



Cooperative for Assistance and Relief Everywhere, Inc. ("CARE"), Empire Business Tower, T3, F7, Aptment 7, Erbil, Iraq.

Ref: **PR #1**

Date: 02-04-2025

Subject: Auction for sale CARE vehicle in Duhok.

Dear Vendor,

CARE International in Iraq provides assistance to conflict-affected populations and climate change in Iraq. CARE seeks service providers for Auction for the sale of CARE vehicle in Duhok.

This Invitation to Bid document contains the following:

- Cover Letter about CARE
- Section 2: Instruction to Bidders
- Section 3: CARE General remarks and special conditions/requirements
- Section 4: Pre-Qualification of Bidder
- Section 5: SERVICE PROVISION: Technical description of the bid
- Section 6: Supplier Information
- Section 7: Bidding Proposal

Sections 4, 6 and 7 must be completed by the bidder.

SECTION 2. – INSTRUCTIONS TO BIDDERS

By submitting a bid, Bidders fully and unreservedly accept the conditions of this Invitation to Bid, which will constitute the governing of the contract as the sole basis of this procurement procedure. The bidders are expected to read carefully and comply with all instructions, forms, contract provisions and specifications contained in this file. Failure to submit a bid containing all the required information and documentation within specified deadline or extra remarks may result to rejection of the bid without further evaluation.

1. SCOPE OF SERVICE

Requisition No.	No	Location	Description of service
1	1	Duhok	Auction for the sale of CARE vehicle in Duhok.

2. SCHEDULE FOR SUBMISSION

Please note that CARE reserves the right to modify this schedule if needed.

Schedules	DATE	TIME* at the local time of Iraq
Invitation to bid	02-04-2025	1000 hrs.
Inspection Date الفحص	07-04-2025 And 08-04-2025	<p>Dear potential buyers, We're pleased to announce that we'll be holding an auction for vehicle at our Duhok office. To ensure transparency and facilitate informed bidding, we're opening the doors for inspection on the following dates:</p> <p>📅 Inspection Days: 7 and 8 April 2025 🕒 Inspection Hours: 2:00 PM - 4:30 PM 📍 Vehicle Location: Duhok, CARE International office, 1 Sakar St. Masike, GPS (36.8701427, 42.9602317).</p> <p>If you need support to find CARE address in Duhok call 07508023842 to direct you to CARE addresses.</p> <p>This is your opportunity to come and physically examine the vehicle before the auction commences. Our team will be available on-site to assist you and answer any questions you may have.</p>
Closing date and time for receipt of Bids	13-04-2025	1600 hrs.
Bid Opening Date and Time	14-04-2025	1000 hrs.

The offeror is entitled to inspect the vehicle as specified above. The inspection will cover a general checkup for vehicle body and an engine test at CARE Office, excluding a drive test.

يحق لمقدم العرض فحص المركبة كما هو محدد أعلاه، وسيشمل الفحص (فحصًا عامًا لجسم السيارة واختبار المحرك في مكتب كير)، باستثناء اختبار القيادة.

3. BID PROCESS

The following processes will be applied to this procurement:

- Invitation to Bid
- Bid Closing
- Bids Opening
- Administrative Evaluation

- Financial Evaluation
- Contract Award

4. SUBMISSION OF BID

Bids can be submitted by email only.

➤ Email

Bids can be submitted by email to the following dedicated, secure email address Instructions for submitting by email:

Procurement_Iraq@care.de

1. The PR (Requisition) number shall be inserted in the Subject Heading of the email as: PR #1
2. Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
3. Email attachments: if size does not allow you to send in one attachment; the Bidder shall send their bid in multiple emails. CARE is not responsible for the failure of the Internet, network server, or any other software, used by the Bidder in the processing of emails.

Queries and requests for clarification of the specification can be requested via e-mail Procurement_Iraq@care.de. Two full days may be required for response.

5. SELECTION AND AWARD CRITERIA

CARE has assessed the local Iraq market and is aware of the prices other agencies are paying for similar services, award of the contract(s) will be based on the following:

Criteria that will be used to evaluate and score the bids is as follows:

- **100%** - Commercial offer – Price based on Best Value for Money, 100 points.

a) Administrative Evaluation

The bid shall pass the administrative evaluation stage before being considered for Financial Evaluation. Bids that are deemed administratively non-compliant may be rejected, Documents listed below shall be submitted with your bid:
Companies: Bid Form (Financial), Company Qualification, Company Profile if requested by CARE, Registration.

b) Financial Evaluation

All bids that pass the Administrative Evaluation will proceed to consideration with the Financial Evaluation.

d) Exclusion criteria:

- Any of the documents in Section 4, Section 6 or Section 7 can be considered a reason for exclusion (CARE reserves the right not to exclude in certain cases as deemed appropriate)
- No Provision of a company certificate of registration in KRI or Federal Iraq.
- Submission of multiple bids for single Requisition.

e) Award Procedure

The contract will be awarded to successful Bidder after CARE committee members made a decision based on CARE discretionary requirements and after evaluation process.

6. ORDER OF PRECEDENCE OF DOCUMENTS

The following documents must be submitted before Bid closing (submitted using CARE templates):

Description	To be filled by bidder		To be filled by CARE opening bid committee		
	Included?		Complete?		Comments
Document to be submitted <u>within</u> tender	Yes	No	Yes	No	
Duly filled, signed and stamped Pre-Qualification of Bidder (Section 4)					
Duly filled, signed and stamped Bidding form (Section 6)					
Duly filled, signed and stamped Bidding proposal (Section 7)					
Copy of company Certificate of Registration					

SECTION 3. - GENERAL REMARKS AND SPECIAL CONDITIONS/REQUIREMENTS

1. General Conditions/requirements

- 1.1 Payment terms will be before receiving vehicle.
- 1.2 The buyer accepts payment terms (Via Bank Transfer).
- 1.3 No subletting is allowed.
- 1.4 No weapons are allowed during vehicle inspection.
- 1.5 The Bidder that is awarded the Contract at the end of the process will have to comply with CARE policies on Prevention of Sexual Exploitation and Abuse and Code of Conduct/Anti-Fraud and Corruption policy.

2. Prices/service charge

The prices need to include all taxes, transportation, shipping and other relevant costs. No additional charges of any kind are permitted after a signed Contract by both parties. The price will be fixed for the period of the Contract.

All prices must be indicated in IQD only.

3. Payment terms

The purchasing party must pay the full amount for the vehicle prior to the delivery process.

4. Bid Validity

4.1 The bid shall remain valid for the mentioned period as requested by CARE after the date of bid submission deadline. Please fill the bid validity in section 7.2.

5. Amendment of bidding documents

CARE may amend or cancel the Invitation to Bid document by informing the Bidders in writing no later than 48 hours before the deadline for submission of bids. To give Bidders reasonable time in preparing their bids, CARE may extend the deadline for the submission of bids at its own discretion.

6. Joint Ventures, Consortia and Associations

N/A

7. Sole bid from single Bidder

Each Bidder shall submit only one Bid form. A Bidder who submits or participates with more than one bid form will cause disqualification of all their bids.

8. Right to Select/Reject

CARE reserves the right to select and negotiate with those companies it determines, at its own discretion, to be qualified for competitive evaluating and to repeal negotiations without incurring any liability. CARE also reserves the right to reject any or all offers received without explanation as CARE reserve the right to disqualify any offers based on Bidder failure to comply with solicitation instructions.

CARE also has right to:

- Extend time of Bid responses to receive better deal on their demand after notifying all Bidders.
- Cancel or modify the Bid process at any time as appropriate to the needs of CARE.

9. Award Splitting

N/A

10. Clarification of bidding documents

A potential Bidder shall be contacted in writing in some circumstances at discretion of CARE, if the bidding documents are incomplete.

11. Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with this process. Breaking confidentiality rules by Bidders will result into rejection of their bids. There are also severe consequences for CARE staff for breaching confidentiality.

12. Language of Procurement

The bids, all correspondence and documents related to the bid shall be exchanged in English. Supporting documents that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

13. Specific conditions

Bid must specify all details according to the Invitation to Bid text. Bids that arrive later than the deadline for reply will be automatically excluded. All responses will be opened by the CARE bid committee. In the case of an error when writing the prices, discard the page. Any alterations, including the use of correction fluid, may render your offer invalid.

13.1 All selling items must be according to specifications (Section 7)

13.2 The price of selling items includes all requirements as per specifications (Section 7)

14. Signing of Contract

Upon decision made by CARE committee members, CARE will notify successful Bidder to sign the Contract and return signed

Contract to CARE International within agreed timeframe.

Note: Submission of a Bid form does not guarantee an award of a contract. Award of a contract is entirely at the discretion of the Contracting Authority, CARE International.

Bidders' who do not receive written feedback within 15 days should consider their bid unsuccessful.

SECTION 4. – Pre-Qualification of Bidder

We herewith _____ (company name) declare

- a. **CONDUCT.** Contractor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or CARE staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Contractor employees or businesses or ventures related to Contractor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. Contractor shall inform CARE in writing of any violations relating to its obligations hereunder. Contractor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism, or we have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- b. We are not bankrupt or being wound up, we are not having our affairs administered by the courts, our business has not been suspended by local government, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations,
- c. We have not been convicted of an offence concerning our professional conduct by a judgement which has the force of claim preclusion.
- d. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed,
- e. We have not been subject of a judgement which has the force of claim preclusion for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities financial interests,
- f. We have not been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same contracting authority or another contract financed with Community funds,
- g. We do respect basic social rights and condemn exploitation of child labour and women.

Name and Date

Signature and Stamp



SECTION 5. – SERVICE PROVISION: Technical Description of the Bid

Term of supplies and instruction for bidder

- 1) The award buyer has the right to inspect the vehicle at the CARE Office.
- 2) The award buyer will take the responsibility of transfer vehicle ownership and paying registration fee (The buyer is solely responsible for registering the vehicle under their name. CARE will not provide authorization (وكالة) if the vehicle is sold by the company to another company or individual).
يتحمل المشتري مسؤولية نقل ملكية المركبات ودفع رسوم التسجيل (المشتري هو المسؤول الوحيد عن تسجيل المركبة تحت اسمه. لن تقدم CARE تفويضًا (وكالة) إذا تم بيع المركبة من قبل الشركة إلى شركة أخرى أو فرد آخر.
- 3) Care will be responsible for paying all fines of the vehicle (الغرامات).
- 4) The award buyer will be responsible for paying cost of electronic contract (عقد المعرض الإلكتروني).
- 5) No warranty.
- 6) The buyer must pay the full amount for the vehicle prior to the delivery process.
- 7) Care will provide the award contractor with the bank support letter for deposit.
- 8) The awarded party has the right to perform a comprehensive vehicle inspection—including an engine check, body inspection, and a drive test with a CARE driver—before signing the contract. If any unmentioned damage is discovered during the inspection, the awarded party retains the right to withdraw from the agreement. However, CARE will not entertain negotiations for a price deduction.
- 9) - قبل توقيع العقد. في CARE يحق للطرف الفائز إجراء فحص شامل للمركبة - يشمل فحص المحرك، وفحص الهيكل، واختبار قيادة مع سائق من أي مفاوضات CARE حال اكتشاف أي ضرر غير مذكور أثناء الفحص، يحتفظ الطرف الفائز بحقه في الانسحاب من الاتفاقية. مع ذلك، لن تقبل لخصم السعر.
- 10) Price should be in IQD.
- 11) Vehicle registration license valid until 01-02-2027 (تاريخ انتهاء سنوية المركبة)

Name and Date

Signature and Stamp



SECTION 6. – SUPPLIER INFORMATION

6.1 Bidder business details:

Company name / Person:	
Registered name of company (if different):	
Nature of primary business/trade:	
Primary contact name:	
Job title:	
Phone:	
Email:	
Address:	
Owner/ Manager Name:	
Business licence number:	
Country of registration	
Expiry date:	
Legal status of company (e.g. partnership, private limited company, etc.)	

6.2 Company / individual bank account details:

Bidder name:	
Bidder account no.:	
Bidder Bank:	
Bank branch:	
SWIFT:	
IBAN:	
Bank address:	

Name and Date

Signature and Stamp



SECTION 7. – Bidding Proposal

(Vehicle inspections Report and Photos of vehicle are attached – Annex A)

7.1

#	LOT#	Description	Total in IQD
1	LOT#1	<p>Selling Toyota Pardo (Toyota Cihan) Model 2022:</p> <p>Engine and Performance</p> <ul style="list-style-type: none"> • Engine: 4.0L V6 • Max Torque: 39.3/4400 • Max Output: 271/5000 • Transmission: Automatic 6-speed <p>Dimensions and Capacity</p> <ul style="list-style-type: none"> • Tire Sizes: 265/65R17 Alloy Wheel • Dimensions (mm): Length: 4950, Width: 1885, Height: 1890 • Fuel Tank Capacity: 150 L • Seat Capacity: 7 • Number of Doors: 5 <p>Interior Features</p> <ul style="list-style-type: none"> • Dual Auto Zone Air Conditioning • Center Console Cooler Box • Push Start Button • Fabric Seats • Wireless Charger • USB Charger <p>Exterior Features</p> <ul style="list-style-type: none"> • Chrome Front Grille • Front Bumper with Chrome Trim • Rear Bumper with Chrome Trim • Rear Sensors • Rear View Camera • Sun Roof • Roof Rail <p>Audio and Entertainment System</p> <ul style="list-style-type: none"> • Audio/USB/AUX/Bluetooth • 6 Speakers • Steering Wheel Control <p>Safety Features</p> <ul style="list-style-type: none"> • Vehicle Stability Control (VSC) • Active Traction Control (A-TRC) • Hill Start Assist Control (HAC) • Airbags <p>VIN: JTEBU9FJ4NK211405</p> <p>Odometer: 80,172 KM</p>	
Total Amount			



7.2 Supplementary information (for Bidder to fill in):

<u>Question</u>	Answer
1. Bid Validity Please confirm the validity of your bid below (in calendar days):	
2. If you win, how many days would it take to complete the transfer of the vehicle ownership to your name? (should be no more than 7 calendar days): ٢. في حال فوزك، كم يومًا سيستغرق إتمام عملية نقل ملكية المركبة باسم المشتري؟ (لا ينبغي أن يكون أكثر من 7 أيام تقويمية):	

Name and Date

Signature and Stamp