكهرباء التابعة لمنظمة هاريكار غير الحكومية في محافظة دهوك، كاتفاقية إطارية لمدة عام واحد تبدأ من 01 أيلول 2023 وتستمر حتى 30 حزيران 2024، مع إمكانية تجديد العقد لمدة سنة إضافية واحدة، في حالة كان أداء المزود مرضي.

سيتم تقييم ذلك وفقاً لسياسة الشراء الشاملة للمنظمة. سيتم طلب من المزود الاحتفاظ بالسعر المعروض للأشهر الثلاثة الأولى من العقد وإعادة تقييم السعر كل ثلاثة أشهر استناداً إلى أسعار السوق السائدة، وتحديد الأسعار الجديدة للأشهر الثلاثة القادمة، طالما أن العقد ساري

تقدير متطلبات منظمة هاريكار السنوية بـ 50,700 لترًا من البنزين لمركبات، و 29,400 لترًا من дизيل (غازوويل) للمركبات، و 26,683 لترًا من дизيل (غازوويل) للمولدات لمدة عام واحد، والتي قد تختلف حسب الاحتياجات الفعلية للمنظمة.

العطاء المقدم من قبل المزود، هو على النحو التالي:

سعر الوحدة للفترة من 01 يوليو إلى 30 سبتمبر 2023	الكمية	الوحدة	نوع الوقود
	1	لتر	دiesel (عادي)
	1	لتر	بنزين (عادي)
	1	لتر	بنزين (محسن)
المبلغ الإجمالي			

الملاحظات:

- 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)

رقم خراطة هاريكار يسا نه ميرى



منظمة هاريكار غير الحكومية

بنزين محسن	Density@ 15 °C (gr/cm3)
	AKI [(Ron+Mon)/2]
	Sulfur (ppm)
	VPI (kpa)
	Benzene (%v)
ديزل (غازويل)	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

Technical Evaluation
Provision of Fuel for Harikar Vehicles and Generators
Annex C1

ID	A	B	C	D	Minimum requirement
Chapter	Work Experience	System(s), Human Resources	Capacity and Accessibility	Supported Documents	
Score/Weight	30%	20%	30%	20%	60%
Terms	<ul style="list-style-type: none"> • Number of years active: 10% (total years and experience) <ul style="list-style-type: none"> - 1 to 2 year (05%) - 3 year and more (10%) • Number of Similar contracts 10% <ul style="list-style-type: none"> - No similar contracts - 1 to 2 contracts(05%) - 3 contracts and more (10%) • 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% • Fuel Quality Certificate 15% <p>[Supplier should provide a valid Fuel Quality Certificate which will be evaluated by the technical committee]</p>	<p>if one of the following disqualifying factors applies:</p> <ul style="list-style-type: none"> -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 evaluations based on the defined set criteria..

Note : The assigned committee of Harikar NGO will conduct visits to the designated offices of suppliers for the purpose of evaluation, in accordance with the aforementioned criteria.



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

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



Address of the station	15%	
Supported Documents 20%		
Working licence	3%	
Tax clearance for the last year	2%	
Fuel quality Certificate	15%	
Important Note: Please kindly provide all the aforementioned required information and ensure to attach copies of the necessary documents that substantiate the provided details.		

