



Invitation to Bid for “Publication, IEC, and visibility materials printings”

INVITATION TO BID: ITB/HD-Harikar/2024/001

DATE OF ISSUANCE: 15th January 2024

CLOSING DATE AND TIME: 12nd February 2024, 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 **providing publications, IEC, and visibility materials printings 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 providing publications, IEC, and visibility materials printings 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

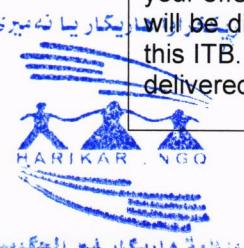
The following annexes form integral part of this Invitation to Bid:

- Annex A:** Tender specification.
- Annex B:** Financial offer (Bill of Quantity).
- Annex C:** Technical evaluation.

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) please include the ITB reference in the subject line, Harikar (Procurement and logistic Officer) on or before 12nd of February 2024, 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 **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 vendors 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 supply of similar products 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 publication printings for Harikar NGO in Duhok, and the **tender applicants must be just from Duhok city and have their company/bureau 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 must 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, 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: 12nd of February 2024, 12:00 PM

Opening of bids: 13rd of February 2024, 9:30 AM

Please indicate on the cover of the envelope the following:

- ITB/HD-Harikar/2024/001
- 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 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:

دیکھروا ہاریکار بیانہ میری



محلہ ہاریکار خیر الہیکار



Annex A

Bid Specifications

Bid #: ITB/HD-Harikar/2024/001

Required services

Publication, IEC, and Visibility Materials Printing (Printing Services of the listed items in Annex B)

Introduction

This bid is advertised by Harikar NGO, inviting potential supplier to collaborate in offering printing, publication and visibility services. This initiative aims to secure printing and publication services for Harikar project planned activities within the Duhok governorate, and will be considered as a framework agreement for the year 2024. Moreover, there will be a provision for contract renewal for an additional year, subject to the satisfactory performance of the selected supplier and contingent upon Harikar's performance and adherence to the procurement policy.

Specifications

Below are the key specifications and requirements for the selected supplier to ensure smooth and efficient implementation of the indicated services:

- The supplier shall provide printing, publication and visibility services for Harikar NGO, for the items described in Annex B "BoQ".
- The supplier is required to ensure that all requested items and materials are in excellent condition, of high quality, and adhere to the specifications outlined in Annex B "BoQ" or the request. Failure to meet these criteria may result in rejecting the specified items or materials.
- The Supplier should commit to serving Harikar various requests which are usually submitted during specific and or strict times.
- The supplier shall negotiate details of the material with the person of contact of Harikar NGO as deemed necessary, in order to ensure that the service is provided in accordance with Harikar regulations and satisfaction.
- Harikar will provide the supplier with the materials planned for publication and visibility.
- The Supplier should ensure the delivery of the service in a timely manner; estimated time to print and delivery of all items shall be agreed upon in line with Harikar set timing and plans.



- Items and materials can be requested as a separate package or jointly; Harikar to prioritize the need depending one urgency.
- The supplier must include the requested samples of the requested materials as outlined in Annex B, when submitting their bids.
- Harikar has the right to increase or decrease the quantity of items and materials at the same price offered by the supplier.
- The Supplier should be registered and authorized in Iraq or KR-I to deliver the prescribed service. Please attach a copy of the work authorization within your technical bid.
- The offered price shall include, exchange rate fluctuation, VAT, or any other taxes and costs or any other incidental charges; the offered price must be fixed for the whole contractual period.
- The due payment for the delivered services will be processed upon receiving the materials and upon the satisfaction of Harikar NGO.
- The Supplier must possess a favorable reputation in this line of work, and having references from and experience with NGOs or the UN will be advantageous.
- The Supplier should have a bank account with one of the private local banks in Duhok. The Supplier is responsible for covering all commissions during the transfer of funds.
- All official documentation needs to be processed and submitted in English, while communication may occur in both English and local languages.

Required from the Applicant:

- 1- Provide samples of the following items that have been previously produced by the supplier:**
 - a. Leaflet with any size from A5 and above
 - b. Colored printed book or booklet
 - c. Lanyard with oriented design or information
 - d. T-shirt or vest with printed design or information
 - e. Glass appreciation plaque with printed content.
 - f. Copy of Flex
- 2- Submit a comprehensive list of properties, including equipment and tools, utilized or intended for use in the printing and publicity of the Harikar project's specified requirements. Additionally, including photographs of the supplier's assets within the workplace will facilitate the evaluation process.**
- 3- Provide the staff structure of the company (positions working under company's respective units).**
- 4- Provide working license and tax clearance of the company. Provide similar contracts with other NGOs or parties.**



Non-disclosure and Confidentiality

The supplier is obligated to maintain the confidentiality ⁽¹⁾ of Harikar associated information, and any other Harikar-related data. This information must be held in strict confidence, and neither used nor shared with any third party without the prior express written authorization of Harikar NGO. It is to be solely utilized for the purpose of the agreed-upon service delivery. Non-compliance may result in legal action being taken against the supplier.

Anti-fraud and Bribery

The supplier acknowledges and agrees to comply with all applicable laws and regulations related to bribery and fraud prevention. The supplier shall not engage in any form of bribery, corruption, or fraudulent activities in connection with the services that will be provided under this contract. Harikar NGO reserves the right to terminate this contract immediately if any such unlawful activities are suspected or confirmed. Furthermore, the supplier shall implement robust anti-fraud measures and maintain comprehensive records to ensure transparency and accountability in all transactions related to this agreement.

Protection from Sexual Exploitation and Abuse-PSEA ⁽²⁾

The supplier affirms its commitment to the highest standards of ethical conduct, in regard to the Protection from Sexual Exploitation and Abuse-PSEA. The supplier shall implement and enforce Harikar PSEA policies and procedures or the inter-agents upon agreed PSEA policies, ensuring that all employees, associates, and partners are aware of and adhere to these standards. Any instances of sexual exploitation or abuse will be thoroughly investigated, and immediate action will be taken, which may include termination of the contract and legal proceedings. Harikar NGO reserves the right to terminate this contract if the supplier is found to be in violation of PSEA policies.

(1) Confidentiality refers to the practice of keeping sensitive information, data, or knowledge private and protected from unauthorized access or disclosure. It is a crucial ethical and legal principle in various fields, including business, healthcare, legal matters, and personal relationships.

(2) Harikar PSEA Policy will be inducted for the selected supplier, shall be attached to the contract, and considered as an integral part of the contract.





BoQ
Publication, IEC, and Visibility Materials Printing

Annex B

Annex B, the Bill of Quantities-BoQ, provides a comprehensive list of potential requirements for the publication, visibility, and printing aspects of the Harikar project's planned activities. The BoQ must be completed, officially stamped, and signed by the applicant. Additional comments can be included in the Remarks section as needed.

#	Item	Quantity	Price IQD	Remarks
1	Printing Leaflet (A4, 160 gms paper, Color, non-sullivan) (ملون، غير مسلفن، A4، ورقة 160 غم) منشور	1		
2	Printing Leaflet (A4, 160 gms paper, Color, Salvvanized) (ملون، مسلفن، A4، ورقة 160 غم) منشور	1		
3	Printing Leaflet (A4, 160 gms paper, Color, Salvvanized matt) (ملون، مسلفن مات، A4، ورقة 160 غم) منشور	1		
4	Printing Leaflet (A4, 180 gms paper, Color, non-sullivan) (ملون، غير مسلفن، A4، ورقة 180 غم) منشور	1		
5	Printing Leaflet (A4, 180 gms paper, Color, Salvvanized) (ملون، مسلفن، A4، ورقة 180 غم) منشور	1		
6	Printing Leaflet (A4, 180 gms paper, Color, Salvvanized matt) (ملون، مسلفن مات، A4، ورقة 180 غم) منشور	1		
7	Printing Leaflet (A4, 200 gms paper, Color, non-sullivan) (ملون، مسلفن، A4، ورقة 200 غم) منشور	1		
8	Printing Leaflet (A4, 200 gsm paper, Color, Salvvanized) (ملون، مسلفن، A4، ورقة 200 غم) منشور	1		
9	Printing Leaflet (A4, 200 gms paper, Color, Salvvanized matt) (ملون، مسلفن مات، A4، ورقة 200 غم) منشور	1		
10	Printing Leaflet (A4, 240 gms paper, Color, non-sullivan) (ملون، غير مسلفن، A4، ورقة 240 غم) منشور	1		
11	Printing Leaflet (A4, 240 gms paper, Color, Salvvanized) (ملون، مسلفن، A4، ورقة 240 غم) منشور	1		
12	Printing Leaflet (A4, 240 gms paper, Color, Salvvanized matt) (ملون، مسلفن مات، A4، ورقة 240 غم) منشور	1		
13	Printing Leaflet (A5, 160 gms paper, Color, non-sullivan) (ملون، غير مسلفن، A5، ورقة 160 غم) منشور	1		
14	Printing Leaflet (A5, 160 gms paper, Color, Salvvanized) (ملون، مسلفن، A5، ورقة 160 غم) منشور	1		
15	Printing Leaflet (A5, 160 gms paper, Color, Salvimized matt) (ملون، مسلفن مات، A5، ورقة 160 غم) منشور	1		
16	Printing Leaflet (A5, 180 gms paper, Color, non-sullivan) (ملون، غير مسلفن، A5، ورقة 180 غم) منشور	1		
17	Printing Leaflet (A5, 180 gms paper, Color, Salvvanized) (ملون، مسلفن، A5، ورقة 180 غم) منشور	1		
18	Printing Leaflet (A5, 180 gms paper, Color, Salvimized matt) (ملون، مسلفن مات، A5، ورقة 180 غم) منشور	1		
19	Printing Leaflet (A5, 200 gms paper, Color, non-sullivan) (ملون، غير مسلفن، A5، ورقة 200 غم) منشور	1		
20	Printing Leaflet (A5, 200 gms paper, Color, Salvvanized) (ملون، مسلفن، A5، ورقة 200 غم) منشور	1		
21	Printing Leaflet (A5, 200 gms paper, Color, Salvimized matt) (ملون، مسلفن مات، A5، ورقة 200 غم) منشور	1		
22	Printing Leaflet (A5, 240 gms paper, Color, non-sullivan) (ملون، غير مسلفن، A5، ورقة 240 غم) منشور	1		
23	Printing Leaflet (A5, 240 gms paper, Color, Salvimized) (ملون، مسلفن، A5، ورقة 240 غم) منشور	1		
24	Printing Leaflet (A5, 240 gms paper, Color, Salvimized matt) (ملون، مسلفن مات، A5، ورقة 240 غم) منشور	1		

بسم الله الرحمن الرحيم



25	Printing Log-book A5: cover pages (Blank, 200 gms paper, covered with a plastic nylon protector), Body: 28 pages, tow-sided print, color (only two logos are colored) طبع سجل A5، ملون (فقط شعارين)، صفحات الغلاف (ورق فارغ 200 غم، مغطى ببطء بلاستيكي من النايلون)، يتكون السجل من 28 صفحة، طبع على الوجهين	1		
26	Printing Log-book A5: cover pages (Blank, 200 gms paper, covered with a plastic nylon protector), Body: 28 pages, tow-sided print, Black and White طبع سجل A5، أبيض واسود، صفحات الغلاف (ورق فارغ 200 غم، مغطى ببطء بلاستيكي من النايلون)، يتكون السجل من 28 صفحة، طبع على الوجهين	1		
27	Functional Multi-pocket vest, Khaki color, high quality fabric, A4 size logo color Print on back, 20*10cm size logo color print on the front left سترة عمل متعددة الجيوب، لون خاكي، قماش عالي الجودة، طباعة شعار ملون بحجم A4 على ظهرها، طباعة شعار ملون مقاس 20*10 سم على الصدر على الجهة اليسرى الأمامية	1		
28	Functional Two-pocket vest, Blue color, Normal quality fabric, A4 size logo white color Print on back, 20*10cm size logo white color print on the front left سترة عمل بجيبيين، لون أزرق، قماش ذو جودة عادي، شعار مقاس A4 باللون الأبيض مطبوع على ظهرها، شعار مقاس 20*10 سم مطبوع باللون الأبيض على الصدر الجانب الأيسر الأمامي	1		
29	Cap with logo 8*8cm print on the front, solid front, good quality, standard size for adults (Laser Printing) قبعة بشعار 8*8 سم مطبوعة من الأمام، واجهة صلبة، نوعية جيدة، حجم قياسي للبالغين (طباعة ليزرية)	1		
30	Cap with logo 8*8cm print on the front, solid front, good quality, standard size for adults (Thermal Printing) قبعة بشعار 8*8 سم مطبوعة من الأمام، واجهة صلبة، نوعية جيدة، حجم قياسي للبالغين (طباعة حرارية)	1		
31	Cap with logo 8*8cm print on the front, solid front, good quality, standard size for adults (embroidery) قبعة بشعار 8*8 سم مطبوعة من الأمام، واجهة صلبة، نوعية جيدة، حجم قياسي للبالغين (تطريز)	1		
32	Printing Annual Report, Color, Size B5, portrait (176x250mm), pages 66 (without the cover), Cover page: Photo 200 gms with matt sullivan, Inner pages: photo 120 gms with no sullivan (coated paper), Binding method: Saddle stitch binding طبع التقرير السنوي، ملون، مقاس B5 (176x250mm)، عدد الصفحات 66 (بدون الغلاف)، صفة الغلاف: ورقة صورة 200 غم مسلفن، الصفحات الداخلية: ورقة صورة 120 غم غير مسلفن (ورق مطلي)، طريقة التجليد: ربط غرزة السرج	1		
33	Printing Annual Report, Color, Size B5, portrait (176x250mm), pages 66 (without the cover), Cover page: Photo 200 gms with matt sullivan, Inner pages: photo 120 gms with no sullivan (Photo paper), Binding method: Saddle stitch binding طبع التقرير السنوي، ملون، مقاس B5 (176x250mm)، عدد الصفحات 66 (بدون الغلاف)، صفة الغلاف: ورقة صورة 200 غم مسلفن، الصفحات الداخلية: ورقة صورة 120 غم غير مسلفن (ورق صورة)، طريقة التجليد: ربط غرزة السرج	1		
34	Printing Harikar Annual Report 2023 Color, Size B5, portrait (176x250mm), pages 66 (without the cover), Cover page: Photo 200 gms with matt sullivan, Inner pages: photo 80 gms with no sullivan (coated paper), Binding method: Saddle stitch binding طبع التقرير السنوي، ملون، مقاس B5 (176x250mm)، عدد الصفحات 66 (بدون الغلاف)، صفة الغلاف: ورقة صورة 200 غم مسلفن، الصفحات الداخلية: ورقة صورة 120 غم غير مسلفن (ورق مطلي)، طريقة التجليد: ربط غرزة السرج	1		
35	Flex with a specified design color print 1*1 M فليكس بتصميم محدد طباعة ملونة مقاس 1*1 م	1		
36	Flex with a specified design color print 1*1 M, with iron structure (for signboards) فليكس بتصميم محدد طباعة ملونة مقاس 1*1 م مع هيكل حديدي (لللافتات)	1		
37	Stand Roll Banner (Standard size) لافتة ستاند رول (الحجم القياسي)	1		
38	Lanyard for badge holder, blue in color, good quality, print name and logo on it with white color شريط لحامل الشارة، لون أزرق، نوعية جيدة، طباعة الاسم والشعار عليه باللون الأبيض	1		

دبي كاربورياتورز لـ تـ بـ يـ بـ



39	Sticker with color print Logo(s) A3 ملصق بطباعة ملونة للشعار (الشعارات) A3	1		
40	Sticker with color print Logo(s) A4 ملصق بطباعة ملونة للشعار (الشعارات) A4	1		
41	Sticker with color print Logo(s) A5 ملصق بطباعة ملونة للشعار (الشعارات) A5	1		
42	Sticker with color print Logo(s) B4 ملصق بطباعة ملونة للشعار (الشعارات) B4	1		
43	Sticker with color print Logo(s) B5 ملصق بطباعة ملونة للشعار (الشعارات) B5	1		
44	Certificate, 300 gms paper, A4 size, with a specified color printing الشهادة، ورق 300 غم، مع طباعة ملونة بتصميم محدد A4	1		
45	Case file, Cartoon, A4 size, with a specified design color print ملف قضية، كرتون، مع طباعة ملونة بتصميم محدد، حجم A4	1		
46	Business Card color print 8.5*5.5cm, 240 gms بطاقة عمل ملونة مقاس 5.5*8.5 سم، ورق 240 غم	1		
47	Business Card color print 8.5*5.5cm, 240 gms, sulvanized بطاقة عمل ملونة مقاس 5.5*8.5 سم، ورق 240 غم، مسلفن	1		
48	Business Card color print, 8.5*5.5cm, 300 gms بطاقة عمل ملونة مقاس 5.5*8.5 سم، ورق 300 غم	1		
49	Business Card color print, 8.5*5.5cm, 300 gms, sulvanized بطاقة عمل ملونة مقاس 5.5*8.5 سم، ورق 300 غم، مسلفن	1		
50	Business Card color print 8.5*5.5cm, 350 gm بطاقة عمل ملونة مقاس 5.5*8.5 سم، ورق 350 غم	1		
51	Business Card color print 8.5*5.5cm, 350 gms, sulvanized بطاقة عمل ملونة مقاس 5.5*8.5 سم، ورق 350 غم، مسلفن	1		
52	Plastic Hand bracelet with print سوار يد بلاستيك مع طباعة	1		
53	Glass appreciation plaque with print لوحة تقدير زجاجية مع الطباعة	1		
54	Chest Medal with a specified design print ميدالية الصدر مع طباعة تصميم محدد	1		
55	Armband with a specified design print شريط ذراع مع طباعة تصميم محدد	1		
56	Flag(s), size 1m*1.5m with metal pole 2m (Silver/Gold), high printing and material quality علم (أعلام) مقاس 1*1.5 م مع عمود معدني 2 م (فضي/ذهبي) طباعة ومواد بجودة عالية	1		
57	Office table Double flag with logo print on Fabric (15*24cm), metal pole (Silver) 30-34cm علم مزدوج لطاولة المكتب مع طباعة الشعار على القماش (15*24 سم) وجهاز (فضي) 30-34 سم	1		



58	T-shirt, white color, A4 size logo color Print on back, 20*10cm size logo color print on the front left تي-شيرت، لون أبيض، طباعة شعار ملون مقاس A4 على الظهر، طباعة شعار ملون مقاس 20*10 سم على الجانب الأيسر الأمامي	1		
59	Umbrella (black or white or Naivy) with logo color print or a specified design مظلة-شمسية (أسود أو أبيض أو نايفي) مع طباعة شعار ملون أو تصميم محدد	1		
60	Balloons with a specified design print بالونات مع طباعة تصميم محدد	1		
61	Pen with a specified design printed on it (design: name and logo) قلم مطبوع عليه تصميم محدد (التصميم: الاسم والشعار)	1		
62	Glass Cup with a specified design print كوب زجاجي مع طباعة تصميم محدد	1		
63	Notebook (dairy), A5 in size, leather cover, with logo and name print on cover دفتر (مذكرات) مقاس A5، غلاف جلدي، مع طباعة الشعار والاسم على الغلاف	1		
Total Amount				

Note: In addition to the above list, requests with different specifications (size, type, paper, etc) of the flyers, leaflets, books, and other materials and items, may be submitted, based on the needs of Harikar project activities.

I, the undersigned, agree that the above provided inputs are for the service meeting the requirements as indicated in this tender, including all conditions mentioned in this tender.

Name

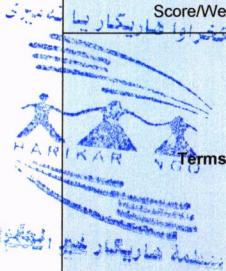
Signature and stamp

ريخخراوا هاريکار ييـانـه مـيزـى



منظمة هاريکار خير الختنوى

Technical Evaluation Form
Annex C

Chapter	Work Experience	Personnel	Company Assets	Company's Capacity	Quality of Samples	Minimum Requirement					
Score/Weight 	30%	15%	15%	10%	30%	60%					
	<ul style="list-style-type: none"> General work: 15% (total years and experience in the field), one year equals 1% (this is based on working licence) Experience working with NGOs: 15% (the technical committee can review the similar agreements of the company with other NGOs or other parties). 	<ul style="list-style-type: none"> Based on number of employees and the standard organigram of the company. The technical committee to evaluate supplier's human resources taking into consideration the number of employees and their positions in specific units within the company. 	<ul style="list-style-type: none"> List and proof. The supplier to list the equipment and tools required for the provision of materials and items in Annex B (IEC materials, Tishirts, cups, caps, etc). The technical committee to evaluate suppliers assets with proofs out of 15% 	<ul style="list-style-type: none"> Capacity of the supplier in term of space(s) - spaces allocated for work (Printing space, Management and logistic offices, storage space) 10% 	<ul style="list-style-type: none"> Quality of the provided samples, quality of each sample is to be measured out of 5% <ul style="list-style-type: none"> -Leaflet -Booklet -Lanyard -T-shirt or vest -Appreciation Plaque -Flex 	<p>If one of the following disqualifying factors applies:</p> <ul style="list-style-type: none"> - Zero point for any mentioned criteria (Work Experience, Personnel, Company Assets, Company's Capacity, Quality of samples), of the service the supplier is applying for. - The supplier will be selected if passed Financial and Technical evaluations based on the defined set criteria. 					
Chapter	Percentage	Description									
Please answer the questions below/ يرجى الإجابة على الأسئلة الآتية											
Work Experience 30%											
How many years of experience do you have in publication and printing field? كم عدد سنوات الخبرة لدى شركتك في مجال النشر والطباعة؟ يرجى إرفاق الإجابة عند التقديم	15%										
Do you have a similar contracts in this field with other NGOs and or other parties? هل لديك عقود مماثلة في هذا المجال مع منظمات غير حكومية أخرى أو جهات أخرى؟ يرجى إرفاق عقود مماثلة عند التقديم	15%										
Personnel 15%											
Mention the employees' positions working within the units of your company? اذكر وظائف الموظفين العاملين ضمن أقسام شركتك؟	15%										
Company Assets 15%											
List the equipment and tools required for the provision of materials and items in Annex B (IEC materials, Tishirts, cups, caps, etc) قم بإدراج المعدات والأدوات الازمة لتوفير المواد والمناسن الواردة في الملحق ب (مواد IEC، والقصان، والأكواب، والقلعات، وما إلى ذلك). يرجى إرفاق صور لهذه المعدات والآلات	15%										
Company's Capacity 10%											

Mention the spaces allocated for work (Printing space, management (and logistic offices, storage space انذكر المساحات المخصصة للعمل (مساحة العمل الطباعة، مكاتب الادارة واللوجستيات، مساحة التخزين). يرجى ارفاق صور للمساحات المذكورة	10%	
Quality of Samples 30%		
Mention the names/descriptions of the samples intended to be provided .within the bid اذكر أسماء وأوصاف العينات المراد تقديمها ضمن المطامع - منشور - كتاب - شريط ياج - تيشيرت او صدرية - درع تقدير زجاجي - فلاينس	30%	
<p>Important Note: Please attach copies of all the necessary documents proving the information above. يرجى ارفاق نسخ من جميع المستندات اللازمة التي تثبت المعلومات المذكورة أعلاه</p>		

