



INVITATION TO BID ITB/HD-Harikar/2022/007

DATE OF ISSUANCE: 28th November 2022

CLOSING DATE AND TIME: 22nd December 2022, 12:00 PM

1. BACKGROUND

Harikar NGO, Duhok office is advertising the tender of **Distribution of Cash through Hawala in overall Ninawa and Duhok districts.** as a framework agreement for one year from signing the contract. 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 lay 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 C: | Technical Evaluation |

2.1. REQUESTS FOR CLARIFICATION

Bidders are to submit any requests for clarifications/questions with respect to this ITB by e-mail or Phone call to (contact No: 0750-323-1674) or Email to aram@harikar.org, Harikar Procurement Officer) on or before 22nd of December 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 company. Bids should be delivered in sealed and stamped envelope to **HARIKAR NGO** at Media Q. Australia Street.

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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** only. The financial offer must cover all the works 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 implementation and receipt of documents in order.

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 company registration (Iraq and KRG)
 - ii. Company CV with staff key staff profile
 - iii. Tax clearance
 - iv. Bank account with recent bank statement (not less than 2 month)
 - II. Sealed priced offers
 - b. Technical bid evaluation as per the Annex C1 criteria's, please fill out Annex C1 the technical evaluation form to evaluate your company.
 - 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 is not obliged to select the lowest bid.
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**IMPORTANT:**

The Financial Offer will only be opened for evaluation if your company 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 company. 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: 22nd of December 2022, 12:00 PM

Opening of bids: 22nd of December 2022, 12:30 PM

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2022/007
- 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 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 suppliers 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 supplier. 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 Company:

Contact Person:

Tel. numbers:

Address of the company:

Email:

Signature/ Stamp

Date:

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Annex A

Bid Specifications

Bid #: ITB/HD-Harikar/2022/007

Required services: Distribution of Cash through Hawala in overall Ninawa, and Duhok districts.

Introduction:

- Bid by Harikar NGO to provide **Distribution of Cash through Hawala system in overall Ninawa, and Duhok districts** for Harikar NGO, as a framework agreement for the year of (2023). In addition, that the contract can be renewed for one year subject to performance by Harikar blanket procurement policy.

Keeping Confidentiality:

Measures

Confidentiality means keeping a PoCs information between you and the POCs themselves, not informing others including co-workers, friends, family, etc. Measures to maintain confidentiality include, but are not limited to the following:

- Support workers do not tell other people what is in a PoCs' files unless they have written permission from the PoCs.
- Information about PoCs is not told to people who do not need to know including: names, dates of birth, age, sex and address.
- PoCs' medical details are not discussed without their consent including: medical history personal care issues or records.

Confidentiality of Information Related to People of Concern-PoC:

Information about protection risk incidents and especially GBV; is extremely sensitive and confidential. Sharing any information about a protection risk incident can have serious and potentially life-threatening consequences for the PoCs and/or survivors of GBV and those helping her/him. Great care is therefore needed in managing information, and all PoCs and/or survivors have a right to control how information about their case is shared with other agencies, bodies or individuals. Other information relating to ethnic or racial origin, political opinions, religious or philosophical beliefs, health or sexual lifestyle and identity, should also be considered confidential. Adult PoCs have the right to determine what information they consider personal and confidential.

The PoC/survivor has the right to place limitations on the type(s) of information to be shared, and to specify which organizations can and cannot be given the





information. Sharing of information between agencies should be guided by the referral guidance note.

Specifications:

The vendor must:

1. Has distribution service offices with cash payment collection office in overall Ninawa, and Duhok districts. "The offices must be opened according to Harikar working hours and working days of the week."
2. Has center office in Mosul or Duhok.
3. Hawala company is to make payments using their own money.
4. The contracting authority reserves the right to split the contract between different suppliers if necessary.
5. Hawala company payments will be in USD and IQD. "the provided money notes must be acceptable in the Iraqi market and on good conditions."
6. Hawala Company needs to be registered as Money transfer from the Federal Reserve Bank of Iraq (or the KRI equivalent). Attach Copy to the Tender.
7. Hawala Company needs to have good reputation on this type of work and having NGOs or UN references will have an advantage to Hawala company.
8. Hawala Company should agree to deal with all types of beneficiaries despite their natural ethnicity and religion.
9. Hawala Company shall not assign this Order or any of its obligations hereunder, without the prior written consent of Harikar.
10. Hawala Company should have a bank account in one of the private local banks in Duhok. Hawala company should bear all commissions during transferring the amounts.
11. All official documentation needs to be processed and submitted in English, while the communicating language could be in both English and local languages.
12. Harikar reserves the right to adjust any steps of the distributions process if found the implementation process by Hawala company is improper in accordance with Harikar regulations.
13. Only eligible concerned persons must receive the money after showing his/her ID and taking their signature or fingerprint
14. Harikar will provide Hawala company with lists of eligible beneficiaries for cash, so that Hawala company starts distribution process as per determined locations and dates immediately.
15. All distributed amounts to eligible beneficiaries by Hawala must be documented in accordance with Harikar' financial procedures.
16. Hawala Company will receive notification in not less than 24 hours prior starting distribution of Cash.



Payment Terms

- After the payment, and upon the receipt of vouchers with respective cash receipts, Harikar will process payment in **30** days after receiving acceptable invoice from the Hawala company.
- Documents needed regarding the voucher must be submitted.
- Authorization to pay form is required (form will be provided by Harikar).
- Voucher from the authorized beneficiary (will be provided by Harikar).
- Cash receipt showing payment being received (template will be provided by Harikar).

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BOQ for
Distribution of cash in Duhok and Ninawa

Annex A

#	Distribution Locations	Amount avarage	Services fees in %(incl.all costs and services)	Remark
1	Inside Duhok(داخلي محافظة دهوك)	1\$ to 5000\$		
2	Inside Duhok(داخلي محافظة دهوك)	5001\$ and above		
3	Summel (سيمبل)	1\$ to 5000\$		
4	Summel (سيمبل)	5001\$ and above		
5	Zakho (زاخو)	1\$ to 5000\$		
6	Zakho (زاخو)	5001\$ and above		
7	Akre (عقره)	1\$ to 5000\$		
8	Akre (عقره)	5001\$ and above		
9	Amedi (عماديه)	1\$ to 5000\$		
10	Amedi (عماديه)	5001\$ and above		
11	Inside Mosul (داخلي محافظة موصل)	1\$ to 5000\$		
12	Inside Mosul (داخلي محافظة موصل)	5001\$ and above		
13	Sinjar (سنجر)	1\$ to 5000\$		
14	Sinjar (سنجر)	5001\$ and above		
15	Zummar (زممار)	1\$ to 5000\$		
16	Zummar (زممار)	5001\$ and above		

17	Sinoni (سنوني)	1\$ to 5000\$		
18	Sinoni (سنوني)	5001\$ and above		
19	Hatra (حضر)	1\$ to 5000\$		
20	Hatra (حضر)	5001\$ and above		
21	Qahtaneya (قطانية)	1\$ to 5000\$		
22	Qahtaneya (قطانية)	5001\$ and above		

I undersigned agree , these prices are for the service meeting the requirements as indicated in this tender transport , delivery and other conditions mentioned in this tender

Name and date

signature and stamp



Technical Evaluation Form

Annex C

ID	A	B	C	D			
Chapter	Work Experience	Personnel	Branches and Working hours	Availability of cash			
Score/Weight	35%	25%	25%	15%			
Terms	<ul style="list-style-type: none"> • General work: 5% (total years and experience in the field) • Particular work: 15% o Experience in Providing distribution Cash. • NGO experience: 15% 	<ul style="list-style-type: none"> • Management personnel: 10% • Technical personnel: 10% • Field staff : 5% 	<ul style="list-style-type: none"> • list down the Working Hours for all offices in all locations. 10% • list down the branches of all offices for all locations: 15% 	<ul style="list-style-type: none"> • 15,000 \$: 10% • More than 15,000 \$: 15% 			
Technical Evaluation Form							
Chapter	Percentage	Description					
Work experience 35%							
General work: (total years and experience in the field), how old is your company and in which projects have you worked?	5%						
Particular work: 15%							
Experience in Providing distribution Cash, has your company work in providing cash in the past?	15%						
NGO experience, Does your company have experience with NGOs? Yes or No if Yes explain in details	15%						
Personnel 25%							
How many employees do you have in your company based on the following categories ?							
Management personnel:	10%						
Technical personnel	10%						
Field staff	5%						

Branches and Working hours 25%		
list down the Working Hours for all offices in all locations.	10%	
list down the branches of all offices for all locations.	15%	
Proposed Work Plan 15%		
Availability of cash in your company.. (please mention the cash amount that is available for each Distribution)	15%	
Important Note: Please attached copies of all the necessary documents that will prove the above information.		

