

# Tender

Tender Number: <b>Tender-2023-023</b>	Submit location for Tnder: <b>Erbil- Ankawa- Shlama St.</b>
Name of Tender: <b>HSE-PPE items</b>	Delivery item to : <b>IRAQ- Kirkuk/Hawija</b>
Date : <b>23 JAN 2023</b>	

**Dear Sir / Madam,**

**Cordaid Iraq Programs is looking for suppliers to provide the items and services shown in (Annex 1 )at competitive price and high quality**

The deadline for submission should not be later than 7 Feb ,2023 promptly. Companies who do not submit their quotation by this deadline will not be considered.

**Contacts : For further information Or submitting online Tender please send to : [MENA.Tender@cordaid.org](mailto:MENA.Tender@cordaid.org)**

**Tel: 0782 7716535**

**General Requirements :**

1.  Must be registered to conduct business and in compliance with federal government tax regulations.
2.  The vendor should provide KMCA corticated of all related items to delivery and would be check and submit by Health programs unite.
3.  The vendor should provide Packing list and certificate of origin.
4.  Expiry date of each item should be at least one year.
5.  Batch number and expiry date should be written on the invoice.
6.  Experience supplying International Organizations, Non-Governmental Organizations, or large private companies will be an advantage.
7.  Cordaid retains the right to reject, cancel, negotiate, amend, split and accept any offer, without consideration of the lowest offer.
8.  This is an invitation to vendors and is not a promise or obligation that Cordaid will contract with suppliers through the submitted offers.
9.  Relevant bid committee may request for physical samples of some items during evaluation process of bids.
10.  Cordaid reserve the right to reject any officer, or all offers as it sees suitable without the obligation of providing the vendor with reason explanation
- 11-  The quotation should also include putting logos (stickers) on boots (if possible), clothing and helmet, in accordance to instruction of client. Stickers will be provided by client (Cordaid).

**Payment Terms:**

1.  Quotation should remain valid for a period of at least Six (4) months from the submission closing date and should be indicated in the quotation
2.  Payment shall be after delivery, within 15 working days of receiving correct invoice.
3.  Payment shall be via check or bank transfer.
4.  Payment shall be made upon verification and acceptance of goods/services per contract and upon presentation of correct, itemized invoice.

Do you accept the above payment terms?	Yes	NO
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**Requested Information:**

The submission must include:

- Full legal address and contact details of the company
- Name of company's owner and copy of ID.
- Copy of company registration certificate.
- Copy of Tax Registration Certificate
- Reference from previous similar business experience with reference contact information.
- Bank account information.

	Supplier Stamp
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**Bid Requirements:**

- Offers that do not meet the following will be automatically rejected regardless of price:
- Offers must be received before the stated deadline.
- Offers must include all information requested above.
- Unit prices must be provided for all line items.
- Offers for separate tenders must be submitted separately.
- Any missing documents may cause the rejection of the entire offer.
- Offers must be clean & clear.
- The vendor should sign and stamp next to handwritten corrections or corrections made with whiteout.
- Offers must be complete, signed in a clear date and stamped on all pages.

**Past Reference Experience**

No	Name of Organization	Name of Person	Name of Project	Project Duration	Project Start Date	Email Address	Phone Number

**Quote validity period**

**Availability date of all items**


Supplier Stamp

**CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS:**

Suppliers and manufacturers to Non Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.

- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children

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- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

**Environmental Standards:**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

**Business Behaviour:**

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

**Qualifications to the statement**

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

<b>Company ( Supplier) Name :</b>	<b>Stamp</b>
<b>Name Contact person:</b>	
<b>Title:</b>	
<b>Signature</b>	