

INVITATION TO BID
Stationery, artistic and didactic materials
TDH IT / EBL / 03
ERBIL, 15/10/2024

Dear Sir/Madam,

Our organization would like to invite for a tender for Stationery, artistic and didactic materials listed in below annex. We invite your company to provide as a quotation together with the other documents required by **October 31st 2024**.

1. Tender conditions

The tender is finalized to select a supplier for a framework contract with TdH Italy to cover all the project needs for the requested items. The contract will have a 12 months duration. The quantity of items purchased will be defined time by time by TdH Italy according with the purchase order and Project request. **The estimated total value of the contract is 49,000 USD**

The full list of items to be quoted is included in ANNEX 1
TDH Italy is looking for a supplier able to cover one or more geographical locations. The list of geographical areas is included in **ANNEX 2**. The list includes the locations where TDH Italy is currently working, other locations in the same areas might be added later on when the contract is discussed, therefore consider this list as indicative. Your company can decide to apply for one or more than one area.

2. Tender documents requested:

In order to be considered for this tender you will need to provide the following documents:

ENVELOPE 1

ANNEX 1 filled, stamped and signed;

ANNEX 2 filled, stamped and signed;

ENVELOPE 2

ANNEX 3 filled, stamped and signed

Company's registration certificate

Bank account

3. How to apply:

The offer can be submitted: By email to tender_iq@tdhitaly.org By hand delivery to: TdH Italy office in Erbil, Bahar Street Ankawa.

The two envelopes with all the listed documents should be closed and sealed and placed in the third envelope, closed and stamped. For information call: 07506707119

Note: Please submit the completed ITB in both an Excel sheet and a signed and stamped copy.

4. Selection criteria

Only the suppliers who will submit all the documents in time and properly filled will be considered for the evaluation. Not registered suppliers and suppliers not accepting bank payments will not be considered, unless in very specific situations. The tenders will be evaluated by an internal committee according with the following criteria:

- Quality of the items provided (TDH will perform a physical check on a sample of material);
- Competitive prices;
- Availability to receive bank payments;
- Previous experience with TDH and/or other NGOs;
- Timing of delivery and ability to deliver in TDH office or in the locations directly;
- Ability to cover more than one geographical areas;



Miriam Ambrosini