



## REQUEST FOR QUOTATION ACTED IRAQ

Date: 08/06/2021

RFQ N°: RFQ/10MULTI/MULTI/SUPPLIES/08-06-2021/001

Closing Date: 15/06/2021 at 04:00 PM (Iraq time)

ACTED is requesting written quotations for the supply of the following lot:

### PRODUCT SPECIFICATIONS:

1. Description: One (1) lot of: GH SUPPLIES
2. Product class / category: Supplies
3. Product stage: New, Complete and ready-to-use
4. INCOTERM (delivery conditions): **DDP + Offloading ACTED Erbil 4 Towers (will be on request during two months after signing contract)**

### RESPONSIBILITIES OF THE CONTRACTOR:

1. Date of delivery: Upon request during two months (Items and quantities of each delivery to be specified by ACTED)
2. Validity of the offer: 3 months (Recommended)

### GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **15/06/2021 (June 15<sup>th</sup> 2021) at 04:00 PM (Iraq time)** in ACTED office at the following address:
  - **ACTED representative office in Erbil, IRAQ 4 Towers, Building B, Floor 5**Or emailed to both: [iraq.tender@acted.org](mailto:iraq.tender@acted.org) and [tender@acted.org](mailto:tender@acted.org)
  - Bidders will mention the tender reference number mentioned above in the subject tab.
  - Bidders will fill the tender document, signed, stamped, scanned and sent. **Electronic stamp and signatures are not acceptable.**
2. Offers should be submitted **in English**.
3. Prices should be defined in USD (United States Dollar). (**Compulsory**).
4. **The supplier should provide offer for all items in the lot to be considered eligible.**
5. **Bidders are requested to fill in, sign, stamp and return Instructions for bidders, Offer Form, bidders questionnaire, Ethical Declaration according to ACTED format below (Note: All pages of the Instruction to Bidders, Offer Form, Bidders Questionnaire and ethical declaration must be stamped and signed (compulsory). And should be not electronical stamp and signature.**
6. The quotation will not directly result in the award of a contract.
7. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "RFQ/10MULTI/MULTI/SUPPLIES/08-06-2021/001" **not to be opened before 15/06/2021- 04:00 PM**, and the purpose of the offer.
8. Payment method: by Cheque or bank transferring within 35 days of signing the contract and full delivery.
9. The Exchange rate between USD and IQD will be based on ACTED Exchange rate.
10. Alterations to any page, including the use of correction fluid, are not permitted.
11. Quantities and specifications are subject to change.



To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor.

*NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

**REQUIRED DOCUMENTS TO BE SUBMITTED TO ACTED:**

1. Offer Form (RFQ) must be attached, filled, signed and stamped by the supplier on every page. The bid prices shall be in USD (**all taxes included**) and all columns of items applied to have been filled (**Compulsory**).
2. ANNEX 1 (form PRO-03-2) –Bidder Questionnaire Form must be attached, filled, signed and stamped by the supplier on every page (**Compulsory**).
3. ANNEX 2 – (form PRO-06-02) – Bidder's Ethical Declaration must be attached, filled, signed and stamped by the supplier on every page (**Compulsory**).
4. ANNEX 3 – (PRO-09.01) – Full General Conditions of Purchase (**Compulsory**).
5. ANNEXES – Proofs of past performances in a similar field of activity (if available).
6. ANNEXES – A valid copy of a government issued ID ( drivers license or passport) for the company's authorized representative in addition A valid copy of the Company registration certificate (**highly recomanded**).
7. ANNEXES – Color pictures (samples) of item(s) (**highly recomanded**).

**SELECTION CRITERIA:**

**Stage 1: Financial Evaluation:**

- A minimum of four cheapest suppliers will be shortlisted and considered for the second stage (Technical Evaluation). The shortlisted suppliers will be required to submit samples.

**Stage 2: Technical Evaluation:**

- **Quality (PASS/FAIL)** – The samples will be checked according to the conformity with the technical specifications mentioned in the table below based on Pass/Fail system.

The bidder having passed the quality check for all the items and offered the best price will be awarded the procurement contract.

Company Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_

## OFFER FORM

Date:

RFQ N°: RFQ/10MULTI/MULTI/SUPPLIES/08-06-2021/001

### To be Filled by Bidder (COMPULSORY)

#### Details of Bidding Company:

1. Company Name: ( \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: ( \_\_\_\_\_ )  
No/Country/ Ministry
4. Company Specialization: ( \_\_\_\_\_ )
5. Mailing Address (Physical Address): ( \_\_\_\_\_ )  
Country/Governorate. /City/St name/Shop-Office No
  - a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )
  - b. E-mail Address: ( \_\_\_\_\_ )

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

TO BE ELIGIBLE FOR ONE LOT, BIDDERS NEED TO BID FOR ALL THE ITEMS WITHIN THE LOT.

**LOT 1- GH SUPPLIES:**

PLEASE FILL IN THE FOLLOWING TABLES:

NOTE: IF THE REQUESTED UNIT IS NOT AVAILABLE, PLEASE PROVIDE IN THE COLUMN “SUPPLIER SPECIFICATION IF DIFFERENT” THE UNIT AVAILABLE.

No	Items	Specification	Unit	Quantity (1)	Unit Price (USD) (2)	Total Price (USD) (1x2)	Supplier specification if different
1	<b>Bedroom</b>	<b>Mattress</b>	Good quality, healthy bed mattress. Size of 200 cm by 160 cm, for below bedframe	PCS	28		
2		<b>Bed frame</b>	Double person, bed frame with headboard, Featuring a contemporary design with a soft button-tufted upholstered headboard and a metal or strong wood, frame with durable wooden slats. Size 200 cm by 160 cm. Made of good quality MDF or better wood board but not Melamine or good quality Iron+ installation	PCS	28		
3		<b>Set of bed coversheet</b>	Acceptable colors for bed Mattress 200 cm by 160 cm, and contains Cover of pillows, Cover of blanket	Set	38		
4		<b>Pillow</b>	Healthy Pillow, Comfortable Polyester / Cotton, Inflatable, breathable, moisture absorbing, soft, standard size, and white color for adults	PCS	38		
5		<b>Wardrobe</b>	Wardrobe with at least two doors Made of good quality MDF or better wood board but not melamine. + installation	PCS	29		
6		<b>Desk</b>	Good quality office desks (equivalent to 100 cm x 60 cm, Standard high wood, and wooden color)	PCS	8		



7		<b>Rolling Chair</b>	Ergonomic chairs, with size of 27.5 X 26 X 50 inches, Breathable mesh, Durable Construction, and reliable comfort. With a good back support and smooth leg caster + installation	PCS	6			
8	<b>Kitchen</b>	<b>Kitchen table</b>	Rectangle Kitchen Table, made of wood, equivalent to 220 cm*120 cm Standard high + installation	PCS	6			
9		<b>Kitchen Chairs</b>	Good quality Kitchen-table chairs, cushioned seat. + installation	PCS	9			
10		<b>Cutlery set</b>	Each set should Contains: -Meal Size Spoon: set of 12 pcs original steel, anti-corrosion. -Tea Spoon: 6 pcs tea size, original steel, anti-corrosion. -Fork: set of 6 pcs meal size and original steel, anti-corrosion. - Knife: Set of 6 pcs medium size and original steel, anti-corrosion. - Veggie-cutter wood.  If the type of Set is not available in market, the offered qty should match above.	Set	10			
11		<b>Fridge</b>	18 FT, invertor, LG, Samsung, or equivalent silver color	PCS	8			
12		<b>Microwave</b>	20 Liter, Silver color, Display Led, Good Quality	PCS	7			
13		<b>Bowl set</b>	Set of 12 PCs, not less than 17 cm diameter (Porcelain) white color  If the type of Set is not available in market, the offered qty should be match above.	Set	10			
14		<b>Plate set</b>	Set of 12 pcs, not less than 22 CM diameter, white (Porcelain)  If the type of Set is not available in market, the offered qty should be match above.	Set	10			



15		<b>Glass set</b>	Set of 12 pcs (Glass)	Set	10			
16		<b>Pan and Cookware Pots</b>	Set of Cookware Pots (3) pcs with Glass Lids and Pans (3) pcs, Non-Stick, If the type of Set is not available in market, the offered qty should be match above.	Set	10			
17	<b>Living room</b>	<b>Sofa</b>	For three-person, comfortable, squared armrests, grain leather and good quality fabrics, support in the backs, equivalent to 210 cm x 85 cm, Acceptable Color	PCS	22			
18		<b>Sofa</b>	For two-person, comfortable, squared armrests, grain leather and good quality fabrics, support in the backs, Acceptable Color	PCS	1			
19		<b>Coffee Table</b>	Wood, Equivalent to W: 107 cm D: 60 cm H: 32 cm	PCS	9			
20	<b>Bathroom</b>	<b>Mirror</b>	Mirror for Bathroom, Equivalent to 60 cm * 40 cm	PCS	10			
21		<b>Washing machine</b>	8 KG, Invertor direct drive, Dryer ,1400 RPM, Front Load Washing Machine, compatible with Iraqi standard electricity, 6 Motion, Led Display, Silver color, LG or Equivalent	PCS	7			
<b>Total Price (DDP) - USD</b>								

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_



**ACTED**  
Agency for technical cooperation and development.

RFQ/10MULTI/MULTI/SUPPLIES/08-06-2021/001

**BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_ (Recommended: 3 months)
2. Delivery time: \_\_\_\_\_
3. Terms of payment: 100% after receiving all items by cheque or bank transfer within 35 days.

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

Date: \_\_\_\_\_



**BIDDER'S CHECK LIST**

Date:       ----/----/-----

Tender N°: **RFQ/10MULTI/MULTI/SUPPLIES/08-06-2021/001**

**BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:**

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)			
	Included		Present		Comments	
	Yes	No	Yes	No		
1- Offer Form (RFQ) must be attached, filled, signed and stamped by the supplier on every page. The bid prices shall be in USD ( <b>all taxes included</b> ) and all columns of items applied to have been filled ( <b>compulsory</b> ).						
2- ANNEX 1 (form PRO-03-2) –Bidder Questionnaire Form must be attached, filled, signed and stamped by the supplier on every page ( <b>Compulsory</b> ).						
3- ANNEX 2 – (form PRO-06-02) – Bidder's Ethical Declaration must be attached, filled, signed and stamped by the supplier on every page ( <b>Compulsory</b> ).						
4- ANNEX 3 – (PRO-09.01) – Full General Conditions of Purchase ( <b>Compulsory</b> ).						
5- Make Sure that signed and Stamped all pages and <b>Not Electronical stamp and Signature</b>						
6- ANNEXES – A valid copy of a government issued ID ( drivers license or passport) for the company's authorized representative in addition A valid copy of the Company registration certificate ( <b>Highly recomanded</b> ).						
7- ANNEXES – Color pictures (samples) of item(s) ( <b>Highly recomanded</b> ).						

Name & Position of Bidder's authorized representative \_\_\_\_\_

Authorized signature \_\_\_\_\_

Stamp: \_\_\_\_\_