



Invitation to Bid for “Provision of transportation services (Hiring vehicles with drivers) for Harikar NGO in Duhok and Ninawa for 2024”

INVITATION TO BID: ITB/HD-Harikar/2023/008

DATE OF ISSUANCE: 1st October 2023

CLOSING DATE AND TIME: 21st 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 **Provision of transportation services (Hiring vehicles with drivers) for Harikar NGO in Duhok and Ninawa** 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 Provision of transportation services (Hiring vehicles with drivers) for Harikar in Duhok and Ninawa.

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) please include the ITB reference in the subject line, Harikar (Procurement and logistic Officer) on or before 21st 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 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. 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 transportation service of similar services 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.

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 envelope financial offer and another envelope 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: 21st of November 2023, 12:00 PM

Opening of bids: 22nd of November 2023, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2023/008
- 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 firms 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:

نیکھل ادا شاریکار بیان فوجی



شاریکار بیان فوجی افغانستان



Annex A

Bid Specification

Bid #: ITB/HD-Harikar/2023/008

Required services: Provision of transportation services (Hiring vehicles with drivers).

Introduction:

- Bid by Harikar NGO to provide transportation services (Hiring vehicles with drivers) for Harikar NGO Dohuk and Ninawa, as a framework agreement for the year of (2024). 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 2021 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 (21 /11 /2023)
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.

دیکھراوا شاریکار یا نہ میجھے



منظمة هاريکار لحقوق المرأة

BOQ for Provision of Vehicles Rental Services in all 3 KRI governorates

Annex B1: Vehicle requirement (Full time) for the year 2024

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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ 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		
		Either Manual or automatic transmission					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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ 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		
		Either Manual or automatic transmission					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 all 3 KRI governorates

Annex B1: Vehicle requirement (Full time) for the year 2024

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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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		
		Either Manual or automatic transmission					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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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					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 all 3 KRI governorates

Annex B1: Vehicle requirement (Full time) for the year 2024

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	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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					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 all 3 KRI governorates

Annex B2: Vehicle requirement (Part time) for the year 2024

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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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 (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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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 (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 all 3 KRI governorates

Annex B2: Vehicle requirement (Part time) for the year 2024

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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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 (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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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) 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 all 3 KRI governorates

Annex B2: Vehicle requirement (Part time) for the year 2024

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	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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													
		Fuel type (Diesel/Gasoline)													
		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							
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 and GOI area

Annex B3: Vehicle requirement (Full time) for the year 2024

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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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		
		Either Manual or automatic transmission					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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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		
		Either Manual or automatic transmission					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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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		
		Either Manual or automatic transmission					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 Ninawa Governorate and GOI area

Annex B3: Vehicle requirement (Full time) for the year 2024

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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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					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	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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					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 and GOI area

Annex B4: Vehicle requirement (Part time) for the year 2024

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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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 (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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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 (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)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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 (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)								

Approved by _____

BOQ for Provision of Vehicles Rental Services in Ninawa Governorate and GOI area

Annex B4: Vehicle requirement (Part time) for the year 2024

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 Sedan	Either Manual or automatic transmission	1+3 (4 Seater)	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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) 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	2021 - 2024	Spare tyre/Reflective triangles/First aid kid/ Fire extinguisher/ 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					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 Experience	Similar Contracts	Operation Structure	Capacity of providing transportation means with a list of available vehicles	Quality of provided vehicle	
Score/Weight	20%	20%	20%	20%	20%	Minimum required: 60%
Terms	<p>Based on number of proved years working in this field: 1- If more than 10 years (20Marks). 2-If less than 10 years and more than 5 years (15Marks). 3-If less than five years and more than a year (10 Marks). 4-if less than a year (5 Marks).</p>	<p>Only with NGO's and Unagnsies: 1-If more than 3 Contracts rank (20Marks). 2-if less than 3 contracts and more than one contract (10 Marks).3- If one contracts (5 Marks).4-If no contracts(0 Marks).</p>	<p>1-If personnel diagram exist and full units (20 Marks) 2- If capacity for providing vehicles is less than 30 and more than 20 (10 Marks) 3- If less than 20 (5 Marks).</p>	<p>1-If capacity for providing vehicil is more than 30 vehicle (20 Marks). 2- If the vehicles provided are latest models and manufactured in 2023 (20 Marks) 3- If the vehicles provided are manufactured before 2023 and after 2021 (15 Marks) 3-If the vehicles provided are manufactured before 2021 (0 Marks)</p>	<p>if one of the following disqualifying factors applies: -Zero point for any mentioned criterria (experience,Similar Contracts,Operation Structure,Capacity of providing transportation means with a list of available vehicles, Quality of provided vehicle) of the service the supplier is applying for. -The supplier will be selected if passed Financial and Technical evaluaitons based on the defined set criteria..</p>	



Technical Evaluation Form
For Providing Vehicles with Drivers
Annex C2

يرجى الأجابة على الأسئلة أدناه / Please answer the questions below

Chapter	Description	Note if exist / وجدت
	Work experience 20%	
Please mentioned the number of proved years working in this field: يرجى ذكر عدد سنوات العمل المثبتة في هذا المجال:		
	Similar Contracts 20%	
Please mention the number of contract only with NGO's and UN agnsies: يرجى ذكر عدد العقود الذي أبرمتها فقط مع المنظمات غير الحكومية ومنظمات الأمم المتحدة:		
	Operation Structure 20%	
Please mentioned and attache the full personnel diagram that you have. يرجى ذكر وإرفاق مخطط الموظفين الكامل الذي لديك.		
	Capacity of providing transportation means with a list of avialable vehicles 20%	
Please mention and attache a list of vehicle that you have in your company. يرجى ذكر وإرفاق قائمة المركبات التي لديك في شركتك		

Quality of provided vehicle 20%	
<p>Please mention the vehicles models and manufactured that you will provide for Harikar NGO.</p> <p>يرجى ذكر طرازات المركبات والشركة المصنعة التي ستتوفرها لمنظمة هاريكار غير الحكومية.</p>	
<p>Important Note: please provide all the above required information and attache copies of all the necessary documents that will prove the above information.</p>	

