



Invitation to Bid

Cooperative for Assistance and Relief Everywhere, Inc. ("CARE"), Masike, Duhok, Iraq

Date: 18-07-2021

Subject: Supply medical equipment for Al-Batool Hospital in Mosul.

Our Ref: **805**

Dear Bidders,

CARE International together with its local partners, provides assistance to conflict-affected people and returnees in Iraq. CARE receives a grant from various donors for implementing of the humanitarian aid operation in Iraq. CARE (Contracting Authority) seeks service providers to supply medical equipment for Al-Batool Hospital in Mosul.

This Invitation to Bid document contains the following:

- Cover Letter about CARE
- Section 2: Instruction to Tenderers – provide as much information as possible for clause 5. Selection & Award Criteria
- Section 3: CARE General remarks and special conditions/requirements
- Section 4: Pre-Qualification of Bidder
- Section 5: SERVICE PROVISION: Technical description of the bid
- Section 6: Bidding form
- Section 7: Bidding proposal:
 1. **Laparoscopy diagnostic + therapeutic kits (KARL STORZ)**
 2. **Therapeutic kit for hysteroscopy (KARL STORZ)**
 3. **Rechargeable laryngoscope (preferably European origin)**

Sections 4, 6, and 7 must be completed by the bidder.

Please provide as much information, manuals, certificates about Company Registration, previous experience, and items listed as possible as this will support your bid.

SECTION 2. – INSTRUCTIONS TO BIDDERS

By submitting a bid, Bidders fully and unreservedly accept the conditions of this Invitation to Bid, which will constitute the governing of the contract as the sole basis of this tendering procedure. The tenderers are expected to read carefully and comply with all instructions, forms, contract provisions and specifications contained in this file. Failure to submit a bid containing all the required information and documentation within the specified deadline or extra remarks may result to rejection of the bid without further evaluation.

● SCOPE OF SERVICE

ITB No.	Location	Description of service
805	Al-Batool Hospital in Mosul	Supply medical equipment

1.1. Safety and Security:

- The Bidder is responsible for the security of his personnel, equipment and machinery required for preparing and delivery of the items listed in SECTION 5 – ITEM LIST.
- CARE cannot be held responsible for any damages incurred by injury, damage, or loss.
- The Bidder remains fully responsible, at any time, for his equipment and staff. In case of equipment loss or staff injury, CARE will in no case be held accountable.

1.2. Transportation and Storage

- Transport and import all items required as described in 'SECTION 5 – ITEM LIST' from inside or outside the country to the location of delivery is the responsibility of Bidder.
- The Bidder is responsible to make his own approvals or documents if required to pass any checkpoints to **Mosul** for transportation of materials and staff.
- The Bidder ensures the protection of the items during all transport operations.

2. SCHEDULE AND DEADLINE FOR SUBMISSION

The deadline for submission of bids is **29/07/2021 at 16:00 Iraqi time**. Bids received after this date will not be accepted.

Schedules	DATE	TIME* at the local time of Iraq
Tender published	18-07-2021	16:00
Closing date and time for receipt of Bids	29-07-2021	16:00
Bid Opening Date and Time	01-08-2021	

Please note CARE reserves the right to modify this schedule (dates).

3. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Announcement
- Tender Closing
- Bids Opening

- Administrative Evaluation
- Financial Evaluation
- Technical Evaluation
- Contract Award
- Notification of Contract Award

4. SUBMISSION OF BID

Please submit your bids in accordance with the requirements detailed below, either in hard copy to the CARE Office in Dohuk or by email:

CARE International, 1 Sakar St. Masike, Post Code 42001, Duhok, Kurdistan Governorate, Iraq.



If you need support to find our address Call CARE Admin to direct, you to the CARE address Number is 0751 800 2963.

Hardcopy

- 4.1 The Bidder shall enclose the bid in a securely sealed Envelope.
- 4.2 The Bid must include all specified documents in (ORDER OF PRECEDENCE OF DOCUMENTS)
- 4.3 The Bid, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - ITB No.
 - CARE address
 - Company stamp

Email

Bids can be submitted by email to the following dedicated, secure email addresses: offers@care.de
 Instructions for submitting by email:

1. The ITB number shall be inserted in the Subject Heading of the email as: **805** supply medical equipment for Al Batool Hospital in Mosul.
2. Bid documents will be sent to the advertisement in MS word, download documents, after finishing from editing must convert to PDF, JPEG, TIF Format ...etc.
3. Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, may result in the bid being disqualified.
4. Email attachments; if size does not allow you to send in one attachment; the Bidder shall send his bid in multiple emails but try to combine your documents into one PDF scan all of your files and attached for only one click printing out.

CARE is not responsible for the failure of the Internet, network server, or any other software used by the Bidder in the processing of emails.

Queries and requests for clarification of the specification can be requested via e-mail. Two full days may be required for response.

5. SELECTION AND AWARD CRITERIA STAGES

CARE has conducted an assessment of the local Iraq market and is aware of the prices other agencies are paying for similar services, award of the contract(s) will be based on the following:

Criteria that will be used to evaluate and score the bid is as following:

- 70% Technical Offer, 70 points**
- 30% Price -Value for Money, 30 points**

Further Technical Information:

- Bidders must provide **details regarding brand, Country of Origin, KMCA and pictures if available** listed in Section 5.
- The technical review may be done in one stage.
- CARE may wish to visit the bidders to view samples.
- The expiry date for the items must be more than one year.
- The supplier is must open technical instruction sessions for the hospital staff on how to use the machine.
- Install devices and one-year warranty for both software and hardware of the devices before receiving the payment.

Breakdown Technical criteria:

#	CHAPTER	SCORE/WEIGHT	TERMS
a.	Work experience	10	<ul style="list-style-type: none"> o 4 points - Previous experience of providing similar medical equipment. o Points - Previous experience working in Mosul. o 3 Points – Previous experience with NGO’s
d.	Quality Assurance	40	<ul style="list-style-type: none"> o 10 points - All items must have KMCA if imported (Please attach with an offer where applicable) o 20 points – Good country of origin is preferred, must be German. o 10 points – Branded equipment is required (KARL (STORZ company), as the DoH is only using such company for their devices.
d.	Delivery Time	20	<ul style="list-style-type: none"> o The shorter the delivery time the better

A) Administrative Evaluation

The bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected, Documents listed below shall be submitted with your bid:

- Companies: Bid Form (Technical, Financial), Company Profile and Registration.
- Individuals: Bid Form (Technical, Financial), CV, Personal ID cards.

B) Financial Evaluation

All bids that pass the Financial Evaluation will proceed to Award Procedure.

C) Technical Evaluation

A Technical Evaluation of all bids received will be performed taking into account all the shortlisted Bidders that satisfy the criteria of Administrative Evaluation.

Please ensure to provide as much technical information about the items as possible, including pictures and manuals

D) Exclusion criteria:

- Any of the documents in SECTION 4, SECTION 6 or SECTION 7 missing can be considered a reason for exclusion (CARE reserves the right not to exclude in certain cases as deemed appropriate)
- No provision of references
- No provision of past projects & their locations
- No Provision of a company certificate of registration in either Federal Iraq & KRI
- No access permissions to operate in designated areas
- Submission of multiple bids for single Requisition

E) Award Procedure

The Contract will be awarded to successful Bidder after CARE committee members make a decision based on CARE discretionary requirements and after the evaluation process.

CARE reserves the right to award the contract to more than one Bidder.

6. ORDER OF PRECEDENCE OF DOCUMENTS

The following documents must be submitted before tender closing (submitted using CARE templates):

Description	To be filled by bidder		To be filled by CARE opening bid committee		
	Included?		Complete?		Comments
Document to be submitted <u>within</u> tender	Yes	No	Yes	No	
Duly filled, signed and stamped Pre-Qualification of Bidder (Section 4)					
Duly filled, signed and stamped Bidding form (Section 6)					
Duly filled, signed and stamped Bidding proposal (Section 7)					
Copy of company Certificate of Registration/ ID if it's an individual submitting a bid					
Examples of previous experience working in Mosul city					
Examples of previous experience working in medical commodities					
Examples of work experience with other international NGO's					
Copy of Company Registration in Federal Iraq					
Copy of Company Registration in KRI optional for none KRI registered company					

Following documents will be additionally requested from the selected Bidder:

- Original commercial invoice letter header clearly addressing the Bidder details
- Company stamp

To be filled in by CARE bid committee members only	Eligible or Ineligible (YES/NO)
The outcome of administrative eligibility check	

SECTION 3. - GENERAL REMARKS AND SPECIAL CONDITIONS/REQUIREMENTS

1. GENERAL CONDITIONS/REQUIREMENTS

- 1.1 Payment terms are within 30 days of receipt of goods or certifying completion of service/delivery from CARE Program staff by cheque or bank transfer.
- 1.2 CARE holds the right to change the technical description of the bid in writing. All Bidders will be informed if any changes occur.
- 1.3 CARE reserves the right to split the contract between different Bidders but preferred to consolidate contract for sole Bidder
- 1.4 **Bidders need to be registered and own Certificate of Registration in KRI and/or Iraq; attach a copy of Certificate to the bid as described in "Order of precedence of documents".**
- 1.5 Bidder needs to have a good reputation for the type of service/goods required. Having INGO or UN references will be an advantage. **Attach the summary of experience with other INGOs (Section 6).**
- 1.6 Accept inspection by CARE member staff to verify the quality of goods required or deliver samples if required by CARE.
- 1.7 No sub-letting is allowed.
- 1.8 No weapons are allowed during the work or monitoring. CARE permits to have state-authorized actors to be present at the worksite.
- 1.9 Bidder that is awarded the Contract at the end of the process will have to comply with CARE policies on Prevention of Sexual Exploitation and Abuse and Code of Conduct/Anti-Fraud and Corruption policy
- 1.10 The Bidder must obtain all delivery permissions from government authorities.
- 1.11 Consider participating in the bid is not award, you might not hear from CARE if your application has not been successful.

2. PRICES/SERVICE CHARGE

The prices need to include all taxes and related costs. No additional charges of any kind are permitted after a signed Contract by both parties. The price will be fixed for the period of the Contract, unless the nature of the goods/services provided are subject to high market price volatility as deemed reasonable by CARE. The price validity period may differ depending on the size and nature of the Contract.

All prices must be indicated in USD only unless otherwise stated.

3. PAYMENT TERMS

CARE will affect payments after the completion of services is verified (or goods received) at the satisfaction of CARE and having received an invoice/invoices. Payment will take place within 30 working days after submitting the invoice. Payment will be made by cheque or bank transfer.

4. BID VALIDITY

- 4.1 The bid shall remain valid for a certain period of 6 (six) months requested by CARE after the date of bid submission deadline.
- 4.2 The Bidder shall indicate in writing the validity period based on the length of Contract period (see section 5 supplementary information).

5. AMENDMENT OF BIDDING DOCUMENTS

CARE may amend or cancel the Invitation to Bid document by informing the Bidders in writing no later than 48 hours before the deadline for submission of bids. To give Bidders reasonable time in preparing their bids, CARE may extend the deadline for the submission of bids at its own discretion.

6. JOINT VENTURES, CONSORTIA AND ASSOCIATIONS

The joint venture, consortium or association of two or more firms as partners will only be accepted through a declaration by bidder containing the names and registrations of partners. All formal conditions of the contract shall apply for both Partners venturing into this bid.

7. SOLE BID FROM SINGLE BIDDER

Each Bidder shall submit only one Bid. A Bidder who submits or participates with more than one bid form may cause disqualification of all their bids.

8. RIGHT TO SELECT/REJECT

CARE reserves the right to select and negotiate with those companies it determines, at its own discretion, to be qualified for competitive evaluating and to repeal negotiations without incurring any liability. CARE also reserves the right to reject any or all offers received without explanation as CARE reserve the right to disqualify any offers based on Bidder failure to comply with solicitation instructions.

CARE also has the right to:

- Extend the time of Bid responses to receive a better deal on their demand after notifying all Bidders.
- Cancel or modify the Tender process at any time as appropriate to the needs of CARE.
- Issue an award or multiple awards based on the initial evaluation of received bids.

9. AWARD SPLITTING

CARE reserves the right to split awards, sharing the order between more than one Bidder.

10. CLARIFICATION OF BIDDING DOCUMENTS

A potential Bidder shall be contacted in writing in some circumstances at the discretion of CARE, if the bidding documents are incomplete or miscalculated. In most circumstances, the bid will be rejected.

11. CONFIDENTIALITY

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with this process.

Breaking confidentiality rules by Bidders will result into the rejection of their bids. There are also severe consequences for CARE staff for breaching confidentiality.

12. LANGUAGE OF TENDER

The bids, all correspondence and documents related to the tender shall be exchanged in English. Supporting documents that are part of the tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

13. SPECIFIC CONDITIONS

Bid must specify all details according to the Invitation to Bid text. Incomplete bids and bids that arrive later than the deadline for reply will be automatically excluded. All responses will be opened by the CARE tender committee. In the case of an error when writing the prices, discard the page. Any alterations, including the use of correction fluid, may render your offer invalid.

13.1 All the materials supplied must be according to specifications (Section 5 – Technical description of the Bid) as well as Ministry of Health specifications if needed.

13.2 The price of goods includes all requirements as per specifications such kitting in the box, delivery, road permission and government taxes (Section 5 – Technical description of the Bid).

14. SIGNING OF CONTRACT

Upon decision made by CARE committee members, CARE will notify successful Bidder to sign the Contract and return the signed Contract to CARE International within an agreed timeframe.

Note: Submission of a Bid form does not guarantee an award of a contract. Award of a contract is entirely at the discretion of the Contracting Authority, CARE International.

Bidders' who do not receive written feedback within 15 days should consider their bid unsuccessful

SECTION 4. – PRE-QUALIFICATION OF BIDDER

We herewith _____ (company name) declare.

- a. **CONDUCT.** Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or CARE staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Vendor employees or businesses or ventures related to Vendor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. The vendor shall inform CARE in writing of any violations relating to its obligations hereunder. Vendor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism, or we have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- b. We are not bankrupt or being wound up, we are not having our affairs administered by the courts, our business has not been suspended by local government, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations,
- c. We have not been convicted of an offence concerning our professional conduct by a judgment that has the force of claim preclusion.
- d. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed,
- e. We have not been subject of a judgment which has the force of claim preclusion for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities financial interests,
- f. We have not been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same contracting authority or another contract financed with Community funds,
- g. We do respect basic social rights and condemn the exploitation of child labour and women.

Name and Date

Signature and Stamp

SECTION 5. – ITEM LIST:

Technical Description of the Bid

Term of supplies and instruction for bidder

The Bidder must have experience supplying Medical Equipment to NGOs and ideally experience working supply medical equipment.

#	Item name and Description	Unit	Quantity
1	Laparoscopy diagnostic + therapeutic kits (KARL STORZ)	Device	1
2	therapeutic kit for hysteroscopy (KARL STORZ)	set	2
3	chargeable laryngoscope (European origin, preferably German)	Device	2

SECTION 6. – BIDDING FORM

6.1 Bidder business details:

6.2 Employees

Indicate the name of employee(s) who will be involved in CARE project in the event of contract awarded:

Employee name	Job title	Role on CARE project	Phone	Email
1.				
2.				
3.				
4.				
5.				

6.3 Company bank account details:

Bidder name:	
Bidder account no.:	
Bidder Bank:	
Bank branch:	
SWIFT:	
IBAN:	
Bank address:	

6.4 References

Please submit at least 2 (two) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts. Respondents should supply this information for each of the references in the following format:

Client/company name	Contact person	Phone	Email	Approximate value of contract
1.				
2.				
3.				
4.				

Experience: Please provide details of goods/services supplied to referenced companies above and the quantities:

Nature of Supply and Customer Name	Quantity	Location	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Additional Technical Requirements	Bidder Response (Yes/No)
Is warranty included	
Have pictures been provided for all items?	

Name and Date

Signature and Stamp

SECTION 7. – Bidding Proposal

Please fill the required sections:

Al-Batool Hospital		Specify the brand and Country of origin								
#	Item description	Company	Origin	Unit	Expiratory date	KMCA certificate (Y/N)	QTY	Unit price In USD	Total price in USD	Notes
1	Laparoscopy diagnostic + therapeutic kits (KARL STORZ)			Device			1			
2	therapeutic kit for hysteroscopy (KARL STORZ)			set			2			
3	chargeable laryngoscope (preferably European origin)			Device			2			
								Total price		

7.5 Supplementary information (for Bidder to fill in):

	Answer
1. Bid Validity Please confirm the validity of your bid below (in calendar days):	
2. Indicate Delivery time (in days) from the date of signing the contract.	

7.6 Instruction to Bidder (for CARE use):

Supplementary information To Bidder	Answer
1. Delivery Method	The delivery location is Al Batool Hospital in Mosul.
2. Assembling and technical installation with instructions of using the machine.	Yes
3. Sample Required	Please provide pictures if possible and a visit to the Bidder may also take place by some or all the Committee Members
4. Shipment Packing / Labelling instruction & Individual packaging / kitting instructions:	Items should come clearly packaged

Name and Date

Signature and Stamp