

Invitation to Bid for "Printing IEC materials"

INVITATION TO BID ITB/HD-GIZ/2022/001

DATE OF ISSUANCE: 12nd January 2022

CLOSING DATE AND TIME: 23rd January 2022, 12:00 PM

1. BACKGROUND

Harikar NGO in partnership with GIZ is advertising an invitation to bid for Printing **IEC materials**, The provision of this service is planned under **GIZ**, implemented by Harikar NGO.

GIZ : The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise with worldwide operations. GIZ supports the German Government in the field of international cooperation for sustainable development. GIZ is also engaged in international education activities around the globe. Through our work we assist people and societies in shaping their own future and improving living conditions.

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 23rd of January 2022, 12:00 PM. Correspondence with any other **HARIKAR NGO**, and **GIZ** 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.

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 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 kits 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 company registration
 - ii. Company CV with staff key staff profile
 - iii. Tax clearance
 - iv. 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 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 NGO is not obliged to select the lowest bid.

IMPORTANT:

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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 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: 23rd of January 2022, 12:00 PM

Opening of bids: 24th of January 2022, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-GIZ/2022/001
- 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 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:

Email:

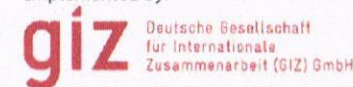
Address of the company:

Signature/ Stamp

Date:



Implemented by:



Annex A: Tender specification (ITB/HD-GIZ/2022/001)

Introduction:

The provision of **IEC materials** is planned under AFD/GIZ WASH project and implemented by Harikar NGO.

Specifications:

1. Supplier should Provide manpower for loading item from the source and offloading all IEC materials items to Harikar office in Hay Al askary Sufla / 36.850372 42.993298 GPS coordination. All items shall be delivered and packed in very good conditions and shall be offloaded based on Harikar's logistic instructions.
2. **Estimated time to print and delivery of all items is no more than 35 calendar days, items can be requested as a separate package during this duration per Harikar's request depending on priority.**
3. **All vendors have to provide a requested samples of each IEC material in the Annex B "BoQ".**
4. **All vendors can contact with Harikar NGO's procurement unit via Phone# 07503231674 or via email: aram@harikar.org for providing soft copies of each IEC materials.**
5. Harikar has the right to increase or decrease the quantity of items at the same price offered by the vendors
6. The price offered by the supplier should include all tax, customs tax..etc.
7. Validity of the offer: 3 months
8. The vender makes sure that all purchased IEC materials are in excellent condition and of very good quality according to the specifications mentioned in the Annex B "BoQ", otherwise, they will be rejected.
9. Delivery lead-time for the items is according to the plan given to the Vendors.
10. The payment will be processed upon receiving all IEC materials.

Other Consideration

The bidder is requested to note that the following contract provisions will apply, shall your company be selected following this tendering exercise:

Deposit/Guarantee	Winner shall give Harikar NGO an amount (10% of the project budget) upon signing the Contract. The security deposit shall be released after Issuance Certificate of Final Completion has been issued by Harikar. The amount will be returned back to the contractor after one Months after completion for quality assurance of the work.
Warranties	All warranties will remain fully valid following any delivery of the goods and for a period of not less than (3) months following acceptance of the items/ goods by Harikar and CARE in accordance with the Contract; During any period in which the Contractor's warranties are effective, upon notice by Harikar NGO that the items/goods do not conform to the requirements of the Contract, the Contractor shall promptly and at its own expense correct such non-conformities or, in case of its inability to do so, replace the defective goods with goods of the same or better quality or, at its own cost, remove the defective goods and fully reimburse Harikar NGO for the purchase price paid for the defective goods
Rejection of Goods	Notwithstanding any other rights of, or remedies available to Harikar NGO under the Contract, in case any of the goods are defective or otherwise do not conform to the specifications or other requirements of the Contract, Harikar NGO, at its sole option, may reject or refuse to accept the goods, and within thirty (30) days following receipt of notice from Harikar NGO of such rejection or refusal to accept the goods, the Contractor shall, in sole option of Harikar NGO: <ul style="list-style-type: none"> • Provide a full refund upon return of the goods, or a partial refund upon a return of a portion of the goods, by Harikar NGO; or, • Repair the goods in a manner that would enable the goods to conform to the specifications or other requirements of the contract; or, • Replace the goods with goods of equal or better quality; and, • Pay all costs relating to the repair or return of the defective goods as well as the costs relating to the storage of any such defective goods and for the delivery of any replacement goods to Harikar NGO
Penalty	Harikar NGO may charge a penalty for each day of delay that is counted as follows: total cost/number of project * days * 0.05 of the total cost of the project but not more than US\$500/day.



BOQ for IEC material

Annex B

#	Description of item	Unit	Quantity	Price(USD)	Total price(USD)
1	Teacher manual:- A3 as A4 in horizontal orientation - Cover with art 200 gsm (Front and Back) - inside pages as 80 gsm normal material * 11 pages (11 papers one side of A4) - staples in the center of the booklet دليل المعلم: - في اتجاه أفقي A4 بحجم A3 - غلاف بفن 200 جم / م ² (أمامي وخلفي) - الصفحات الداخلية بحجم 80 جم / م ² مادة عادية * 10 (A4 ورقات من 10) صفحات دبابيس في وسط الكتيب	PCs قطعة	500		
2	Handout for students:- A3 as A4 in horizontal orientation - Cover with art 200 gsm (Front and Back) - inside pages as 80 gsm normal material * 8 pages (4 papers of a4) - staples in the center of the booklet في الاتجاه الأفقي A4 بحجم A3 - نشرة للطلاب - غلاف بفن 200 جم / م ² (أمامي وخلفي) - الصفحات الداخلية بحجم 80 جم / م ² مادة عادية * 8 (A4 ورقات من 4) صفحات دبابيس في وسط الكتيب	PCs قطعة	30,000		
3	Community Calendar-Disk:- A5 paper size, each month has two pages (front for the owner, back for visitor) - paper: 170 gsm, photo material - stand: 350 gsm with the spiral on top with silver color. - designed in a horizontal approach as PDF with considering the bleed size. - stand is not printable تقويم متضدي: - كل شهر به صفحتان (أمامية للمالك ، وظهر ، A5 حجم ورق (للزائر) - ورق: 170 جرام ، مادة صور - الحامل: 350 جرام مع حلزوني من الأعلى باللون الفضي - مع مراعاة حجم التسجيل PDF مصمم بطريقة أفقية كملف - الحامل غير قابل للطباعة	PCs قطعة	1,000		

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4	Community Calendar-Wall:- A3 size - Material: art paper (200gsm) - Resolution: 300 dpi or higher (Colored). - top and bottom plastic border with nail holder at the top (Spiral) - Borderless, no whitespace as margin تقويم جداري: - مقاس A3 - المادة: ورق مقوى (200 جم / م ²) - الدقة: 300 نقطة في البوصة أو أعلى (ملون) - حواف بلاستيكية علوية وسفلية مع حامل أظافر في الأعلى (حلزوني) - بلا حدود ، لا مسافات بيضاء كهامش	PCs قطعة	3,750		
5	Poster: - A3 size - Material: art paper - Resolution: 300 dpi or higher (Colored). - Borderless, no whitespace as margin ملصق: - مقاس A3 - المادة: ورق مقوى - الدقة: 300 نقطة في البوصة أو أعلى (ملون) - " بلا حدود ، بدون مسافة بيضاء كهامش	PCs قطعة	2,000		
6	Flipchart: - A1 vertical orientation - no stand is required - spiral at the top - no duplex is required - paper material: 300gsm art فليب جارت - اتجاه عمودي A1 - لا حاجة للوقوف - حلزوني في الأعلى - لا حاجة للازدواج الاوراق - 300gsm ورقية: فن 300	PCs قطعة	300		
7	Big flex banner:- 200cm as height and 80cm as width size. - Material: Flex with white background - Resolution: 100 dpi or higher (Colored). - stand (Silver) and backpack - No Content wasted بانر فليكس كبير: - 200 سم بارتفاع و 80 سم كحجم عرض - المادة: مرن بخلفية بيضاء - الدقة: 100 نقطة في البوصة أو أعلى (ملونة) - ستاند (فضي) وحقيبة ظهر - " بدون محتوى ضائع	PCs قطعة	100		

8	<p>print religions handbook :A3 as A4 in horizontal orientation</p> <ul style="list-style-type: none"> - Cover with art 200 gsm (Front and Back) - inside pages as 80 gsm normal material * 8 pages (4 papers of a4) - staples in the center of the booklet <p>في الاتجاه الأفقي A4 بحجم A3 :طباعة كتيب الأديان"</p> <ul style="list-style-type: none"> - (أمامي وخلفي) gsm غلاف بفن 200 - م 2 مادة عادية * 8 / gsm الصفحات الداخلية بحجم 80 - (A4 ورقات من 4) صفحات - " دبابيس في وسط الكتيب - 	PCs قطعة	1,500		
9	<p>T-Shirt</p> <ul style="list-style-type: none"> - Color: white - Sizes: S, M, L, XL -Quantity: S 250PCs,M 250PCs,L 250PCs,XL 250PCs 50% of items in arabic and 50% in kurdish - Printable area: A4 on chest and back (colored) <p>تي شيرت</p> <ul style="list-style-type: none"> - اللون الابيض - الأحجام: S ، M ، L ، XL - S الكمية: 250 قطعة ، M 250 ، L 250 ، XL 250 قطعة 50٪ منها باللغة العربية و 50٪ باللغة الكردية - على الصدر والظهر (ملونة) A4: المنطقة القابلة للطباعة - 	PCs قطعة	1,000		
10	<p>T-Shirt</p> <ul style="list-style-type: none"> - Color: white - Sizes: age(7-8) yare and (9-11) yare quantity : age(7-8) yare 2000PCs, age(9-11) 2000PCS 50% of items in arabic and 50% in kurdish - Printable area: A4 on chest and back (colored) <p>تي شيرت</p> <ul style="list-style-type: none"> - اللون الابيض - المقاسات: العمر (7-8) سنة و (9-11) سنة الكمية: العمر (7-8) سنة 2000 قطعة ، العمر (9-11) سنة 2000 قطعة 50٪ بالعربية و 50٪ الكردية items من - على الصدر والظهر (ملونة) A4: المنطقة القابلة للطباعة - 	PCs قطعة	4,000		
Total Amount					

**Technical Evaluation Form
for "Printing IEC materials"
Annex C1**

ID	A	B	C	D	E	Minimum required:
Chapter	Work Experince	Personnel	Company Assets	Proposed Work Plan	Quality Assurance	
Score/Weight	35%	15%	15%	15%	20%	60%
Terms	<ul style="list-style-type: none"> • General work: 5% (total years and experience in the field) • Particular work: 20% o Experience in printing IEC materials. o Projects Duration, Budget and References. o Total value of the completed Projects. • NGO experience: 10% 	Management personnel: 5% Technical personnel: 5% Field staff : 5%	List and proof. Need to list down the equipment and tools needed for Harikar proposed work and check the availability of item with company.	Provid Logical sequence of the works breakdown. Provide Timeframe based on the printing and delivery of IEC materials .	Each supplier will receive a PDF file (soft copy) of the all IEC materials and will print a sample, and has to be submitted with the tender document.	if one of the following disqualifying factors applies: -Zero proven experience in the field of the service the supplier is applying for. -Proposed work plan is not fit to the project duration. -Origin/ specification is not fit or not equivalent to the one described in the tender documents. -The company will be selected if passed Financial and Technical evaluitons based on the defined set criteria.

**Technical Evaluation Form
for "Printing IEC materials"
Annex C2**

Chapter	Percentage	Description
Work experience 35%		
General work 5% (total years of experience in the field), how old is your company/printing office and in which projects have you worked?	5%	
Particular work 20%		
Experience in printing IEC materials, has your company/printing office work in printing and Providing IEC materials in the past?	10%	
Company Projects Duration, Budgets and References..?	5%	
Total value of the completed Projects.	5%	
NGO experience: 10% Does your company have experience with NGOs?	10%	
Personnel 15%		
How many employees do you have in your company based on the following categories ?		
Management personnel	5%	



Technical personnel	5%	
Field staff	5%	
Company Assets 15%		
List and proof. Need to list down the equipment and tools needed for Harikar proposed work and check the availability of item with company.	15%	
Proposed Work Plan 15%		
Provide Logical sequence of the works breakdown. Provide Timeframe based on the printing and delivery of IEC materials .	15%	
Quality Assurance 20%		
Each supplier will receive a PDF file (soft copy) of the all IEC materials and will print a sample, and has to be submitted with the tender.	20%	
Important Note: please provide all the above required information and attache copies of all the necessary domcuments that will prove the above information.		