



Invitation to Bid for "Providing office supply for Harikar NGO"

INVITATION TO BID ITB/HD-Harikar/2021/014

DATE OF ISSUANCE: 19th December 2021

CLOSING DATE AND TIME: 16th January 2022, 12:00 PM

1. BACKGROUND

Harikar NGO is going to provide Office Supplies for Harikar office and centers in Duhok and Urban areas. Therefore, Harikar NGO is announcing an Invitation to Bid with a framework agreement for the duration of one year for providing office supplies. 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 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) (Aram), Harikar (Procurement Officer) on or before 16th of January 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 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 **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 60 days after satisfactory delivery of goods 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. Bank account with recent bank statement (not less than 1 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 (Duhok) and should have the capacity to provide the requested items to the targeted area in Ninawa, and the tender applicant must be just from Duhok Governorate and have their office (Market or mini market) in Duhok.



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 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: 16th of January 2022, 12:00 PM

Opening of bids: 17th of January 2022, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2021/014
- 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:

ريکھاراوا: هاريکار نيو سٽر



منظمة هاريكار غير الحكومية



Annex A

Bid Specification

Bid #: ITB/HD-Harikar/2021/014

Required services: Provision of Office supplies for all Department of Harikar NGO.

Introduction:

- Bid by Harikar NGO to provide **office supplies for Harikar NGO Dohuk**, as a framework agreement for the year of (2022). In addition, the contract can be renewed for one year subject to performance by Harikar blanket procurement policy.

Specifications:

1. Supply all labor, materials and equipment for the delivery of the items/ goods to the designated location by of Harikar NGO.
2. All items shall be delivered in very good conditions and shall be offloaded based on Harikar's logistic instructions.
3. The item herein after means "Supply of all materials, manpower, transportation, equipment, tools, machinery, temporary works and all other required works" as approved by Harikar monitoring staff.
4. Items must be new brand production either 2021 or 2022.
5. The ITB should be submitted to Harikar NGO no later than (16th January 2022).
6. items must match to the items in BOQ.
7. **All bid's paper should be stamped and sealed by the supplier.**

جدول الكميات لمستلزمات المكتبة 80Q for office supply

Annex A

اصناف	ت	اسم المادة	وصف	نوعية	بلد المنشاء	نوع الوحدة	نوع القطع داخل الوحدة	حجم	عدد القطع في الوحدة	سعر الوحدة بالدولار USD	سعر الوحدة بالدينار IQD
منظفات / cleaning materials	1	مبيد	للحشرات	بف باف	تركي	قوطية		مل 400	1		
	2	مبيد	حشرات نمل	بايكوت	ايراني	قوطية		مل 130	1		
	3	كفوف	غسل الصحون	لاستيك	ايراني	ربطة	كف		12		
	4	كفوف	طبية	لاتكس	ماليزي	باكيت	كف	S,M,L	110		
	5	أكياس	زبالة	سيران	عراقي	ربطة	كيس	70*90	10		
	6	جلافة	مواعين سيم معدني	زم زم	عراقي	ربطة	قطع		3		
	7	ليفة	مواعين اسفنج	النسر	عراقي	ربطة	قطع		3		
	8	سائل	غسل الصحون	ABC	تركي	بطل	بطل	غم 750	1		
	9	سائل	غسل الصحون	سوز	عراقي	بطل	بطل	غم 800	1		
	10	صابون	سائل	ABC	تركي	بطل	بطل	مل 500	1		
	11	صابون	عادي	دورو	تركي	ربطة	قطع	غم 4*110	4		
	12	كلينكس	مكتبي	فاين	اردني	كيس	ظرف	طبقة 2 * 300	10		
	13	كلينكس	نصف ايدي	سيلات	ايراني	ربطة	ربطة	100	12		
	14	كلينكس	رولة تواليت	سبلباك	تركي	ربطة	رول	كلينكس 150	4		
	15	كلينكس	رولة مطبخ	سبلباك	تركي	ربطة	رول	كلينكس 80	12		
	16	كلينكس	مرطب	بيغي	تركي	كيس	كلينكس		102		
	17	ماسحة	مع البدة الخشبية	لوكس برسيل	تركي	قطعة	وسط		1		
	18	فرشاة	مع البدة الخشبية	ماكسل	تركي	قطعة	وسط		1		
	19	معطر جو		هاري	تركي	بطل		مل 500	1		
	20	معطر جو		ماكس	تركي	قوطية		مل 260	1		
	21	وصلة قماش	للمسح	كابلون	تركي	ربطة	قطع		3		
	22	وصلة قماش	للمسح		صيني	ربطة	قطع		3		
	23	منظف	حمامات / فاس	داكس	تركي	بطل		مل 950	1		
	24	منظف	حمامات / فلاش	فلاش	اردني	غم	بطل	مل 920	1		

ريكترا: هاريكاريا نه ميري



مستلزمات هاريكار شين الحكوميتية

جدول الكميات لمستلزمات المكتبة BOQ for office supply

Annex A

اصناف	ت	اسم المادة	وصف	نوعية	بلد المنشاء	نوع الوحدة	نوع القطع داخل الوحدة	حجم	عدد القطع في الوحدة	سعر الوحدة بالـ دولار USD	سعر الوحدة بالدينار IQD
	25	منظف	زجاجي	التون سا AIS	تركي	مل	بطل	500	1		
	26	منظف	زجاجي	Elgisi	تركي	مل	بطل	500	1		
	27	منظف	ديتول	ديتول	اماراتي	مل	بطل	500	1		
	28	منظف	ديتول	سيفاتول	تركي	مل	بطل	500	1		
ادوات المطبخ / Kitchen needs	29	ملاعق	شاي سفري	تاب	ايراني	ربطة	ملعقة		50		
	30	شوكه	اكل سفري	تاب	ايراني	ربطة	شوكه		50		
	31	ملاعق	اكل سفري	تاب	ايراني	ربطة	ملعقة		50		
	32	ملاعق	شاي	ستيل	صيني	ربطة	ملعقة		6		
	33	ملاعق	اكل	ستيل	صيني	ربطة	ملعقة		6		
	34	صحن	صحن استكان شاي	لاف	تركي	كارتون		ملم 102	6		
	35	استكان	شاي	باشا باهجة	تركي	كارتون			6		
	36	كوب	شاي / ابو اليدة		تركي	كارتون			6		
	37	كلاص	شاي سفري	فود باك	ايراني	ربطة	كلاص	سي سي 180	50		
	38	كلاص	ماء سفري	فود باك	ايراني	ربطة	كلاص	سي سي 180	100		
	39	كلاص	زجاجي	لاف	تركي	ربطة	كلاص	سي سي 205	6		
المشروبات / Drinks	40	شاي	المعطر	محمود	سيرلانكا	كيس		غم 400	1		
	41	شاي	عادي اسود	محمود	سيرلانكا	كيس		غم 400	1		
	42	شاي	معطر الهيل	محمود	سيرلانكا	كيس		غم 400	1		
	43	شاي	ناعم	الوزة	سيرلانكا	كيس		غم 400	1		
	44	شاي	خشن	الوزة	سيرلانكا	كيس		غم 400	1		
	45	شاي	عادي اسود	جيهان	سيرلانكا	كيس		غم 400	1		
	46	قهوة		الغا	عراقي	كيس		غم 250	1		
	47	قهوة		ابن العميد	اردني	كيس		غم 200	1		
	48	قهوة		بن حموي	سوري	كيس		غم 200	1		

جدول الكميات لمصنفات المكتبية BOQ for office supply

Annex A

اصناف	ت	اسم المادة	وصف	نوعية	بلد المنشاء	نوع الوحدة	نوع القطع داخل الوحدة	حجم	عدد القطع في الوحدة	سعر الوحدة بالدولار USD	سعر الوحدة بالدينار IQD
	49	قهوة	كزوان	كاهفيمو	تركي	دولكة		غم 14	قطعة 24		
	50	نسكافي	هوت جكليت	موكاتي	تركي	كيس		غم 18	10		
	51	نسكافي		محمود	تركي	كيس		غم 18	قطعة 36		
	52	كاباتشينو		محمود	تركي	كارتون		غم 12	قطعة 40		
	53	هيل		جيهان	عراقي	كيس		غم 10	1		
	54	هيل		فل		كيس		غم 15	1		
	55	دارسين		جيهان		كيس		غم 30	1		
	56	دارسين		فل		كيس		غم 50	1		
	57	سكر		هه سي ره ض	عراقي	كيس		كغم 10	1		
	58	سكر		لايفين	عراقي	كيس		كغم 10	1		
	59	سكر		نيركز	عراقي	كيس		كغم 1	1		
	60	مياه معدنية	كلاص	شرين	عراقي	كارتون	كلاص	سي سي 180	60		
	61	مياه معدنية	كلاص	لايف	عراقي	كارتون	كلاص	سي سي 180	60		
	62	مياه معدنية	بطل	لايف	عراقي	ربطة	بطل	مل 500	12		
	63	مياه معدنية	بطل	شرين	عراقي	قطعة	قطعة	لتر 19	1		
	64	عصير		زاني	سعودي	ربطة	قطعة	مل 200	24		
	65	كولا			عراقي	ربطة	قطعة	مل 185	30		
	66	كولا			عراقي	ربطة	قطعة	مل 250	30		
	67	عصير		بزار	عراقي	ربطة	قطعة	سي سي 200	36		
	68	عصير		دونيا	عراقي	ربطة	قطعة	مل 250	24		
ماكولات / Eaten	69	كيك		بوب كيك	تركي	كارتون	كيك	غم 45	24		
	70	كيك		schoco	تركي	كارتون	كيك	غم 35	24		
	71	بسكيت		وايف اب	تركي	كارتون	بسكيت	غم 40	24		
	72	كيك		اولكر	تركي	كارتون	كيك	غم 60	24		

Annex A

[illegible]

Technical Evaluation for office supply
Annex C1

ID	A	B	C	D
Chapter	Work Experince	Personnel	Capacities	Tender Documentation
Score/Weight	30%	20%	40%	10%
Terms	<ul style="list-style-type: none"> • Number of years active: 15% (total years and experience) <ul style="list-style-type: none"> - 1 to 2 year (5%) - 3 to 4 year (10%) - 5 year and more (15%) •Number of Similer contracts 15% <ul style="list-style-type: none"> - 1 to 2 contarcts(5%) - 3 to 4 contracts (10%) - 5 contracts and more (15%) 	<ul style="list-style-type: none"> • Number of employees: 20% <ul style="list-style-type: none"> - 1-2 (10%) - 3-5 (15%) - 6 and more (20%) 	<ul style="list-style-type: none"> • Working Space in M2, 5 point for each 50 Msq. • Storage Capacity in M2, 5 point for each 50 Msq. 	<ul style="list-style-type: none"> •Working licence 3% •Tax clearance for the last year. 2% •Overall tender layout 5%
Note : Harikar NGO concerned committee will visit the assigned Offices for evaluation preposes according to the above identified criteria (Physical visit)				

ريڊيڪٽراڊا ٺاريڪار پيا نه ٿيڻي



تنظيم ٺاريڪار ٺاريڪار ٺاريڪار

**Technical Evaluation Form
for providing office supply
Annex C2**

Chapter	Percentage	Description
Work Experince 30%		
• Number of years active: (total years and experience)	15%	
•Number of Similer contracts	15%	
Personnel 20%		
• Number of employees:	20%	
Capacities 40%		
• Working Space in M2, 5 point for each 50 Msq.	20%	

ريگنار اوا هاريكار دما شه پيرن



Հանրապետության Կառավարություն
Մանրագրային և Կառավարական
Կենտրոն

• Storage Capacity in M2, 5 point for each 50 Msq.	20%	
Tender Documentation 10%		
•Working licence	3%	
•Tax clearance for the last year.	2%	
•Overall tender layout .	5%	
Important Note: please provide all the above required information and attache copies of all the necessary domcuments that will prove the above information.		

