



Terms of Reference (TOR)

Call for Tender Title: Supply of IT equipment to be used in Media Activities Managed by ARD Team

Reference Number: CFT-ARD-HQ-2024-006

Location: Nineveh, Salah Aldin, and Anbar Governorates, Iraq

Submission Deadline: 01-11-2024, 4:00 PM Iraqi Time

Email for Clarifications and Submission of Bids: eoi@ashuor.org

1. Background

Ashor Iraqi Foundation for Relief and Development (ARD) has received donations from various donors to implement humanitarian operations in Iraq. A portion of these funds will be used to procure IT equipment to support media activities under the "Returning with Hope" program, focused on Nineveh, Salah Aldin, and Anbar Governorates. These activities are integral to ARD's mission to foster communication, peacebuilding, and development in vulnerable regions.

2. Objective

The objective of this Call for Tender (CFT) is to identify and engage a supplier capable of providing IT equipment that meets the specifications outlined below. The equipment will be used by the ARD media team in various media production and social media management activities. The selected supplier will be expected to deliver the equipment within 15 days of contract award, with a potential for contract extension.

3. Scope of Work

The supplier is expected to deliver the following items:

- **Camera**
Canon EOS 5D Mark III or equivalent, 24-105mm lens, 22MP, DSLR, Black.
- **Drone**
DJI Mavic Air 2 or equivalent, 48MP CMOS camera with dual ISO.
- **Laptop for Design and Video Editing**
MSI Prestige 16 AI Evo or equivalent, Intel Ultra 7-155H, 16" UHD+ OLED display, 32GB DDR5, 2TB NVMe SSD, HDMI, SD card reader, Windows 11 Pro.
- **Laptop for Website and Social Media Platforms**
Lenovo ThinkPad or equivalent, 14-inch, I5-8250U, 8GB RAM, 256GB SSD, Windows 11 Pro.
- **Camera Accessories**
 - Godox trigger
 - 6kg tripod camera stand
 - Camera hand stand (Ronin DJI SC 2 or equivalent)
 - Wireless microphone (Nick Mike BY-WM5 (Boya) or equivalent)



4. Deliverables

The selected supplier will provide the following:

- Delivery of all equipment to ARD offices in Nineveh, Salah Aldin, and Anbar Governorates.
- Warranty documentation for all equipment.
- After-sales support and servicing within the warranty period.

5. Administrative and Technical Requirements

Administrative Evaluation

The following documents must be submitted along with the Quotation:

1. Company registration documents
2. Trade ID
3. Tax ID and Tax clearance certificate
4. Company profile
5. At least two references for the same service provided to NGOs or companies in the past five years
6. Completed and signed Supplier Profile & Registration & Declaration Form (Annex D)
7. Signed TOR (this document)
8. Completed and signed Quotation Form (Annex B)

Technical Evaluation

Quotations must meet the following criteria:

- Equipment meets or exceeds the technical specifications outlined in the Scope of Work.
- Pass/fail criteria will be used for evaluation based on the compliance of the goods provided with the requested specifications.

Financial Evaluation

The supplier will provide a quotation in Iraqi Dinar (IQD). Only quotations that pass the Technical Evaluation will proceed to Financial Evaluation.

6. Selection Process

The selection process will follow these stages:

1. Tender Period
2. Tender Closing
3. Administrative Evaluation
4. Technical Evaluation



5. Financial Evaluation
6. Contract Award
7. Notification of Contract Award

7. Contract Period

The contract will be for an initial period of 15 days from the award date, with the possibility of extension based on performance and ARD's requirements.

8. Submission Guidelines

Bidders are responsible for ensuring that their full quotation is received by ARD by the submission deadline of 01-11-2024, 4:00 PM Iraqi Time. Bids must be submitted via email to eoi@ashuor.org.

The subject of the email must include the CFT number (CFT-ARD-HQ-2024-006). Quotation documents must be attached in PDF, JPEG, or ZIP format. Files submitted in MS Word or Excel format will result in disqualification. Email attachments must not exceed 15MB in total size; otherwise, multiple emails should be sent.

Name :

Position :

Date:

Signature and Stamp :