



Kurdistan Reconstruction and Development Society

Invitation to Bid (ITB)

Date: 18.Jan.2023

ITB Number: KUR/ 2023/001/Er4.6

“Provision of IT and other equipment for the operation room in Joint Crisis Coordination Centre (JCC) head quarter office in Erbil”

KURDS N.G.O

YOUR BID MUST BE RECEIVED

On: 31.Jan 2023 at 12:00 PM HRS ERBIL TIME



Dear Bidder:

Please accept this ITB as an invitation to submit a Bid for **(Provision of IT and other equipment for the operation room in Joint Crisis Coordination Centre (JCC) head quarter office in Erbil/ Erbil Governorate)**. Your Bid shall remain valid for sixty (60) calendar days from the bid Submittal Date and Time, **unless otherwise determined at Bidder's sole option. Please note that any contract resulting from this bidding process may be split between two or more companies.**

Please acknowledge your intention to participate in this Bid by requesting an authorized representative to sign the **Notice of Intent (Attachment 1)** and forward to KURDS Bid Evaluation Committee Secretary by mail or email by the end date of **29.Jan 2023**.

Please direct all other clarifications / inquiries regarding this RFP to the Tender Board Secretary through contact information are provided below:

Procurement Office
Kurdistan Reconstruction and Development Society
Baharka/Ganjan City/Mersin Villas/Villa No.
(1738)
Erbil, Iraq.
E-Mail: procurement@kurdsngo.org



INSTRUCTIONS TO BIDDERS

1.00 GENERAL

1.01 The Kurdistan Reconstruction and Development Society (KURDS), having its Field Office located in Erbil, Northern Iraq, by this Invitation to Bid (ITB), solicits your best price (BID) **“Provision of IT and other equipment for the operation room in Joint Crisis Coordination Centre (JCC) head quarter office in Erbil/ Erbil Governorate”**, more particularly specified in the Invitation to Bid (ITB) attached hereto as **"Annex A"**.

1.02 TENDER TIMETABLE

Item No.	Description	Due Date
1	Bid Validity Period	60 calendar days from Tender Close Date
2	ITB Close Date and Time	31.Jan.2023 at 12:00 PM HRS ERBIL TIME
3	The estimated implementation period for this project	90 calendar days

1.03 Any Purchase Agreement or Contract resulting from this ITB will be awarded on a **non-exclusive basis** and KURDS reserves the right to award concurrently any additional purchase agreements for any or all of the goods as specified in **"Part 2"** of this ITB.

2.00 INVITATION TO BID

2.01 Please note that:

- (a) The terms set out in this ITB will form part of the Agreement or Contract if KURDS accepts your offer;
- (b) The Contract will require compliance with all statements and representations made in this ITB;

2.02 Bidders should limit their response to the requirements of the ITB. In submitting your Bid, it is the bidder's responsibility to fully comply with all requirements of this ITB. Failure to fully comply may prejudice the evaluation of your Bid.

3.00 INVITATION TO BID CONTENTS

3.01 This ITB comprises of:

- (a) This letter (page 1 through page 6) (No return of this documents required)
- (b) **"Annex A"** – The ITB Format (page 7 and page 8).

4.00 BID LANGUAGE

All correspondence and supporting documentation on this ITB shall be expressed in **English language only**.

5.00 BID REQUIREMENTS

- 5.01 The Bidders must fill-in the Unit Price, Discount (if any) and the Total Price columns on the ITB form "**Annex A**". The Bid prices must be expressed in US Dollars only. Failure to complete Annex A will result in bid rejection.
- 5.02 The Bidder **must** provide (**BID will be disqualified if the bidder did not submit required documents**) the following supplementary documents that necessary to facilitate the evaluation of their Bid :-
- 5.02.01 **Valid registration** with the relevant Kurdistan Region Registration Authorities in Construction / Maintenance , **The company should be established at least 3 years ago otherwise the bid will be disqualified**
- 5.02.02 **Company profile**, which should contain (company structure, management board, asset & machinery, financial document, technical document, previous implemented projects, etc.
- 5.02.03 The Company should verify experiences in the tender specific field of project by submission documents and references of previous agreements.
- 5.03 Your Bid shall remain valid and open for acceptance for a period of at least **60 days** from the closing date of the Bid. Please indicate in your bid that it will remain valid for this minimum period.
- 5.04 The Bidders should indicate clearly the Bidder's name, address, telephone numbers and e-mail addresses if available.
- 5.05 The bidders are to sign, write their title, ensure they are an authorised representative, date and stamp an authentic Company stamp, on the offer at **Annex A**.
- 5.06 White out/ liquid paper/ correction fluid, is not to be used or placed on any part of the Annex A or tender submission. If a mistake is made, bidders are to put a single line through the error, initial the correction and write the correct figure/word next to the incorrect one. Bids or Tenders received that contain white out/ liquid paper/ correction fluid will be excluded from the bidding process.

6.00 BID PRICE

- 6.01 The Bid price shall be the cost of all work items listed in the bill of quantities including labor, loading, unloading and **delivery** to the work sites, quantities to be delivered are specified in "**Annex A**".

7.00 KURDS PAYMENT TERMS

- 7.01 The Payment schedule will be as the following:-
- 30 % will be paid following the completion of 50 %
 - 25 % will be paid following the completion of 70%
 - 40 % will be paid following the completion of 100 %
 - 5 % will be paid three months after signing of handing over certificate (Maintenance period)

7.02 The KURDS standard terms of payment are net **30 days** (or similar discounted payment terms if offered by the Bidder) upon receipt of invoice(s) subsequent to satisfactory delivery of services, goods, equipment or materials etc.

8.00 DELIVERY OF BIDS

8.01 The Bids must be sent, and deposited at the tender box of the KURDS office in Erbil located in House No: 1738 , Mersin Villas , Ganjan city, ERBIL - IRAQ, in a properly sealed envelope and clearly addressed, marked to:

Bid Evaluation Committee Secretary
Kurdistan Reconstruction
and Development Society
House No: 1738 , Mersin
Villas , Ganjan city,
ERBIL - IRAQ,
E-Mail: procurement@kurdsngo.org
Mobile : _____

8.02 The ITB reference number is to be written in English on the front of the envelope.

8.03 Bids sent by means other than stipulated in this document will not be accepted. In the event where you are unable to bid, an apology letter should be forwarded to KURDS Contract Field Office at the above address stating the reasons.

BIDS MUST BE RECEIVED BY 31.Jan 2023, NOT LATER THAN 12:00 PM BIDS RECEIVED AFTER THIS TIME OR TO ANY OTHER ADDRESS OR NOT QUOTING ITB Number KUR/ 2023/001/Er4.6 WILL NOT BE CONSIDERED.

8.04 Modification to and withdrawal of Bids may take place prior to the closing time of the submission. Bids shall not be modified or withdrawn after closing time for submission.

8.05 The Bid Opening and Evaluation Committee will open the bids at **11:00 AM. On 2.Feb. 2023.** However, Bidders who wish to attend the Bid opening should give prior notice, in writing, of at least twenty-four (24) hours and specify the name(s) of their representative who wish to attend the Bid Opening.

9.00 BID EVALUATION

9.01 All Bids will be reviewed and evaluated by KURDS in accordance with the provisions of the KURDS Procurement Regulations and Rules as well as the considerations contained in this ITB.

9.02 KURDS will endeavor to advise you of its decision within 10 days of the closing date for receipt of Bids.

10.00 CONTRACT AWARD

10.01 This ITB does not commit KURDS to award a contract or to pay any costs incurred in the submission of the Bid, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies.

10.02 KURDS reserves the right to reject any and all Bids received in response to this ITB, and to negotiate with any of the Bidders in any manner deemed to be in the best interest of KURDS and to award more than one contract.

10.03 KURDS reserves the right to split the awards for any of the items, and place separate or multiple local purchase orders.

13.0 QUERIES

All requests for clarification and additional information must be sent E-Mail: :
procurement@kurdsngo.org

Before 24 hours from the Closing Date Clarifications shall be provided to the firm.

Yours sincerely



Annex A
Bill of Quantity

(Er4.6) BOQ for Provision of IT and other equipment for the operation room in Joint Crisis Coordination Centre (JCC) head quarter office in Erbil/ 2023



#	Item Description	Unit	Quantity	Price USD	Amount USD
A1	Supply Portable Fire Extinguishers: CO2, made in UAE, 6KG	No.	6		
A2	Supply Portable Fire Extinguishers: Powder, made in Turkey, 6KG	No.	4		
A3	Supply Ceiling-mounted modular fire extinguisher: Powder Automatic, made in Turkey, 6KG	No.	18		
A4	Backup Power station: Supply and install a backup power station for IT (UPS), (APC or Equivalent) -Minimum two years warranty for the batteries. -Smart monitoring board.				
A4.1	5kw/h	No.	1		
A4.2	10kw/h	No.	1		
A5	Supply and install Split Air Conditioning System with all required works:				
A5.1	Wall splits: (Hisense or Equivalent) 1 Ton	No.	1		
A5.2	Floor standing splits: (Hisense or Equivalent) 1.5 Ton	No.	1		
A5.3	Floor standing splits: (Hisense or Equivalent) 3 Ton	No.	3		
A6	Supply Laptops: (Dell or Equivalent) with the following properties: -OS: Windows 10 Pro 64 bit (Original) -Processor: intel core i7 Gen 10 -Memory: 16 GB Ram -Hard Drive: 1 TB (SSD + HDD)	No.	5		
A7	Supply TV screen: (LG or Equivalent) with the following properties: - (Size : 65") - Nanocell - Super ultra HD - TVs HDR	No.	2		



A8	Supply Enterprise Printer: (HP or Equivalent) with the following properties: - Tray size A3 & A4 - Print, Copy, Scan and Fax - Auto double-sided printing - USB & Network - Color	No.	1		
A9	Supply Office Printer: (HP or Equivalent) with the following properties: - Tray size A4 - Print, Copy, Scan and Fax - Auto double-sided printing - USB & Network - Color	No.	2		
A10	Supply Wired headphones: Logitech H340 USB Computer Headset (Logitech or Equivalent)	No.	16		
A11	Supply Wireless headphones: Logitech H600 Wireless Headset (Logitech or Equivalent)	No.	16		
A12	Supply Wireless Keyboard & Mouse: (Logitech or Equivalent)	No.	20		
A13	External Hard disk: Transcend Store Jet 25M3 1 TB Trancend or Equivalent	No.	5		
Total Cost in USD					

كۆمەلەي ناپوود انكرد نەو وەوگە شەيخ كوردنەي كوردستان
KURDISTAN RECONSTRUCTION & DEVELOPMENT SOCIETY

KURDS N.G.O