



## CCR IRAQ MISSION- Erbil

Our reference: IR16/Tender 001/PR 030 / 2019

**SUBJECT: INVITATION TO TENDER FOR PROCUREMENT OF SEALING-OFF KITS (SOKs) MATERIALS**

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Dear Suppliers / Service Providers

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by CCR in writing at least 7 days before the deadline for submission of tenders. CCR will reply to bidders' questions at least 3 days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders before Sunday **26<sup>th</sup> December 2019 (3:00 PM Iraqi Time)**, as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

Logistics Department



## **Tender Call**

**For**

**Supply of Sealing-off Kits Materials**

**THROUGH FIXED TERM CONTRACT**

**Publication reference: IR16/Tender 001/PR 030 / 2019**

**Publication Date: 11<sup>th</sup> of December 2019**

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# A. INSTRUCTIONS TO BIDDERS

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In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure.

The bidder accepts CCR General Terms and Conditions of Purchase by default or will include its own Sales conditions in its offer.

If the bidder wishes to point out restrictions to CCR Purchase Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

## 1. Preamble

Caritas Czech Republic (CCR) is a non-profit organization that operates abroad, in the context of humanitarian aid and development cooperation. It is a respected member of the international network Caritas Internationalis. Its foreign activities focus on the health and social sectors and also on developing livelihood for the local population and education of children and adults.

CCR opened a mission in IRAQ in 2017, to assist refugees, IDPs and host communities in several governorates of the country.

## 2. Purpose of the Call for Tenders

The purpose of this Call for Tenders is to solicit competitive offer for the procurement of Sealing-Off Kits Material for CCR Iraq Mission.

CCR will sign a fixed term contract-one-time supply for the Total quantities mentioned in this Call for Tenders. During this contract period the Selected supplier will have to deliver the required materials/Kits to CCR warehouse in Dohuk City.

A detailed description of the Kits/Materials required by CCR is contained in the technical specifications (see APPENDIX A – Technical specifications).

## 3. Call for Tenders Schedule:

	DATE	TIME*
Deadline for request for any clarifications from CCR	Dec 20, 2019	05:00 PM
Last date on which clarifications are issued by CCR	Dec 24, 2019	05:00 PM
Deadline for submission of tenders (receiving date, not sending date)	Dec 26, 2019	03:00 PM
Tender opening session by CCR staff only	Dec 29, 2019	11:30 AM
Notification of award to the successful tenderer	Dec 30, 2019	12:00 PM
Signature of the contract	Jan 6, 2020	12:00 PM

\* All times are in the local time of Iraq

\* Please note all dates are provisional dates and CCR reserves the right to modify this schedule.

## 4. Questions and Clarifications

If CCR, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address, ideally by email, or by post mail, up to Seven (07) days before the deadline for submission of tenders, specifying the publication reference and the Tender title:

**Contact name:** Logistics Department

**Address:** Park View / B5 floor 17 / Door #66, Erbil

**E-mail:** iraq.tender@caritas.cz

Any prospective tenderer seeking to arrange individual meetings with CCR during the tender period will be excluded from the tender procedure.

## 5. Eligibility

Participation in tendering is open on equal terms to any natural and legal persons (contractor) or company.

However, to comply with some of CCR's donors' rules, participants must clearly indicate their company's nationality and origin of the proposed goods.

1. Must be legally authorized individuals or companies to do the business in Kurdistan region.
2. Not involved in violation of human rights (Slavery, child labor, human trafficking)
3. Not restricted to conduct business by any local, national and international legal bodies

## 6. Instructions to submit an Offer

### 6.1. Response Format

The tender shall consist of

**Two (02) Sealed Envelopes in total**

**01 For Technical Proposal (Includes Appendixes B, D)**

**01 For Financial Proposal (includes Appendix C)**

Both Envelope should be placed in one Envelope in a sealed non-identifiable envelope, with the words **“not to be opened before the tender opening session”** written in English.

This sealed non-identifiable envelope shall be titled:

**Tender reference: IR16/Tender 001/PR 030 / 2019**

**Tender Name:** Supply of Sealing-Off Kits (SoKs)

The tenders shall be submitted by Hand personal delivery against receipt to the below address:

**To,** Logistics Department

**Address:** Park View/B5 Floor 17/Door #66, Erbil

So that it is received no later than December 26<sup>th</sup>, 2019 at 03:00 PM Iraq time.

Please note that CCR will not accept any tender through Email!

Submission of tender through email will be automatically rejected!

NB: Late proposals will not be accepted and will be returned to the Proponent or discarded. Also, all proposals will be irrevocable after the Call for Tenders closing date

## 6.2. Content of Tenders

The Tenderer must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in for proposal. The proposal shall include, as a minimum:

- 1) **“Technical Specification” (See Appendix A)** completed in detail with the Materials/ Quantity, Pictures for Illustration so that the participant answer to CCR needs as per Technical Specification.
- 2) **“Technical Offer” (See Appendix B)** duly completed. This questionnaire should be completed with all required information such as:
  - a) Proof of Company Registration in the Kurdistan Region of Iraq and Iraq and/or ability to work in federal Iraq. (Attach **Copy of Registration**)
  - b) A copy of the financial statements for last two years (**balance sheet and income statement Sheet Attached**). **OR** an Audit Report for last 02 Years (**Attach Copy**).
  - c) Proof of work Experience (**Copy of Purchase order /Contracts to be attached**)
  - d) TAX Registration (**Copy of Tax Registration attached**).
  - e) Company Profile that demonstrate the HR structure of the company, available resources / Equipment /warehouse, listing the overall working experience etc.

**Note: Not Providing Supporting Documents to Appendix B may lead to Disqualification.**

- 3) **“Financial Offer” (see Appendix C)** or detailed Price offer with explanatory notes if necessary.
- 4) **“Supplier Attestation” (See Appendix D)** filled and signed by the duly authorized person

**All pages of the supplier’s bid must be stamped and signed. Failure to provide all of the above and in the formats stipulated may result in disqualification of the Tenderer’s proposal.**

## 7. Call for Tender Process

CCR reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

CCR does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Call for Tenders closing date.

CCR reserves the right to select a shortlist of pre-selected suppliers, based on the criteria announced in paragraph 13 of the present document. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

## 8. Period of validity

Suppliers shall be bound by their tenders for a period of **ninety (90) days minimum** from the deadline for submission of tenders.

However, the Prices and conditions defined in the contract signed with the selected supplier will be valid for **minimum Three (3) Months** after the agreement signature.

## 9. Currency of tenders

Tenders must be presented in **USD (United States Dollar)**, Inclusive of all applicable Taxes

## 10. Language of offers and procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and CCR must be written in English

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English

For the purposes of interpretation of the tender, the English version will prevail.

## 11. Alteration or withdrawal of tenders

Bidders who have presented their offer before the established deadline, may request to withdraw their tenders by written notification (prior to the deadline). Withdrawals must be unconditional and will end all participation in the tender procedure.

## 12. Costs of preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

## 13. Opening, evaluation of tenders and selection criteria

The opening and examination of tenders is for the purpose of checking whether the tenders are complete and whether the tenders are generally in order.

The subsequent evaluation of the tenders shall be carried out in Erbil, Kurdistan Region of Iraq by an Evaluation Committee made up of representatives of CCR.

The contract will be awarded to the technically and administratively compliant tender that is offering the best quality/price ratio, taking into account the quality of the Materials offered and the price of the tender.

Tenders will be evaluated by two independent committees; one technical and one financial, using the criteria listed below:

- **Opening session:**

In the opening session, committee will check all mandatory documents mentioned in article 6 point 2 of this tender dossier, if they are enclosed with the submitted offer, missing any of the mandatory documents may lead to disqualification. CCR Committee reserves the right to ask for Missing documents within 72 hours of opening.

- **Admin Check:**
  - After the opening session, all documents will go through the admin check, to make sure that the mentioned data are matching with the requesting requirement, if the data mentioned in the submitted documents are inconsistent with the requirement mentioned in tender dossier, the company will be disqualified.
  - The valid offers will be analyzed based on the answers to the Appendix (C), your answering to those questions will be a commitment from the company to CCR, that could be used in the Contract.
  
- **Technical Evaluation:**

All companies that will pass opening session and the Admin check, will be subjected to technical evaluation, technical evaluation will be done through checking the quality of the samples, each sample will checked in order to decide if its compliant or not, then compliant samples will be ranked based on their quality comparing to each other. As well, this will include the visit to the supplier's business setup as well as their stores / warehouse in order to confirm the quality of stock as well the availability of stock.
  
- **Financial Evaluation:**

After passing all previous evaluation criteria, financial offer will be evaluated and based on that the tender will be awarded for the best company that will get the best average between the financial and technical evaluation.
  
- **Scoring:**

The selection of the contractor will be based on a scoring table divided as follows:

Provision of administrative documents and references.	15 %
Technical Capability	35 %
Financial offer	40 %
Physical Check (sampling after short listing)	10 %
Total	100 %

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 72 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

**Before selection, and signature of the agreement, CCR will inspect the material / warehouses, store and business setup. CCR reserves the right to de-select the tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender dossier.**

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence CCR in its decision concerning the award of the contract will result in the immediate rejection of his tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## 14. Notification award and agreement signature

The successful bidder will be informed in writing that its tender has been accepted (notification of award). CCR will send the signed purchase documents in two original copies to the successful bidder.



Within Seven (7) working days following the reception, the successful tenderer will sign, date and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within seven (07) working days, CCR can consider after notification the award as invalid.

The unsuccessful tenderer will be informed in written shortly after the award.

## 15. Ownership of tenders

CCR retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

## 16. Agreement

The agreement that will be signed between the successful tenderer and CCR is done according to CCR standard Supply contract format.

The agreement will be based by order of preference on the following elements:

- Terms and requirements as defined in the present Tender dossier
- additional elements not covered in the Tender Dossier
- The selected supplier's offer
- Specific conditions that differ from the above, offered by the supplier and explicitly accepted by CCR
- Supplier Attestation – Origin of Goods from Sanctioned countries and Suppliers presence in sanctioned countries
- Additional documentation may be require

## 17. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by CCR.

If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

**Under no circumstances will CCR be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if CCR has been warned of the possibility of damages.**

**The publication of a procurement notice does not commit CCR to implement the announced program or project.**

## **18. Ethics**

CCR pays very careful attention to working with companies that commit to respect basic Ethics Rules.

The tenderers will have to fill and sign the Declaration of compliance & commitment to respect CCR Good Business Regulations.





## 19. Technical and commercial specifications

This part describes the details of the offer with which the bidder must comply. It includes:

- The technical description of the Materials expected from the supplier,
- The additional services expected to be included with the main Materials provision.
- Post Award ways of working,
- Order process,
- Invoicing and Payment processes.






### 19.1. Technical description of the Materials

The subject of the call for tender is the Materials provision by the supplier of the following to CCR as detailed below. All supplied Materials will have to be compliant with international and national standards and norms, and to be adapted to the conditions they will be used in.

No	Item	Description	Unit	Quantity per one HH	Pictures
1	Plastic sheet	Shelter grade plastic tarpaulin, 4x5m	Piece	2	
2	Clear Plastic Sheeting	Width 190 g/sm	Square Meter	2	
3	Square Cut Timber	2cm x 6cm x 3m (For doors and windows)	Piece	2	
4	Square Cut Timber	2.5cm x 10cm x 3m (for securing plastic sheeting)	Piece	2	

5	Exterior Grade Plywood	size 12mm thick x 1200mm x 2400mm	Piece	2	
6	Rope Polypropylene	Plastic reinforced rope (roll), 1/4" Diameter (10 nylon rope) Length 30 m	Piece	1	
7	Steel nails	Round Wire Nails Steel, length:(Different sizes) supplied in a sealed bag. 1kg	KG	2	
8	Concrete nails	(4.00 mm x 80mm)	KG	1	
9	Expanding Spray Foam	(polyurethane-based insulating foam sealant.)340g or 750ml	Can	1	
10	Nails with washer head	(2.70mm x 70mm)	KG	0.5	

11	Binding wire	Dimensions: Diameter 2 mm with 30-meter length	piece	1	
12	Duct tape Extra Heavy Duty,	50mm x 25m	Roll	1	
13	Galvanized Washer	2cm (adapted to the screws)	KG	1	
14	Claw Hammer	Weight: 0.750 kg. Wooden handle, replaceable. Head in forged steel. Good quality.	Piece	1	
15	Handsaw -	All-Purpose, total length 750mm, for wood, good quality, teeth from tempered and hardened steel. Unbreakable handle. Saw blade	Piece	1	

16	Utility Knife	<p>Cast aluminum body and stainless-steel blade channel for durability.</p> <ul style="list-style-type: none"> <li>■ Slim design for control, precision cutting, and easy storage.</li> <li>■ Auto-locking blade slider.</li> </ul> <p>Overall Length (in): 3-1/2 Size (mm): 9mm</p>	Piece	1	
17	Woven bag	<p>description &amp; Benefits</p> <ul style="list-style-type: none"> <li>-Size - Width 13.5" x Height 15.5"</li> <li>-Imprint Area: 11"W x 12"H</li> <li>-Non-Woven Polypropylene</li> <li>-Durable</li> </ul>	Piece	1	
18	Silicone gun / Caulk Gun	For silicone, with metal handle, (10 oz metal ratcheting caulk gun)	Piece	1	
19	Silicone tube / Silicone Caulking	Weatherproof silicone tube, 100%, clear, 10 oz tube	Piece	2	
20	Mat	polypropylene reed-woven mat, 3m x 4m (Providing a protective covering to flooring)	Piece	1	

## **19.2. Quantities**

CCR accept neither any financial responsibility if the Quantity of order are reduced due to operational nor any other factor outside the control of CCR.

## **19.3. Variation in quantity**

CCR reserves the right to order a variable amount of units included in the Agreement, with no previously stipulated quantity that can be taken as a reference.

## **20. Services included**

Offers can be submitted by a Technical company or by an individual Markets/Shop owner depending on the Goods/Materials required (Please see Appendix A).

Transportation, labors, loading and offloading of materials to CCR Dohuk base warehouse is under the responsibility of selected company / Supplier.

## **21. Post-Award ways of working**

### **Provision of Materials**

CCR and the selected suppliers will sign a one-time supply contract. The contract will detail the type of Materials and price and quantity and delivery time and locations, the delivery of materials could be more than one delivery for mentioned total Quantities with multiple delivery dates depending upon the CCR needs. Please see Appendix A “Technical Specifications” and Appendix C “Financial offer” for further information.

## **22. Order Conditions**

### **22.1. Delivery Location**

#### **Transportation to CCR Dohuk base warehouse /Delivery area:**

CCR will not provide any transportation, access facilities or additional payment for the delivery of the goods/materials to the selected supplier. Prices must be inclusive of transportation, labors, loading and offloading of materials to CCR Dohuk base warehouse.

Delivery of materials to CCR Dohuk base warehouse will be conducted in batches (3 batches of 500 kits at a time), specific delivery schedule to be provided on a later stage.

### **22.2. Late Delivery**

The supplier must notice CCR about any potential delay, as soon as he/she is aware of it, in within (03) working days in advance order to anticipate and minimize the consequences.

If Materials or Services cannot be provided to CCR on time, CCR reserves the right to cancel the agreement /Contract.

Or

Penalty: if the selected supplier failed to deliver the materials on CCR requested date, then the penalty will be put in place, an amount of (10%) will be deducted from total of current signed contract value.

### **22.3. Relations between CCR and the Suppliers:**

Selected suppliers will be expected to clearly nominate one official representative who will be CCR main contact to manage the ordered needs and information's, the contract, invoicing and payment.

CCR expects the representative to be available and reactive to solve any problem that CCR may encounter during the Agreement validity period. The representative should be actively involved in the management of the relationship between the customer (CCR) and its Company to ensure an effective and smooth cooperation.

## **23. Invoicing & Payment**

### **23.1. Invoicing**

Payments will occur after reception and acceptance of total delivery of the Materials by CCR representative and upon the reception of one original invoice issued by the supplier.

This invoice must include the stamp, name, address and registration number of the supplier. It must also include the date and number of the invoice, as well as the unit cost, quantity of materials delivered included in the signed contract and the total cost for each material and the total cost of the invoice.

### **23.2. Payment**

All payments will be exclusively made to the supplier's/company name by bank wire transfer.

The selected supplier should issue a 10% bank guarantee at the start of the project that will be reimbursed to him after the final signature on the handover.

The selected supplier will be paid within (15) Working days after the delivery of the total delivery of materials, with the USD as currency of payment.

In order to claim the payment, the supplier must provide CCR with the following documents for each quantity supplied:

- One original invoice signed and stamped by the contractor.
- If the owner is not the contractor, then he should issue a letter of authorization to the contractor who will be the main focal point between the awarded contractor and CCR.
- Delivery notes signed by CCR logistics.



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## **B. Appendixes**

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Appendix A: Technical Specifications







Appendix B: Technical Offer

Appendix C: Financial Offer

Appendix D: Supplier Attestation





# **Appendix A: Technical Specification**

## Materials technical specifications and quantities

No	Item	Description	Unit	Total Quantity	Pictures	Remark
1	Plastic sheet	Shelter grade plastic tarpaulin, 4x5m	Piece	2800		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
2	Clear Plastic Sheeting	Width 190 g/sm	Square Meter	2800		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
3	Square Cut Timber	2cm x 6cm x 3m (For doors and windows)	Piece	2800		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
4	Square Cut Timber	2.5cm x 10cm x 3m (for securing plastic sheeting)	Piece	2800		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
5	Exterior Grade Plywood	size 12mm thick x 1200mm x 2400mm	Piece	2800		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
6	Rope – Polypropylene	Plastic reinforced rope (roll), 1/4" Diameter (10 nylon rope), Length 30 m	Piece	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk

7	Steel nails	Round Wire Nails Steel, length:(Different sizes) supplied in a sealed bag. 1kg	KG	2800		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
8	Concrete nails	(4.00 mm x 80mm)	KG	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
9	Expanding Spray Foam	(polyurethane-based insulating foam sealant.)340g or 750ml	Can	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
10	Nails with washer head	(2.70mm x 70mm) packing 0.5 KG	KG	700		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
11	Binding wire	Dimensions: Diameter 2 mm with 30-meter length	piece	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk

12	Duct tape Extra Heavy Duty,	50mm x 25m	Roll	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
13	Galvanized Washer	2cm (adapted to the screws)	KG	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
14	Claw Hammer	Weight: 0.750 kg. Wooden handle, replaceable. Head in forged steel. Good quality.	Piece	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
15	Handsaw -	All-Purpose, total length 750mm, for wood, good quality, teeth from tempered and hardened steel. Unbreakable handle. Saw blade	Piece	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
16	Utility Knife	Cast aluminum body and stainless-steel blade channel for durability. ■ Slim design for control, precision cutting, and easy storage. ■ Auto-locking blade slider.	Piece	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk

		Overall Length (in): 3-1/2 Size (mm): 9mm				
17	Woven bag	description & Benefits -Size - Width 13.5" x Height 15.5" -Imprint Area: 11"W x 12"H -Non-Woven Polypropylene -Durable	Piece	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
18	Silicone gun / Caulk Gun	For silicone, with metal handle, (10 oz metal ratcheting caulk gun)	Piece	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
19	Silicone tube / Silicone Caulking	Weatherproof silicone tube, 100%, clear, 10 oz tube	Piece	2800		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk
20	Mat	polypropylene reed-woven mat, 3m x 4m (Providing a protective covering to flooring)	Piece	1400		Price includes all transportation, taxes and customs to CCR warehouse in Dohuk

## **Appendix B: Technical Offer**

**Publication reference: IR16/Tender 001/PR030/2019**

Company Name:	
Company Address:	
Contact Name:	
Contact Position / title:	
Contact Details Phone:	
Contact Details Email:	

**Company Information:**

1.	Is your company registered in Iraq or Kurdistan Region of Iraq if relevant? <b>Please provide a copy of Registration.</b>	
2.	When was it registered?	
3.	Is your company part of an international company?	
4.	Do you have other offices in the country? Where?	
5.	Do you have office in Dohuk?	
6.	How many employees work for your company in-country? <b>Please provide the list of your employees</b>	
7.	Do you have company profile (Yes / No) ...? If yes, <b>please attach a copy of Company profile</b>	

**Financial Information:**

8.	What is your yearly income in USD over the last 02 years:	
9.	Last Year (2018 or 2019):	
10.	Previous Year (2017): <b>Please Attach a Copy of Bank statement (2018 and 2019)</b> <b>OR</b> <b>Attach Audited Financial accounts for (2018 and 2019)</b>	
11.	Are you Able to provide Retention money 10% as Guarantee of Delivery after signature of Contract? Yes / No	



**Customer References:**

12.	Have you worked in the past with CCR (detail year and activity)?	
	<p>Please provide names and contacts of 3 customers (Humanitarian NGOs) to whom you have recently provided the same kind of services</p> <p><b>1)</b> Name of Reference NGO:</p>	
	Contact Person Name:	
	Email Address: (Official Email preferred)	
	Phone:	
	Date of Contract	
	Which Product you Supplied	
	<b>2)</b> Name of Reference NGO:	
	Contact Person Name:	
	Email Address: (Official Email preferred)	
	Phone:	
	Date of Contract	
	Which Product you Supplied	
	<b>3)</b> Name of Reference NGO:	
	Contact Person Name:	
	Email Address: (Official Email preferred)	
	Phone:	
	Date of Contract	
	Which Product you Supplied	
	Please provide names and contacts of 2 customers (public or private companies) to whom you have recently provided the same kind of services	
	1) Name of Reference of the company:	
	Contact Person Name:	
	Email Address: (Official Email preferred)	
	Phone:	
	Date of Contract	
	Which Product you Supplied	
	2) Name of Reference of the company	
	Contact Person Name:	

	Email Address: (Official Email preferred)	
	Phone:	
	Date of Contract	
	Which Product you Supplied	
	3) Name of Reference of the company	
	Contact Person Name:	
	Email Address: (Official Email preferred)	
	Phone:	
	Date of Contract	
	Which Product you Supplied	
<b>Technical Capacity:</b>		
15.	What is your core Business (activity)?	
16.	What are the products You Supply to your customers?	
17.	Are You willing to provide sample of each item?	
18.	What is the origin of the Product / Material you intend to Supply to CCR?	
19.	Do you have Ex -Stock? Yes / No	
20.	Do you have (Materials available) Stock Available for same required materials in this tender? If Yes Where is the location of stock	
21.	How long (in average) does it take to deliver the materials if they are not in stock and have to be imported/procured?	
22.	If you do not have Stock Available, how much time you will need to procure / Import the stock Approximately?	
23.	Do you have warehouse or Store in Erbil or Dohuk? If Yes, please write the address	
24.	Did you attach copy of previous Contracts / Work order, Purchase order as proof of Experience	
<b>Delivery Capacity:</b>		
25.	Can you transport and deliver Materials to CCR Dohuk warehouse? Knowing that all taxes and custom and transportation costs will be your responsibility?	
26.	What is the average delivery lead time for delivery of fully mentioned quantities of the material after receipt of CCR Purchase Order?	
<b>Warranty &amp; Maintenance:</b>		
27.	Are you willing to replace the item if found broken?	
<b>Financial Conditions:</b>		
28.	What is the validity of your offer? (minimum 03 Months):	
29.	If you get awarded the Contract, will you offer fixed prices for the duration of contract 03 Months)?	

30	In which currency do you invoice your customers? CCR prefers USD	
31	After delivery, when do you issue the invoice? time in days?	
32	After delivery, when do you expect payment? CCR prefer 10 Working days?	
33	How do you expect to be paid (cheque / Bank transfer, etc.)? CCR prefer bank wire transfer	
34	Do you have your Company Bank Account? Yes / No	
35	Please provide the Details of your bank account	
<b>Tender Submission (Reminder – Checklist ):</b>		
36	Did you Signed and Stamped all the pages including the Appendix A.B.C D (Yes / No)?	
37	Did you attach the following photocopies? Your Company Profile Your Company Registration Certificate List of your Employees List of Your Works / Products Supplied to Customer Contracts and Purchase order Copies to prove your Experience Copy of Bank Statement or Audited Financial Report Any other Document you consider valuable during the evaluation should be included.	

**Important Note:**

**Tender must be submitted as per Following breakdown**

**1- Administrative / Technical Envelope:**

Company Profile, Your Company Registration Certificate, List of your Employees List of Your Works / Products Supplied to Customer, Contracts and Purchase order Copies to prove your Experience, Financial Bank statement or Audited Report AND Appendixes B, D.

**2- Financial offer / Envelope:**

Appendix C only or Your Financial Quotation

**Please Note that Submission of Wrong contents in Envelope may lead to disqualification from Bid process. Therefore, pay full attention to above mentioned “Important Note”.**

Date:

Signature:

## **Appendix C: Financial offer**

#	Description	Unit	Total Quantity	Unit Price	Total Price	Currency
1.	Plastic sheet Shelter grade plastic tarpaulin, 4x5m	Piece	2800			USD
2.	Clear Plastic Sheeting Width 190 g/sm	Square Meter	2800			USD
3.	Square Cut Timber 2cm x 6cm x 3m (For doors and windows)	Piece	2800			USD
4.	Square Cut Timber 2.5cm x 10cm x 3m (for securing plastic sheeting)	Piece	2800			USD
5.	Exterior Grade Plywood size 12mm thick x 1200mm x 2400mm	Piece	2800			USD
6.	Rope – Polypropylene Plastic reinforced rope (roll), 1/4" Diameter (10 nylon rope)	Piece	1400			USD
7.	Steel nails Round Wire Nails Steel, length:(Different sizes) supplied in a sealed bag. 1kg	KG	2800			USD
8.	Concrete nails (4.00 mm x 80mm)	KG	1400			USD
9.	Expanding Spray Foam (polyurethane-based insulating foam sealant.)340g or 750ml	Can	1400			USD
10.	Nails with washer head (2.70mm x 70mm) packing 0.5 KG	KG	700			USD
11.	Binding wire Dimensions: Diameter 2 mm with 30-meter length	Piece	1400			USD
12.	Duct tape Extra Heavy Duty, 50mm x 25m	Roll	1400			USD
13.	Galvanized Washer 2cm (adapted to the screws)	KG	1400			USD
14.	Claw Hammer Weight: 0.750 kg. Wooden handle, replaceable. Head in forged steel. Good quality.	Piece	1400			USD

15.	Handsaw All-Purpose, total length 750mm, for wood, good quality, teeth from tempered and hardened steel. Unbreakable handle. Saw blade	Piece	1400			USD
16.	Utility Knife	Piece	1400			USD
17.	Woven bag String	Piece	1400			USD
18.	Silicone gun / Caulk Gun For silicone, with metal handle, (10 oz metal ratcheting caulk gun)	Piece	1400			USD
19.	Silicone tube / Silicone Caulking Weatherproof silicone tube, 100%, clear, 10 oz tube	Piece	2800			USD
20.	Mat polypropylene reed-woven mat, 3m x 4m (Providing a protective covering to flooring)	Piece	1400			USD
<b>TOTAL PRICE IN USD</b> Includes all taxes and customs and transportation						

Delivery Lead-time (in days or weeks):	
All Taxes and Transportation included?	

Validity of this offer (minimum 3 Months):	
Commitment to offer fixed prices for minimum 3 months if contract is awarded to your company?	
Payment Conditions:	

Date:  
Signature:

## **Appendix D: Supplier Attestation**

**Origin of Goods from Sanctioned countries and Suppliers presence in sanctioned countries**

Due to international sanctions, All Caritas Czech Republic (CCR) suppliers in Iraq must attest that they are neither based in, nor use goods that are supplied through (or are produced in), countries that are subject to these international sanctions. Within the Middle East this specifically means Iraq’s neighboring countries of Iran and Syria. The following attestation must therefore be signed by Caritas Czech Republic suppliers.

I, \_\_\_\_\_, (insert name of legal representative of company) of \_\_\_\_\_ (insert company name) confirm that I have read the above and that I confirm that the company I represent does not source products from either Iran or Syria; or use products made in those countries. I equally confirm that the \_\_\_\_\_ (insert company name) does not have a presence in either Iran or Syria.

By my signature below I confirm that my attestation above is a truthful representation of the position of \_\_\_\_\_ (insert company name) with regard to the sourcing of our goods, origin of our goods and our presence in sanctioned countries.

Signature: \_\_\_\_\_  
\_\_\_\_\_

Company

stamp: