

**Annex II
Bid Form**

Procurement Reference Dossier: IQ-161

iMAP to complete			Bidder to complete
#	Criterion	Criterion Weight	Please fill in the below cells according to the criteria section
1	Quotation Validity (Minimum 90 days)	Pass/Fail criterion	Please indicate your quotation validity period
2	Legal status Bidders must provide business registration license along with tax clearance certificate Applicable to companies only, not individuals	Pass/Fail criterion	Please indicate if you meet the legal status criterion here and attach relevant documentations
3	Vehicle registration and driving license The licenses shall be valid	Pass/Fail criterion	Please indicate if the vehicle registration and driving license are valid and attach relevant documentations
4	Candidate assessment The candidate will be assessed based on the following criteria: - Location of residence - Degree - Age	20%	Please describe the candidate proposed for Office Assistant/Driver role
5	Experience with INGOs, UN organizations, or International companies	15%	Please indicate if you have former experience with INGOs, UN organizations, or International companies and provide list of references
6	Financial evaluation	30%	Please indicate price per month
7	Vehicle assessment Vehicle must be a heavy duty SUV and 4X4 (Equivalent to Toyota Landcruiser, Prado, Mitsubishi Pajero, Toyota Fortuner v6) 1. Engine 3000cc or above 2. Either Automatic or Manual transmission 3. Seven seats 4. Five doors for Driver and Passengers 5. Double A/C – Air vents for behind and last rows 6. Year of manufacture not older than 2018 7. Total mileage must not exceed 100,000km 8. Type of Fuel (Diesel or Gasoline) 9. 4*4, 6 cylinders or above 10. Safety & Interior Features o Min 2 functional Airbags (Driver + Passenger) o Functional seatbelts o ABS/EBD o Emergency Kit & Fire Extinguisher/Tool Kit	20%	Provide vehicle specification here
8	Payment terms and conditions - Payment after delivery of services within 30 days - Payment by bank transfer, cheque, or Hawala if the previous means of payment are not possible	5%	Please indicate the preferred payment terms and conditions
9	Availability time	10%	Please confirm when is the earliest date of availability
iMAP to complete			Bidder to complete
Currency of bid:		USD	Currency of Bid:
Additional comments to bidders:			Company/Individual Name:
The bidder must submit following documents for their bids to be eligible administratively: 1. Copy of valid legal vehicle registration. 2. Copy of valid legal vehicles ownership documents (registration or power of attorney). 3. Copy of valid driving License for the proposed driver. 4. Iraqi ID Card/Passport and CV of the proposed driver. 5. Detail vehicle specifications clearly showing the type, model, year of manufacture, engine type. 6. Copy of tax clearance certificate of companies			Signed by a duly authorized company representative/Individual:
			Title:
			Date:
			Print Name:
			Stamp of company