



## **Invitation to Bid for “Provision of venue and subsequent supplement for conducting workshops, trainings and meetings for Harikar NGO in Duhok for 2024”**

**INVITATION TO BID: ITB/HD-Harikar/2023/007**

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

**CLOSING DATE AND TIME: 16<sup>th</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 venue and subsequent supplement for conducting workshops, trainings and meetings 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 venue and subsequent supplement for conducting workshops, trainings and meetings 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 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](mailto:aram@harikar.org) (0750-323-1674) please include the ITB reference in the subject line, Harikar (Procurement and logistic Officer) on or before 16<sup>th</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 **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 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 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. 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 services 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 the venue and subsequent supplement for conducting workshops, trainings and meetings for Harikar NGO in Duhok, and the **tender applicants must be just from Duhok city and have their venue 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: 16<sup>th</sup> of November 2023, 12:00 PM**

**Opening of bids: 19<sup>st</sup> of November 2023, 9:30 AM**

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2023/007
- 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 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 ہاریکار پا نے چڑی



ہاریکار پا نے چڑی



## **Annex A**

### **Tender Specification**

**Required services:** Provision of venue and subsequent supplement for conducting workshops, trainings and meetings for Harikar NGO in Duhok for the year 2024.

#### **Introduction:**

- Bid by Harikar NGO to Provision of venue and subsequent supplement for conducting workshop, trainings and meetings for Harikar NGO in Duhok, as a framework agreement for one year addition, the contract can be renewed for one year subject to performance by Harikar blanket procurement policy.

#### **Specifications:**

1. 24/7 Reception and Availability of Wi-Fi in the Halls and common areas.
2. Availability of cleaning staff 24/7 as well as during the conducting of Harikar NGO's trainings.
3. Private place for having Coffee break and lunch and the provided items of food and beverages should be fresh
4. Availability of Hall for Harikar NGO upon the request, Harikar will give the notification to the service provider at least 3 days in advance.
5. Availability of Fire Extinguisher/Sprinklers- Sufficient for the size of the venue and Availability of unlocked Fire Exits.
6. The venue should have good ventilation system and all other COVID-19 health instruction.
7. Availability of sound system including devices to be used for direct interpretation (translation)
8. It is recommended to provide a venue profile that outlines the venue facilities.
9. Payment terms are within 30 days of certifying completion of venue stay from Harikar NGO staff by cheque or bank transfer.
10. The ITB should be submitted to Harikar NGO no later than **16/11/2023**
11. **The bid should be stamped and sealed by the supplier.**

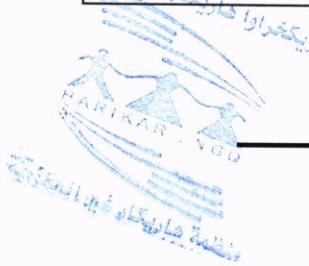




**Bill of Quantity**  
for Provision of venue and subsequent supplement for conducting workshops, trainings and meetings for Harikar NGO in Duhok for 2024

**Annex B**

#	Description of Goods / Services	Unit	Quantity	Price in IQD	Price in USD
1	Venue suitable to fit 25 persons (including projector, sound system, internet, flip chart/notebooks, Sticky note, pens, tables, chairs)	Day	1		
2	Venue suitable to fit 50 persons (including projector, sound system, internet, flip chart/notebooks, Sticky note, pens, tables, chairs)	Day	1		
3	Lunch meal for participants during workshop "open bufet"	Person	1		
4	One coffee break for participants during training	Person	1		
5	Two coffee break cost per day for participants who attend the training	Person	1		
6	Single bed with breakfast	Night	1		
7	Double bed with breakfast	Night	1		
<b>Total Amount</b>					



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Name and Date

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Signature and Stamp

**منظمة هاريكار / Harikar NGO**

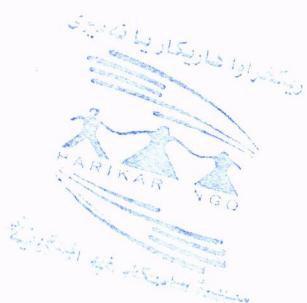
Criteria for evaluating bidders / Providing venue for training for 2024

Annex C1

S	Criterias / المعيار	Description وصف المعيار	وحدة قياس لوصف المعيار Unit of description	/ درجة التقييم Ranking value / 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 أمم متحدة	If Supplier has 5 contracts and more اذا كان لديه اكتر من 5 عقود	15	if one of the following disqualifying factors applies: -Zero point for any mentioned criteria (experience, location, Bids layout,Number of training halls exist,Coffee break type Variety of snaks and drinks, layout of training venue,Room Layout Flexibility) of the service the supplier is applying for.
			If supplier has 3 to 4 contracts اذا كان لديه 3 او 4 عقود	8	
			If supplier has less and equal to 2 contacrtcs اذا كان لديه عقدان او اقل	5	
2	Location موقع المجهز / 10%	easy accessible	اذا كان الوصول الى مكان المجهز سهل كان لا يقع في الفروع الصغيرة او بعيد عن الطرق العامة	10	-The supplier will be selected if passed Financial and Technical evalauitons based on the defined set criteria..
		with some difficulties	اذا كان الوصول الى مكان المجهز سهل لكن مع بعض الصعوبات	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 / المقدم 10%	Full documents provided (Lisence, Tax clearance, Profile, all other documents required)	اذا كان العطاء كاملاً كان قدم الاجازة , اذا كان يدفع الضرائب	10	
		Missing some documents	اذا كان العطاء ينقصه أوراق	5	
		No documents are provided	لم يقدم اي اوراق مع العطاء	0	
4	Number of training halls exist عدد قاعات التدريب الموجودة 15%	If more than 5 halls اذا كان لديه اكتر من 5 فاعات تدريب	15		
		If Less than 5 and more than 3 halls اذا كان لديه اقل من 5 و اكتر من 3 فاعات تدريب	10		
		If less than 3 Halls اذا كان لديه اقل من 3 فاعات تدريب	5		
5	Coffee break type Variety of snaks and drinks تنوع الأشياء المقدمة 20%	Depending on the best bidder in (number and types of snacks and drinks) among the bidders. Highest will start from (10 marks) and the committee will rank the others compare to the best offer.	اعتماداً على أفضل مقدم عطاء في (عدد وأنواع الوجبات الخفيفة والمشروبات) بين المتقدمين. سيبدأ الأعلى من (20 علامات) وستقوم اللجنة بتصنيف الآخرين مقارنة بالعرض الأفضل.	20	

6	شكل و جودة قاعة التدريب 15%	Seating and Furniture الأثاث	الكراسي و الأثاث ذات جودة عالية و مريحة للمشتراك	15
			اذا كانت الكراسي و الأثاث ذات جودة غير عالية و غير مريحة للمشتراك	10
7	مرنة تغيير موقع الأثاث 15%		جيد يمكن تغيير شكل القاعة بسهولة ليناسب المتطلبات	15
			صعب تغيير شكل القاعة ليناسب المتطلبات	10
			لا يمكن تغيير شكل القاعة بسهولة ليناسب المتطلبات	5

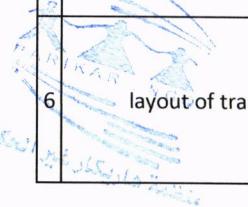
Note : Harikar NGO concerned committee will visit the assigned Offices for evaluation purposes according to the above identified criteria (Physical visit)



**منظمة هاريكار / Harikar NGO**  
**Criteria for evaluating bidders / Providing venue for training for 2024**

Annex C 2

**يرجى الأجابة على الأسئلة الآدناه / Please answer the questions below**

S	Criterias / المعيار	Description وصف المعيار	Supplier response	Note if exist / ملاحظات ان 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 /	Suppliers location / يرجى كتابة موقع المورد بالتفصيل /		
3	Bids layout / جودة تنظيم العطاء المقدم	Please attache all tender documents (Lisence, Tax clearance, Supplier' Profile, all other documents required), and answer all required questions clearly.		
4	Number of training halls exist	Please mentione the number of training halls that you have. رجاء ذكر عدد قاعات التدريب المتوفرة لديكم.		
5	Coffee break type Variety of snaks and drinks 	Please mentioned your Coffee break type Variety of snaks and drinks. يرجى ذكر نوع استراحة القهوة الخاصة بك ومجموعة متنوعة من الوجبات الخفيفة والمشروبات.		
6	layout of training venue 	Please mention the condition of Seating and Furniture. يرجى ذكر حالة المقاعد والأثاث		

7	Room Layout Flexibility	Please mention that the Flexibility of the Room/Halls Layout. يرجى الإشارة إلى مرونة تصميم الغرفة/القاعات		
<b>Important Note: please provide all the above required information and attach copies of all the necessary documents that will prove the above information.</b>				

