

CALL FOR TENDER

Humanitarian Aid for Northern Iraq - Supply of Toolkits Our Ref. IRQ 1091-TND-017

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 GIZ for our humanitarian aid activities in Northern Iraq, we are in the market for:

SUPPLY OF TOOLKITS DAP TO (ANBAR - RAMADI, FALUJA AND HEET), 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.
- The Contracting Authority holds the right to change quantities and slight changes of the technical specifications.

Duhok, 13 March. 2025

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Masika Roj AVA - 99451
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Kurdistan Region of Iraq
Republic of Iraq

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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

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Hilfsorganisationen

- 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 Toolkits. All applications must comply and adhere to at least the specifications and conditions described in the BoQ (Annex V).

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 V).

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. Packaging

For all items the packaging has to be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect the items from the weather elements.

The supplier will be responsible for packing and dividing the material/items into kits for each beneficiary based on distribution plan in all locations.

6. Delivery Location

All the goods must be supplied **DAP Anbar - Ramadi, Faluja and Heet, Iraq**. The Supplier will be responsible for the installation loading, off-loading, and transportation of all goods.

7. Delivery Schedule

All the goods must be delivered in the First Half of **April 2025**.

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, packing and transportation of all the Toolkits. These costs must be included in the unit price of each item.

Anex that indicate the number of participants with the location and type of vocational tool kits								
Location	Computer	Media	Electrical	Solar	AC	Makeup	Nail	Total
Ramadi	10	10	16	17	17	15	15	100
Faluja	10				22	22		54
Heet	10					18	18	46
Total								200

8. Ordering Party

Deutsche Welthungerhilfe
Hasarost Street
Media Quarter
Duhok, KRI

9. Consignee

Anbar - Ramadi,
Faluja and Heet, Iraq

10. Documents

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

- Signed and stamped Tender Document. (6 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 and signed and stamped Itemized Quotation Form (Annex IV)
- Duly filled and signed and stamped General Term and Condition of Purchase (Annex V)
- Copy of company registration in Iraq / Certificate of Establishment (شهادة التأسيس)
- Copy of latest tax clearance with the government of Iraq (or the KRI equivalent)

NOTE:

Failure to submit any of the above-mentioned documents will lead to disqualification

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.

11. 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:

- 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.

12. 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.

13. Guarantee

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

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.

14. Prices

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

All prices must be indicated in **IQD (Iraqi Dinar)** currency ONLY.
Prices in other currencies are not accepted.

15. 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.

16. Payment Conditions and Schedule

Payment shall be made in **IQD (Iraqi Dinar)** currency only.

Supplier needs to have **IQD** bank account under the company name and possibility to receive an international **IQD** 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 9. at WHH in Duhok.

Payment schedule shall be as stated below:

100% of the total amount will be paid after the delivery Toolkits to Anbar - Ramadi, Faluja and Heet, Iraq, but subject to complete delivery and installation, acceptance and confirmation from the recipient of the satisfactory quality and quantities of the goods.

17. Selection Criteria

Awarding criteria:

- 55% Price
- 15% Delivery time
- 05% Experience (number of relevant contracts with NGOs).
- 25% 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 0.15 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 Contract	2 Contracts	3 Contracts	4 Contracts	5 Contracts
1 point	2 points	3 points	4 points	5 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, Annex V
- Company registration documents or Contractor union ID
- Documents mentioned in Article 10 above.

18. 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 March 2025 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 **28 March 2025 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:** Itemized Quotation Form
- Annex V:** General Term and Condition of Purchase