



Invitation to Bid for “Provision of parking lots for the vehicles of Harikar NGO in Duhok for 2024”

INVITATION TO BID: ITB/HD-Harikar/2023/005

DATE OF ISSUANCE: 1st October 2023

CLOSING DATE AND TIME: 8th 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 parking for the vehicles of 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 Provision of parking for the vehicles 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 8th 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 **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 parking area for the vehicles for Harikar NGO in Duhok, and the **tender applicants must be just from Duhok city and have their parking area 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: 8th of November 2023, 12:00 PM

Opening of bids: 9th of November 2023, 9:30 AM

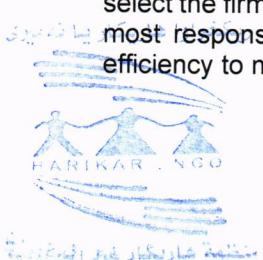
Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2023/005
- 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/2023/005

Required services: Provision of parking for the vehicles of Harikar NGO

Introduction:

- Bid by Harikar NGO to provide **parking for the vehicles of 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. The parking lot must have a CCTV system for monitoring.
2. Existence of basic safety measures (Fire extinguishers, First aid kits).
3. Cleaning services for the parking spot at least once a week.
4. The parking spot must be a building and indoor and all entrances must be controlled.
5. 24/7 guard protected.
6. Dedicated parking spot shall be exclusive to Harikar only and available all the time.
7. Easy access to the parking area.
8. Easy access to the parking spot.
9. Parking spot must be isolated from other parking area.
10. Harikar's parking spot shall not be rented to others at any costs.
11. The ITB should be submitted to Harikar NGO no late than 8/11/2023
12. Items must match to the items in BOQ.
13. At least one staff needs to be dedicated for corresponding Harikar queries.
14. The bid should be stamped and sealed by the supplier.



جدول الكميات لتوفير اماكن وقوف سيارات المنظمة لسنة 2024 / 2024 BOQ for parking area for Harikar NGO' vehicles for 2024 / 2024

Annex B

Price per vehicle for one month in IQD	Number of units	Duration	Unit Type	Description	#
سعر السيارة الواحدة لمدة شهر بالدينار العراقي	عدد الوحدات	المدة	الوحدة / مكان لسيارة الواحدة	الوصف	#
	1	شهر	Vehicle / سيارة	توفير مكان لوقف سيارة واحدة لمنظمة هاريكار غير الحكومية وفقاً للمعايير الموصوفة في الملحق A من هذه الدعوة لتقديم العطاءات / Provision of parking areas for one vehicle of Harikar NGO, as per criteria described in Annex A	1
	Total / المجموع				

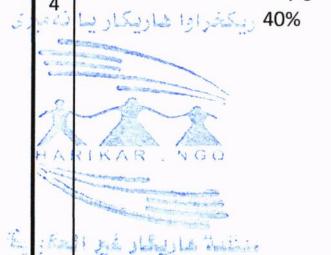


منظمة هاريکار / Harikar NGO

Criteria for evaluating bidders / Providing parking lots for 2024

Annex C1

S	Criterias / المعيار	Description وصف المعيار	Unit of description وحدة قياس لوصف المعيار	Ranking value درجةقيمة / Highest 100	Minimum requirement
1	Experince/ الخبرة 15%	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 من 5 عقود اذا كان لديه اكثر	15	if one of the following disqualifying factors applies: -Zero point for any mentioned ceriteria (experience, location,Bids layout,Security ,Safty) of the service the supplier is applying for.
			If supplier has 3 to 4 contracts عقود اذا كان لديه 3 او 4 عقود	10	
			If supplier has less and equal to 2 contarcts اذا كان لديه مقددين او اقل	7	
2	location موقع المجهز / 15%		easy accessible اذا كان الوصول الى مكان المجهز سهل كان لائق في الفروع الصغيرة او بعيد عن الطرق العامة	15	-The supplier will be selected if passed Financial and Technical evaluaitions 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	Bids layout / جودة تنضيم العطاء المقدم 10%	Full documents provided (Lisence, Tax clearance, Profile, all other documents required)	اذا كان العطاء كاملاً كان قدم الاجازة , اذا كان يدفع الضرائب	10	
			Missing some documents اذا كان العطاء ينقصه أوراق	5	
			No documents are provided لم يقدم اي اوراق مع العطاء	3	
4	Security الامن 40%	هل يوجد حراس في جميع المداخل والخارج وهل يعلمون على مدار الساعة Are the entrance and exits are fully guarded in term of guards and time	اذا كانت الحراسة جيدة جدا If fully guarded	15	
			اذا كانت الحراسة متواسطة If partially guarded		
			اذا كانت الحراسة ضعيفة If poorly guarded		
		هل توجد (Camera) أي نظام مراقبة كاميرات	If fully covered	15	
			If partially covered		
		Building structure	If poorly covered		
			هل المبني مغلق و ليس من السهل اختراقه او الدخول اليه	10	
			Are there any difficulties in terms of vehicles movement inside the parking area هل هناك صعوبات لحركة السيارات داخل الكراج		
			Are the internal streen are wide		



5	Safty الأمان 20%	هل هناك اية نظام حماية من الحرائق Is there any fire protection system	نظام حريق متقدم Advanced system	10	
			نظام حريق عادي Regular system		
			نظام حريق اول قديم Poor system		
		هل توجد حقائب اسعافات اولية First aid kits are provided	Properly provided in all parking area	10	
			Provided but limited area		
			Not provided		
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 / Providing parking lots 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 ان وجدت
1	Experince/ الخبرة	Number of Similer contracts with NGOs UN agensies / عدد العقود المشابهة مع المنظمات الغير حكومية او وكالات أمم متحدة		
2	location موقع المجهز /	يرجى كتابة موقع المورد بالتفصيل / Suppliers location		
3	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 (التراخيص، التخلص الضريبي، ملف تعريف المورد، وجميع المستندات الأخرى المطلوبة)، والإجابة على جميع الأسئلة المطلوبة بوضوح.		
4	Security الامن	هل يوجد حراس في جميع المداخل والخارج وهل يعملون على مدار الساعة/ Are the entrance and exits are fully guarded in term of guards and time		
		هل توجد أنظمة مراقبة كاميرات (Camera) Is any monitoring system (Camera)		
		Building structure, please mentioned the parking building is closed or open building- Are there any difficulties in terms of vehicles movement inside the parking area and Are the internal streen are wide? هياكل المبني، يرجى ذكر أن المبني مغلق أو مفتوح - هل / هناك أي صعوبات في حركة المركبات داخل منطقة المواقف وهل الشاشة الداخلية واسعة؟		

5	Safty الأمان	هل هناك اية أنظمة الحماية من fire protection system الحرائق		
		هل توجد حقائب اسعافات اولية First aid kits are provided		

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

