



Invitation to Bid for “Providing Stationary for Harikar NGO”

INVITATION TO BID ITB/HD-Harikar/2021/015

DATE OF ISSUANCE: 19th December 2021

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

1. BACKGROUND

Harikar NGO is going to provide Stationary 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 stationary. 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

ڕێنێڤراوا ھاریکار بیا ٲەبیری





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 (Stationary) 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: 18th of January 2022, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2021/015
- 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/2021/015

Required services: PROVISION OF STATIONARY FOR ALL DEPARTMENT OF HarikarNGO

Introduction:

The bid is by Harikar NGO to provide **stationary** 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 the BOQ.
7. **The bid should be stamped and sealed by the supplier.**



جدول كميات لمستلزمات القرطاسية BOQ for stationary equipments

Annex B

اسم المادة Item name	ت	وصف	نوعية	المنشا	نوع الوحدة	مكونات الوحدة	حجم الوحدة	عدد المكونات	سعر الوحدة بالدينار	Unit Price in \$
اورق / Papers	1	A4	Duble A	تايلندي	كارتون	بندل		5 بندل * 500 ورقة		
	2	A3	Duble A	تايلندي	كارتون	بندل		5 بندل * 500 ورقة		
	3	A4 مخطط	ABC	اردني	بندل	بندل		50 ورقة		
	4	ورق ملاحظات لاصق	3*3 انج	صيني	شدة	ورق		400 ورقة		
	5	ورق ملاحظات بدون لاصق	سينر لاين	اندونوسي	شدة	شدة	9*9*9 سم	1		
	6	مؤشر	ديلي	صيني	بند	ورق	44*12 ملم	5 شدة * 25 ورقة		
	7	Inject Photo	جوجو	صيني	بند	ورقة	A4	20 ورقة		
	8	ورق فليب جارت		صيني	بند	ورقة	A1	25 ورقة		
	9	ملون	Sinar Spectra	صيني	بند	ورقة	A4	250		
اقلام / Pens	10	جاف	BHILE 105	صيني	باكيت	قلم		50		
	11	جاف	Pensan	تركي	باكيت	قلم		12		
	12	سوفت	Uniball 0.7	ياباني	باكيت	قلم		12		
	13	صبورة ابيض	Max Pleased	صيني	سيت	قلم		4		
	14	تصحيح	Uni	ياباني	سيت	قلم		12		
	15	تلوين للاشارة	Staedtler	المانى	سيت	قلم		4		
	16	رصاص		هندي	سيت	قلم		12		
	17	الوان خشبي	Vneeds	صيني	سيت	قلم		12		
	18	الوان مائية		صيني	قطعة	لون		12		
	19	باستيل		صيني	قطعة	لون		12		

جدول كميات لمستلزمات القرطاسية BOQ for stationary equipments

Annex B

اسم المادة / Item name	ت	وصف	نوعية	المنشا	نوع الوحدة	مكونات الوحدة	حجم الوحدة	عدد المكونات	سعر الوحدة بالدينار	Unit Price in \$
	20	زيتي	Vneeds	صيني	سيت	لون		12		
	21	أقلام ماجيك		صيني	سيت	لون		12		
مكتبية / Office	22	كابسة	Deluxe C14	تركي	قطعة			1		
	23	كليبس	دلنا	تركي	باكيت	كليبس		10000		
	24	ماسكة اوراق	ملون	صيني	باكيت	قطعة		48		
	25	قالعة	KW	صيني	قطعة			1		
	26	ناقبة	YIZHI WANG	صيني	قطعة		6 mm	1		
	27	سيت مكتبي	Bestar	تايبواني	سيت			1		
	28	سلة مكتب		صيني		طوايق 4		1		
	29	سيت مكتبي صغير	مشبك Deli	صيني	قطعة			1		
	30	مقص	DL.65	صيني	قطعة		172 mm	1		
	31	حاسبة	فلامنكو 6117	صيني	قطعة			1		
	32	صمغ	مشبك Deli	صيني	باكيت	قطعة	غم 20	12		
	33	مسطرة	نيكل	صيني	قطعة		30 Cm	1		
	34	تيب	كبير فلامنكو عرض 5سم	صيني	قطعة		طول / ياردة 100	1		
	35	كابسة	Deluxe 1000	تركي	قطعة	حجم كبير		1		
فايلات / Files	36	نايلون شفاف	Noki A4	تركي	ربطة	ظرف نايلون	A4	50		
	37	بوكس فايل حجم كبير	Noki	تركي	قطعة			1		
	38	ظرف دكمة شفاف		صيني	سيت	ظرف نايلون		12		

جدول كميات لمستلزمات القرطاسية BOQ for stationary equipments

Annex B

اسم المادة Item name	ت	وصف	نوعية	المنشا	نوع الوحدة	مكونات الوحدة	حجم الوحدة	عدد المكونات	سعر الوحدة بالدينار	Unit Price in \$
	39	فواصل نابلون	شفاف دولفين	تايلندي	بند	فاصل	A4	100		
	40	Index File		صيني	بند	شهر 12		12		
	41	كليب Clip board	Dubll	صيني	قطعة			1		
	42	فايل قضية	Amigo	تايلندي	ربطة	فايل	A4	50		
ظرف بريدي / Envelops	43	بريدي	سكاي لاين A4	صيني	بند	ظرف	A4	50		
	44	بريدي		صيني	بند	ظرف	102*229 mm	50		
	45	بريدي	سكاي لاين	صيني	بند	ظرف	A3	50		
سجلات / register books	46	مجلد 100	Kures	هندي	قطعة		A4	1		
	47	مجلد 200	Kures	هندي	قطعة		A4	1		
دفاتر / copybook	48	ملاحظات A5	Sinarline	صيني	شدة	دفتر 50 ورق	A5	12		
	49	ملاحظات 9*7	Sinarline	صيني	شدة	دفتر 50 ورق	7*9 Cm	12		
	50	ملاحظات A6	Sinarline	صيني	شدة	دفتر 50 ورق	A6	12		
	51	ملاحظات	Diary	صيني	دفتر	دفتر 100 ورق	25 K	1		
	52	مدرسي		اندنومي	دفتر	دفتر 60 ورق		1		
حبر طابعة / Printer inkject	53	Easy print	737	صيني	قطعة			1		
	54	كانون / اصلي ملون	isensys-MF643 CDW		قطعة			1		
صبورة / Boards	55	بوردي ابيض		صيني	قطعة	سم 60 * 90		1		
	56	ستاند فليب جارت		صيني	قطعة	سم 60 * 90		1		
	57	ستاند للرسم		صيني	قطعة					

ريكتراوا هاريكاريا نه ميرو



مؤسسة هاريكار غير الحكومية

جدول كميات لمستلزمات القرطاسية BOQ for stationary equipments

Annex B

اسم المادة Item name	ت	وصف	نوعية	المنشا	نوع الوحدة	مكونات الوحدة	حجم الوحدة	عدد المكونات	سعر الوحدة بالدينار	Unit Price in \$
	58	ستاند للعرض		صيني	قطعة					
	59	لوحة رسم فماش		صيني	قطعة		سم 50 * 70			
	60	لوحة رسم فماش		صيني	قطعة		سم 40 * 70			
باجات / Badges	61	هولدر	deli	صيني	شدة	قطعة	ملم 90 * 54	10		
	62	شريط		صيني	قطعة	مع الطبع	ملم 20 * 800	1		
	63	بالون / نفاخة	ملون	صيني	كيس	قطعة	حجم وسط	100		
	64	شموع			ربطة	قطعة	شموع قلم	6		
	65	كرات	بلاستيك	صيني	كيس	قطعة	صغيرة	20		
	66	كرات	مطااطي	صيني	كيس	قطعة	صغيرة	12		
								Total / المجموع		

Technical Evaluation for Stationary 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)				

**Technical Evaluation Form
for providing Stationary
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%	



• 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.		

دیکھو! شادی کار کیا ہے میری



ہم سب مل کر دنیا کو بہتر بنائیں