

CALL FOR TENDER

Humanitarian Aid for Northern Iraq - Supply of Furniture, IT Equipment and Stationeries Our Ref. IRQ 1032-TND-055

Dear Sirs,

Welthungerhilfe (hereafter WHH) was established in 1962. It is today one of the largest private organizations working in development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the Federal German Government, the European Union, USAID/OFDA, the United Nations and many others worldwide recognized donors.

Financed by the German Ministry for Development and Cooperation (BMZ) for our humanitarian aid activities in Northern Iraq, today we are in the market for:

SUPPLY OF FURNITURE, IT EQUIPMENT AND STATIONERIES FOR TWO PCS'S (ZORAVA AND HARDAN) IN SINJAR DISTRICT NINAWA GOVERNORATE, IRAQ

1. Instructions to tenderers

By submitting a tender, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing of contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

2. General remarks and special condition

- All items must be new, sound, fair, in merchantable quality and in line with the technical specifications stated in the Tender Documentation.
- Pre- and Post-delivery inspection shall be done internally to assess item conformity to the specifications.
- All communication and documentation must be performed in English.
- The company needs to be officially registered in Iraq, and provide a copy of the contractor Union ID.
- Bidders have to use WHH templates.

Duhok, 11 September.
2023

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Mrs. Marlehn Thieme, President
Prof. Dr. Joachim von Braun, Vice-
President
Norbert Geisler, Chairman of the
Finance Committee
Prof. Dr. Hartwig de Haen
Rosa Karcher
Dr. Stephan Reimers
Dr. Tobias Schulz-Isenbeck

Secretary General and Chairman of
the Board: Mathias Mogge

Donations account:
Sparkasse KölnBonn
Account No. 1115
Sort Code 370 501 98
IBAN: DE15370501980000001115
BIC: COLSDE33

Mitglied von Alliance 2015,
dem Verbund internationaler
Hilfsorganisationen

- The Contracting Authority holds the right to change quantities and slight changes of the technical specifications.
- The Contracting Authority reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
- If there is any permission needed to access the area, the bidder is in charge of obtaining the permission letter by himself. WHH will not provide any permission letter or is facilitating nor assisting this process.

3. Specifications/Quantities

This tender is for the Supply of Furniture All applications must comply and adhere to at least the specifications and conditions described in the Itemised Quotation Form (Annex IV).

WHH understands that there is a wide range of prices and qualities of items in the market. Please quote the price for the item that best matches the specifications stated in Tender Documentation.

4. Samples

The goods offered should conform to the specifications stated in the Bill of Quantities (Annex IV).

Items that do not meet the specifications will be rejected during the inspection and Supplier will be asked to provide the alternatives.

If any items delivered to the final destinations do not match the samples approved during the inspection, they will be rejected and Supplier will have to replace them at his own expense.

5. Delivery Location

Furniture are to be supplied **DAP to (Zorava and Hardan) PHC's in Sinjar District, IRAQ.**

The Supplier will be responsible for the loading, off-loading, and transportation of all items.

6. Delivery Schedule

Furniture must be delivered in the first Half of **November 2023.**

The exact delivery date will be negotiated and agreed with WHH in Duhok and will be detailed in the contract. Early delivery shall be accepted while, late delivery shall be accepted only with a penalty as per contract terms.

The Supplier will be responsible for the loading, off-loading, and transportation of all the sheep dips. These costs must be included in the unit price of each item.

Item No.	Item Description	Unit	QTY		
			Zorava	Hardan	Total
A	Supply and provide all materials, tools and manpower to provide and install the following furniture and equipment				
A-1	Printer : i-SENSYS MF645CX A4 All-In-One Colour Laser Printer, Print/Scan/Copy/Fax ,USB/Network/Wireless,21 ppm (Black) 21 ppm (Colour),600 x 600 dpi ,Automatic Double Sided Printing ,Windows 10 Compatible.	PCs	1	1	2.00
A-2	Laptop: Core i5 ,8th generation, RAM 8 GB,SSD ,with all required accessories .	PCs	1	1	2.00

A-3	Data show/ projector: BenQ MS500 Projector ,SVGA Conference Room Projector -Long Lamp Life at up to 6000 hours,2500 ANSI Lumens, Reliable Picture Quality with True-to-Life Colour Performance, Sharpen up with high contrast ratios, Filter-Free Design ,Display Type: DLP x 1,Digital Zoom: Yes.	PCs	1	0	1.00
A-4	Rectangular Metal Filling Cabinet: Supply and provide rectangular metal filling cabinet with dimension of (high 140 cm,width 45cm,length 70cm) and 0.7mm thickness of the plate. it should be contained of 4 drawer mild metal file cabinet, Durable and doors are hinged easy for opening.	PCs	1	1	2.00
A-5	Rectangular Steel storage cabinet: Supply and provide a rectangular steel storage cabinet with dimension of (Height 185cm x width 40cm x Length 85cm). Durable and doors are hinged easy for opening. The front doors of the upper part should be made of glasses.	PCs	0	2	2.00
A-6	Rectangular Wooden storage cabinet: Supply and provide a rectangular wooden storage cabinet with dimension of (Height 185cm x width 40cm x Length 85cm). Durable and doors are hinged easy for opening. The front doors of the upper part should be made of glasses.	PCs	0	2	2.00
A-7	Patient Chair: Supply and provide metal chairs upholstered seat and back for patients, good quality with dimensions (high 108cm,width 60cm,depth 65cm)	PCs	20	8	28.00
A-8	Drafting chair: provide and supply drafting chairs ,good quality ,Pneumatic-enabled adjustment for height, Adjustable footrest for varying heights, Tilting mechanism for the seat, Armrests that are detachable, Ergonomic seat cushion with waterfall design, Lumbar support. Dual-wheel casters.	PCs	2	2	4.00
A-9	Hospitals' Waiting Chairs : :Supply and provide a 3 seaters metal waiting chairs with dimension of 180cm *68cm*78cm . the surface plate should be should be chromed plate and the minimum beam thickness is 2mm , the cushion consisted of 18mm thickness polyurethane(PU)/high quality PU leather soft cushion.	PCs	0	2	2.00
A-10	Garden Grass Cutting Machine: Rated power: 1200W, Stable Voltage: 220V-50Hz, Mowing height: 3 stalls: 28/48/68 mm, Mowing width: 32cm, No-load speed: 3600 rpm, Collection hurdle volume: 30L, Applicable area: less than 200 cubic meters, Product weight: 7 kg	PCs	1	1	2.00
A-11	Plywood table Medium Size: Supply and provide rectangular plywood table supported by metal legs with dimension of (120cm*60cm*70cm) with 3cm plywood thickness. the table should have two drawers.	PCs	2	3	5.00
A-12	Aluminium Shelf: an aluminium shelf for the warehouse room (5*4)m (4 rows*9 column) with 0.4 width, the work includes all required works and accessories needed for installation.	M.L	10	0	10.00
A-13	Security Camera System: Hikvision Full HD 8 2MP Bullet Cameras, 8CH DVR, 2TB Hard Drive Surveillance, Copper Wire Roll, Power Supply and All Required Connectors, the price includes installing Security camera with Television.	Set	1	1	2.00
A-14	Television: Provide a LED SMART TV full HD under specifications (SONIC brand or equivalent, screen size 42", gross weight: 11kg, net weight: 10kg, power supply: 100-240v 50/60Hz, power consumption: 65W). The price includes providing a remote control and all other accessories needed for installation of TV then connect with security camera system.	PCs	1	1	2.00
A-15	Garbage containers: Supply and provide stainless steel garbage containers with cover, 20-25 L.	PCs	4	6	10.00
A-16	Heavy Stapler: Heavy type metal stapler, Bookbinding stapling good quality.	PCs	1	1	2.00
A-17	Medium Stapler: Medium-sized handheld staplers.	PCs	3	3	6.00
A-18	Staple Remover: Best Staple remover normal size.	PCs	15	15	30.00
A-19	Copper staple/ medium: Medium-sized copper coated staples.	Packet	10	10	20.00

A-20	Copper staple/ big: Big-sized copper coated staples.	Packet	10	10	20.00
A-21	Pen: 1.0mm ball pens, set of 12 pcs,blue.	Set	5	5	10.00
A-22	Notebook: Shorthand notebook,128*203mm,50sheets,set of 10 pcs.	Set	16	16	32.00
A-23	Plastic clear bag: Folder A4 size with button.	Set	10	10	20.00
A-24	Scissors: (different sizes), with metal blades and plastic hand .	PCs	10	10	20.00
A-25	Correction pens: Needle point tip correction pen, white ink , set of 12 Pcs	Set	1	1	2.00
A-26	Box file: Box files A4 size, ALPA or equivalent type.	PCs	15	15	30.00
A-27	Sheet protector: White Transparent, Punched plastic file ,A4 size.	Set	4	4	8.00
A-28	Sticky notes pad: Sticky notes pad, 76 x 76 mm, Colour Collection, 100 sheets per pack.	Pack	10	10	20.00
A-29	Clear tape: Pack of four, big size, good quality.	Packet	5	5	10.00
A-30	UHU glue: 40g per pieces, and compatible for wood, paper, glass, plastic, metal, leather, packaging, and can be washed out with soap.	PCs	10	10	20.00
A-31	Bulldog clips: 80 Pcs 19mm per package, Small Foldback Clips Bulldog Paper Binder Clamps Clips,5 Colours, Bulldog Clips Clamps, Foldback Clips Assorted Colours Metal Paper Clips,	Package	20	20	40.00
A-32	Paper Shredder: providing a Paper shredder machine with the following specifications. - Dimension: 330x235x510mm - Sheet capacity: 70g - Speed: 2.2 m/min - Bin volume: 15L - Output power: 75W	PCs	1	1	2.00

7. Ordering Party

Deutsche Welthungerhilfe
Peshnas Street 51
Masika Roj AV
99451 Duhok, KRI

8. Consignee

Sinjar And Telafar district,
Ninawa Governorate,
Iraq

9. Documents

The following documents must be submitted before the tender closing date:

- Signed and stamped Tender Document. (7 Pages)
- Duly filled, signed, and stamped Supplier Declaration (Annex I, 5 pages)
- Duly filled, signed and stamped Quotation Summary (Annex II)
- Duly filled, signed and stamped References (Annex III)
- Duly filled, signed and stamped Itemised Quotation Form (Annex IV)
- Copy of company registration in Iraq / Certificate of Establishment (شهادة التأسيس)

- Each company must attach the latest tax clearance

The following documents will be requested from the Supplier after delivering all the goods:

- Commercial Invoice (original) in English on the letter headed paper addressed to the Ordering Party
- Good Received Note signed by the recipient as proof of delivery.

10. Inspection

The Contracting Authorities shall be entitled to inspect, examine measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials, and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

a) Provide to the Contracting Authorities or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labor, materials, drawings and production data as are normally required for inspection and testing.

b) Provide access to the Contracting Authorities or his representative, at all reasonable times to the place where the tests are to be carried out.

An independent surveyor company shall also execute this inspection on quality and quantity at time and place prior or at loading (before shipment to the destination). One inspection per project will be on behalf of the Contracting Authorities. Any additional inspection shall be on the contractor. Goods not meeting agreed quality would be rejected. In case goods are rejected, the contractor will contractually be obliged to pay already incurred fees for rejected goods and for such fees that will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

11. Penalties

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure the respective Contracting Authorities are entitled to make use of a penalty of **5/1000** per day of the total value of the work still to be completed, on the concerned delivery date. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the contracted tenderer, the respective Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging or handling errors, the respective Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the contracted tenderer has to inform the respective Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the respective Contracting Authority, but if the respective Contracting Authority accept these goods, a deduction from the order sum and a penalty will be negotiated.

12. Guarantee

The goods offered should conform to the specifications stated in the Itemised Bill of quantities (Annex IV).

If any items delivered to the final destination do not match the samples approved during the inspection, they will be rejected, and Supplier will have to replace them at his own expense. The supply should indicate in the offer the warranty period for the sheep dips.

13. Prices

The price shall include the cost of materials, packaging, labelling transportation, loading, unloading, Taxes, ICR and any other overhead expenses.

All prices must be indicated in **USD (United States Dollars)** currency ONLY.
Prices in other currencies are not accepted.

14. Calculation Mistakes

Bids submitted by interested bidders will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follow:

Where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price considered. Amounts corrected in this way will be binding on the bidder. If the bidder does not accept them, the bid will be rejected.

15. Payment Conditions and Schedule

Payment shall be made in **USD (united states dollar)** currency only.

Supplier needs to have **USD** bank account under the company name and possibility to receive an international **USD** bank transfer to the company bank account.

Payments due by the respective Contracting Authorities shall be made to **the bank account under the company's name or by cheque to the company's name only** mentioned on the Quotation Summary (Annex II) of the tenderer and confirmed in the Contract.

The contractor is in charge of covering the bank fees. **WHH WILL NOT PAY EXTRA FOR BANK FEES.**

Payment shall be made by Cheque or Bank Transfer against documents (CAD) within twenty (20) working days from the receipt of the correctly signed and stamped documents stated in Article 10. at WHH in Duhok.

Payment schedule shall be as stated below:

100% of the total amount will be paid after the delivery of all Furniture, IT Equipment and Stationeries to Zorava and Hardan PHCs in Sinjar district, Ninawa Governorate, but subject to complete delivery, acceptance and confirmation from the recipient of the satisfactory quality and quantities of the goods.

16. Selection Criteria

Awarding criteria:

- 60% Price
- 10% Delivery time
- 10% Experience (number of relevant contracts with NGOs).
- 20% Quality of the Samples

The assigned points per listed criteria for price and delivery will be calculated in reference to the obtained proportion from the best offer criteria's result in comparison to the offered value per criteria (multiplied by 0.60 and 0.10 respectively).

Number of Contracts with NGOs will be evaluated as follow:

- Please attach only the relevant contracts with your bid
- If contracts are not attached, points will not be considered
- Providing more contracts will not increase the points

1-2 Contracts	3-4 Contracts	5-6 Contracts	7-9 Contracts	10 Contracts
2 points	4 points	6 points	8 points	10 points

Exclusion criteria:

Any of the following documents missing or not duly filled, will be considered a reason for exclusion:

- Annex I, Annex II, Annex III, Annex IV
- Company registration documents or Contractor union ID

17. Tender Conditions

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authorities must be written in the language of the procedure, which is English.

Quotations must specify all details according to the tender text. Incomplete offers and offers that arrive later than the deadline for reply will be automatically excluded. All responses will be opened by the Welthungerhilfe tender committee.

Suppliers who do not receive a written feedback within twenty-five (25) working days after the expiry of the deadline have not been successful.

The deadline for receiving Questions about this tender is **19 September 2023 at 12:00 hours** Iraq Local Time.

For any enquiries related to e-Tender portal registration/login, please direct your enquiry to the following email address: logistic.iraq@welthungerhilfe.de

Application must be performed online, through the following web tendering portal <https://eu.eu-supply.com/ctm/supplier/publictenders?B=WELTHUNGERHILFE> not later than **25 September 2023 AT 12:00 HOURS IRAQ LOCAL TIME.**

If you are a new applicant and want to use the EU supply web tendering portal and submit your application through it, you will have to register as a new supplier through the following web link: <https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany?OID=21&B=WELTHUNGERHILFE>

By clicking on the following link <https://eu.eu-supply.com/login.asp?B=Welthungerhilfe> you will be directed to the main page of WHH web tendering portal, where you will have access to supplier guidance for the e-tender and will be able to watch some video tutorials on how to register your company.

The following Annexes form part of this Tender Documentation:

- Annex I:** Supplier Declaration
Annex II: Quotation Summary
Annex III: References
Annex IV: Itemised Quotation Form