



## **Invitation to Bid for “Provision of vehicle services (Changing engine oil, Car wash) for Harikar NGO in Duhok for 2024”**

**INVITATION TO BID: ITB/HD-Harikar/2023/006**

**DATE OF ISSUANCE: 1<sup>st</sup> October 2023**

**CLOSING DATE AND TIME: 13<sup>rd</sup> 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 vehicle services (Changing engine oil, Car wash) for Harikar NGO in Duhok** as a framework agreement for the duration of one year (according to availability of budget). In addition, the contract can be renewed for one year subject to performance by Harikar blanket procurement policy.

The office of Harikar NGO in Duhok, invites qualified bidders duly registered with the Governorate of Iraq/KRG to make a firm offer for establishment of frame work agreement for the Provision of vehicle services (Changing engine oil, Car wash) 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 it's 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,B5:** Financial offer (Bill of Quantity).

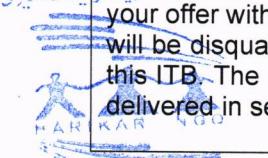
**Annex C1:** Technical evaluation.

**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](mailto:aram@harikar.org) (0750-323-1674) please include the ITB reference in the subject line, Harikar (Procurement and logistic Officer) on or before 13<sup>rd</sup> 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 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.

#### 2.4. Eligibility Criteria

The Bidder, shall be registered in the KRG and should have the capacity to provide vehicle services (Changing engine oil, Car wash) for Harikar NGO in Duhok, and the **tender applicants must be just from Duhok city and have their working garage 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](mailto: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: 13<sup>rd</sup> of November 2023, 12:00 PM**

**Opening of bids: 14<sup>th</sup> of November 2023, 9:30 AM**

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2023/006
- Name of your firm

**IMPORTANT:**

Any bid received after this date or sent to another address may be rejected. Harikar NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously. It is each bidders' responsibility to verify that bids in envelopes have been received properly before the deadline.

Harikar NGO reserves the right to accept the whole or part of your bid. Harikar NGO is not obliged to select the lowest priced bid. Harikar NGO may, at its discretion, increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services. Harikar NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective s in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by Harikar NGO at its own initiative or in response to a clarification requested by a prospective. Note that Harikar NGO is not bound to select any of the firms that are submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to Harikar NGO's needs, as well as conforms to its general principles, including efficiency to maximize economies of scale.



Name of Supplier: .....

Contact Person: .....

Tel. numbers: .....

Email: .....

Address of the supplier: .....

Signature/ Stamp .....

Date: .....

ریکھراوا هاریکار بیان نامہ عینی



بیان نامہ هاریکار فیض الدین



## Annex A

### Bid Specification

Bid #: ITB/HD-Harikar/2023/006

**Required services: Provision of vehicle services (Changing engine oil, Car wash)**

Introduction:

- Bid by Harikar NGO to provide **vehicle services (Changing engine oil, Car wash)** for Harikar NGO Dohuk, 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.

Bid Specifications:

1. Bidders must read the request for bids carefully and fulfill the requirements of bids (Sufficient Information and documents).
2. Bids must be submitted in an organized and professional manner to ensure fair competition.
3. The ITB should be submitted to Harikar NGO no later than (13/11/2023)
4. The bid should be stamped and sealed by the supplier.
5. Bidders should have a working license and have clean tax record.
6. Bidders must show commitment to their bids.

Services specifications:

7. Supply required services in required time and quality.
8. Supplier should document all services in a clear mechanism.
9. Services must be available from Sun to Thursday, from 8:00 AM to 3:30 regardless the weather condition.
10. Having car washing jack preferable.





### BoQ for provision of vehicle services

ANNEX B 1	Required Services	Engine oil		
Type of services	Required materials	Type of unit lliter	Unit price in IQD	Addational free services (If any)
Engine Oil	Manufacturing country: American, German and Turkish	1		
	Engine oil grade: 5W-20			
	Engine oil change mileage: Minimum (5000 KM), Maximum (6000 KM)			
Engine Oil	Manufacturing country: American, German and Turkish	1		
	Engine oil grade: 5W-30			
	Engine oil change mileage: Minimum (5000 KM), Maximum (6000 KM)			
Engine Oil	Manufacturing country: American, German and Turkish	1		
	Engine oil grade: 5W-40			
	Engine oil change mileage: Minimum (5000 KM), Maximum (6000 KM)			
Engine Oil	Manufacturing country: American, German and Turkish	1		
	Engine oil grade: 10W-30			
	Engine oil change mileage: Minimum (5000 KM), Maximum (6000 KM)			
Engine Oil	Manufacturing country: American, German and Turkish	1		
	Engine oil grade: 10W-40			
	Engine oil change mileage: Minimum (5000 KM), Maximum (6000 KM)			
Engine Oil	Manufacturing country: American, German and Turkish	1		
	Engine oil grade: 15W-40			
	Engine oil change mileage: Minimum (5000 KM), Maximum (6000 KM)			
Total Amount				

Note: Bid will not be considered if items do not match with what requested

Harikar NGO



BoQ for supplying oil filter

ANNEX B 2	Required Services				
Oil Filters					
Type of services	Vehicle Make	Vehicle Model	Quantity	Price in IQD	Notes
Oil Filters	TOYOTA	Prado	1		
		Hiace			
		Hilux			
		Furtuner			
		Lan Cruiser Pickup (Maxamin)			
	NISSAN	Sentra	1		
		Kicks	1		
Total Amount					

Note: Bid will not be considered if items do not match with what requested

ریکھراوا ہاریکار بسا فیڈبک



فیڈبک ہاریکار خیر امانتیوں کے لئے



BoQ for supplying fuel filter

ANNEX B 3

Required Services

Fuel Filters

Type of services	Vehicle Make	Vehicle Model	Quantity	Price in IQD	Notes
Fuel Filters (Genuine parts)	TOYOTA	Prado	1		
		Hiace			
		Hilux			
		Furtuner			
		Lan Cruiser Pickup (Maxamin)			
	Nissan	Sentra	1		
		Kicks	1		
Total Amount					
Note: Bid will not be considered if items do not match with what requested					

ریکارڈ او شاریکار یا نہ میزی



شاریکار طبیعی المکار یا



BoQ for supplying Air filters

ANNEX B 4	Required Services	Engine and Cabin Air Filters			
Type of services	Vehicle Make	Vehicle Model	Quantity	Price in IQD	Notes
Engine and Cabin Air Filters	TOYOTA	Prado	1		
		Hiace			
		Hilux			
		Furtuner			
		Lan Cruiser Pickup (Maxamin)			
	Nissan	Sentra	1		
		Kicks	1		
Total Amount					

Note: Bid will not be considered if items do not match with what requested





BoQ for provision of vehicle wash services

ANNEX B 5	Required Services	Car Wash			
Type of vehicles	Service	Quantity	Prince in IQD	Addtional free services (If any)	
Sedan	Full-service Car Wash	1			
SUV	Full-service Car Wash	1			
Pickup	Full-service Car Wash	1			
Minibus	Full-service Car Wash	1			
<b>Total Amount</b>					

Note: Bid will not be considered if items do not match with what requested



**منظمة هاريكار / Harikar NGO**  
 Criteria for evaluating bidders / Providing vehicle services for 2024

Annex C1

S	Criterias / المعيار	Description وصف المعيار	Unit of description وحدة قياس لوصف المعيار	Ranking value درجة التقييم / Highest 100	Minimum requirement
1	Experience/ الخبرة 15%	Number of Similer contracts with NGOs UN agensies / عدد العقود المشابهة مع المنظمات الغير حكومية او وكالات الأمم المتحدة	If Supplier has 5 contracts and more من 5 عقود	15	if one of the following disqualifying factors applies: -Zero point for any mentioned criteria (experience,location, Bids layout,Security,Working schedule,Workforce,Garage structure) of the service the supplier is applying for.  -The supplier will be selected if passed Financial and Technical evaluations based on the defined set criteria..
			If supplier has 3 to 4 contracts عقود	8	
			If supplier has less and equal to 2 contacts اذا كان لديه مقدمين او اقل	5	
2	Location / موقع المجهز 10%	easy accessible	اذا كان الوصول الى مكان المجهز سهل لكن مع بعض الصعوبات	10	
		with some difficulties	اذا كان الوصول الى مكان المجهز صعب كان يكون بعيد او يحتاج الى عبور العديد من الفروع	5	
		Difficult to access	اذا كان الوصول الى مكان المجهز صعب كان يكون بعيد او يحتاج الى عبور العديد من الفروع	3	
3	Bids layout / جودة تنضيم العطاء المقدم 10%	Full documents provided (Lisence, Tax clearance, Profile, all other documents required)	اذا كان العطاء كاملاً كان قدماً الاجازة , اذا كان يدفع الضرائب	10	
		Missing some documents	اذا كان العطاء ينقصه اوراق	5	
		No documents are provided	لم يقدم اية اوراق مع العطاء	0	
4	Security الامن 10%	Is any monitoring system (Camera) هل توجد أنظمة مراقبة كاميرات	If fully covered	10	
			If partially covered	5	
			If poorly covered	3	
5	Working schedule جدول العمل اليومي 10%		If the working schedule is 24 hours اذا كانت ساعات العمل على مدار الساعة	10	
			If working schedule is 8 Hours ساعه 8	5	
			If working schedule is 12 Hours العمل 12 ساعه	3	
6	Workforce القوة العاملة او عدد العمال 10%		If number of labour more than 12 اذان عدد العمال اكبر من 12	10	
			If number of labourless than 12 and more than 8 اذا كان عدد العمال اقل من 12 و اكبر من 8	5	
			If number of labour is less than 8 and more than 6 اذا كان عدد العمال اقل من 8 و اكبر من 6	3	
7	Garage structure طبيعة او شكل الورشة 20%	The size of garage مساحة الورشة	If more than 1500 Msq. إذا كان اكبر من 1500 متر مربع.	20	
			If less than 1500 Msq. And more than 1000 Msq. إذا كانت أقل من 1500 متر مربع. وأكبر من 1000 متر مربع.	15	
			If less than 1000 Msq. And more than 750 Msq. أقل من 1000 متر مربع. وأكبر من 750 متر مربع.	10	

8	Additional services 15%	Undercarriage cleaning - Tire pressure checking - Windscreen washer fluid - Engine Cleaning - تنظيف الهيكل السفلي - فحص ضغط الاطارات - سائل غسيل الزجاج الامامي - تنظيف المحرك	اذا كانت الخدمة موجودة If provided	15
			اذا كانت نصف الخدمة موجودة If provided but limited	8
			اذا لا توجد الخدمات If not provided	0

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 / Vehicle services for 2024

Annex C 2

**يرجى الإجابة على الأسئلة أدناه / Please answer the questions below**

S	Criterias / المعيار	Description وصف المعيار	Supplier response	Note if exist / ملاحظات إن وجدت
1	Experince/ الخبرة	Number of Similer contracts with NGOs UN agensies عدد العقود المشابهة مع المنظمات الغير حكومية او وكالات الأمم المتحدة		
2	location موقع المجهز /	يرجى كتابة موقع المورد بالتفصيل / Suppliers location		
3	Bids layout / تنضيم 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 المورّد، وجميع المستندات الأخرى المطلوبة)، والإجابة على جميع الأسئلة المطلوبة بوضوح.		
4	الامن Security	هل توجد أنظمة مراقبة كاميرات (Camera)		
5	Working schedule جدول العمل اليومي	يرجى ذكر جدول العمل اليومي/Please mentioned the daily working schedule		

6	القوة العاملة او عدد العمال Workforce or Number of Staff	Please mentioned the number of workforce staff/ يرجى ذكر عدد القوى/العاملة		
7	طبيعة او شكل الورشة Garage Structure or Shape	Please mention the size of garage يرجى ذكر مساحة الورشة		
8	Additional services خدمات اضافية	Please mentioned any free additional services / يرجى ذكر أي خدمات إضافية/ مجانية		

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

