



INVITATION TO TENDER

TENDER DOSSIER

ITT Title : Establishing an Early Warning System Center in Anbar (including supply and delivery of laptops, printers, desks, chairs, web page.....etc).

إنشاء مركز نظام الإنذار المبكر في الأنبار (يتضمن توريد وتسليم أجهزة الكمبيوتر المحمولة والطابعات والمكاتب والكراسي
وصفحة الويبالخ)

Tender Reference: ITT-IQRMD-24-0008

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INSTRUCTIONS TO TENDERERS

1 PURPOSE OF THE TENDER DOSSIER

The purpose of this Tender is to obtain competitive offers for **Establishing an Early Warning System Center in Anbar (including supply and delivery of laptops, printers, desks, chairs, web page.....etc).**
إنشاء مركز نظام الإنذار المبكر في الأنبار (يتضمن توريد وتسليم أجهزة الكمبيوتر المحمولة والطابعات والمكاتب والكراسي وصفحة الويب.....الخ)

A detailed description of the assignment and services required by Oxfam is contained in the technical specifications (see APPENDIX A – Technical specifications).

2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Issue invitation to tender	31 st Dec 2024	
Questions from supplier due date	8 th Jan 2025	09:00
Deadline for OXFAM to reply to supplier questions	10 th Jan 2025	09:00
Deadline for intent to bid	11 th Jan 2025	14:00
Last date and time of the quotation/proposal (bid) submission to Oxfam	13 th Jan 2025	16:00
Tender Opening	14 th Jan 2025	

3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, 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.

The participation procedure will be carried out in two successive stages; both are to be submitted together.

1. Suppliers' application analysis
2. Tender proposal analysis from qualifying applicants.

Responses should be sent in an outer sealed single envelope which will contain two further envelopes corresponding to the two different sections of the tender:

- Inside Envelope 1: "Supplier Applications" – 1 copy
- Inside Envelope 2: "Supplier Tender Proposals" – 1 copy

Outer envelope to be marked as follows:

Oxfam - ITT-IQRMD-24-0008

Do not open before 16th Jan 2025

Tenderers do not have the option of submitting their tender electronically, unless clearly stated by the Oxfam procurement team.

Language: All documents shall be submitted in English Language

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الدواجن مكتب اوكسفام

It is the responsibility of the Tenderer to ensure that their offer is complete and meets Oxfam's requirements. Failure to satisfy all aspects of the tender dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer in full all questions asked.

3.1 Supplier Application

The application must be submitted in an envelope entitled:

"Supplier Application "Supplier name" response to Oxfam tender: ITT-IQRMD-24-0008

Which contains:

- APPENDIX B - Tenderer's Declaration
- APPENDIX D- International Supplier Questionnaire

All of which must be initialled and signed by an authorised person, with powers to represent the company.

3.2 Tender Proposal

Tenderers are invited to submit their best technical and economic tender in English to the exact formats and specifications required by Oxfam. Tenders not respecting these formats and specifications will be rejected.

The tender must be submitted in an envelope entitled:

"Tender proposal "Supplier name" to Oxfam tender: ITT-IQRMD-24-0008

Which contains:

- Tender Technical offer
- Price proposal

Price proposal must be initialled and signed by an authorised person.

3.2.1 Currency

All prices shall be expressed in **IQD** including VAT. This is to allow for a fair comparison of prices, following the award of the contract; the working currency will be decided between Oxfam and the contracted party. Where exchange rates have been used to arrive at an **IQD** figure this should also be provided.

3.2.2 Tender validity

Tenders shall remain valid for a period of minimum 2 calendar months after the deadline for receipt of tenders, however Oxfam will welcome any longer validity period for the tender.

3.2.3 Tender Presentation

Tenderers may submit a tender for No Food Items mentioned according with the list of stock shown clearly in the response.

Prices and lead times, presented in the tender, should be firm and valid for the period of Two years from the date of its signature by both Parties.

The price proposal should be submitted according to the template in APPENDIX E – Invitation to Tender form.

3.2.4 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the:

- Appendix A : Technical Spécification
- Appendix E : Price proposal.

Award of the contract is based on the criteria listed at paragraph 4.12 Tender Process

3.2.5 Technical Offer

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principals and values of Oxfam.

The tender should include the bellow information for the technical and quality evaluation otherwise it might be excluded:

- THE SPECIFICATION OF ALL THE ITEM SHOULD BE PROVIDED IN THE OFFER.
- COUNTRY OF ORIGIN OF ALL THE ITEMS SHOULD BE STATED IN THE OFFER.
- DELIVERY TIME AND (IF ANY ARE AVAILABLE IN STOCK).
- PICTURES OF ALL ITEMS MUST BE ATTACHED OTHER WISE THE TENDER MIGHT BE EXCLUDED.
- THE REAL CATALOGUES OF THE EQUIPMENT'S SHOULD BE SUBMITTED WITH THE TENDER DOSSIER.
- THE FINANCIAL OFFER SHOULD INCLUDE ALL AND ANY RELATED TAXS AND OR COSTUME CLEARANCE.
- DEALING WITH CUSTOMS CLEARANCE AND TAXES SHOULD BE THE COMPANY'S RESPONSIBILITY.

يجب توفير مواصفات جميع العناصر في العرض
يجب ذكر بلد المنشأ لجميع العناصر في العرض
وقت التسليم (إن وجد) و(إذا كان متوفراً في المخزون)
يجب إرفاق صور لجميع العناصر وإلا فقد يتم استبعاد العطاء
يجب تقديم الكتالوجات الحقيقية للمعدات مع ملف العطاء
يجب ان يتضمن العرض المالي كافة انواع الضرائب و او التخليص الجمركي
ان وجدت يجب أن تكون معالجة التخليص الجمركي والضرائب من مسؤولية الشركة

3.2.6 Price proposal

- Clear breakdown of costs related to goods requested, and a detailed **price list** for all the services and goods linked to the technical requirement (e.g., equipment)
This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this price list, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.
- Additional services that the service provider would be willing to provide Oxfam at no cost.
- Each BoQ will be evaluated separately, please insure to not mix the financial proposals for the BoQs, we might award all BoQs to one supplier or each BoQ to one suppliers per the need and evaluation.

4 CONDITIONS OF TENDERING

4.1 Questions / Request for clarification

Any requests for clarification may be submitted by email to arashad@oxfam.org.uk BEFORE **8th Jan 2025**

4.2 Clarification meeting / site visit.

No site visit required.

4.3 Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

4.4 Costs of preparing tenders

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

4.5 Late Proposal

Tenders must be received before **13th Jan 2025 16:00** Iraqi time. Tenders received after the closing date will not be considered, unless in Oxfam sole opinion there are exceptional circumstances which have caused the delay.

4.6 Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company.

4.7 Compliance

Oxfam reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

4.8 Right to reject all tenders

Oxfam is under no obligation to accept any tender.

4.9 Power to accept part of a tender.

Oxfam reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

4.10 Specification

If the tenderer wishes to propose modifications to the specification (which may provide a better way to achieve Oxfam 's objectives) these must be considered as an alternative offer. The Tenderer must make alternative offers in a separate letter to accompany the tender. OXFAM is under no obligation to accept alternative offers.

4.11 Confidentiality

Tenderers must treat the invitation to tender, and all associated documentation supplied by OXFAM as confidential.

4.12 Tender Process

Oxfam reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

Tenders will be evaluated according to the below essential criteria.

#	Description	Scoring / Weighting
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1	Administrative	10%
2	Technical and quality	30%
3	Financial proposal	30%
4	Time Delivery	30%

This part concerns the information given in the supplier questionnaire, each tenderer Should also include the bellow documents, otherwise the tender might be excluded, the bellow document will assist us in judging their suitability according to the below criteria:

ADMINISTRATIVE Evaluation :

- **Proof of Company Registration in Iraq.**
- **A copy of the audited financial statements for last two years (balance sheet and income statement).**
- **Data on business activity volume and capacity to deliver the product/service requirements (Reputation and business practices).**
- **List of previous work experience related to the tender subject.**
- **Three satisfactory references of customers for whom the same or similar services was provided; Oxfam reserves the right to contact these references, without notifying the Tenderer.**
- **List of customers in the last 12 months. Ideally NGOs and of a similar size to Oxfam**

In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. These requests can only be for clarification purposes, not for the correction of major details.

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence Oxfam in its decision concerning the award of the contract will result in the immediate rejection of his tender.

4.13 Notification award and contract signature

The successful tenderer will be informed in writing that their tender has been chosen (notification of award). Oxfam will agree with the selected tenderer on the final contract version and will send the signed documents in two original copies to the successful tenderer.

The unsuccessful tenderer will be informed by e-mail/letter within the **20 days** following the award.

Within **7 working days** following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within **7 working days**, Oxfam can consider (after notification) the award as null and void.

4.14 Ownership of tenders

Oxfam retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

Oxfam guarantees that tender offers shall remain confidential.

4.15 Type of contract

The contract that will be concluded between the successful tenderer and Oxfam is done according to Oxfam's standard contract. A contract draft is included in Appendix F – Contract Template.

By submitting an offer to this Invitation to Tender, the tenderer accepts Oxfam's contract terms. If any remark or reserve were to be raised by the tenderer, they should be clearly written down in a free format document included in the tender. Such documents should include the tenderer's proposal to replace the discussed sections of the contract.

If the tenderer submits an offer with no clear feedback on Appendix F – Contract Template, then Oxfam will consider the submitted contract draft has been accepted in full by the tenderer.

4.16 Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by Oxfam.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to Oxfam.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will Oxfam be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if OXFAM has been warned of the possibility of damages.

Tenderers are requested not to contact Oxfam during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing Oxfam supplier, and then only in pursuit of existing Oxfam business.

APPENDIXES

Appendix A: Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Supplier Code of Conduct

Appendix D: Supplier Questionnaire

Appendix E: Price Proposal

Appendix A: TECHNICAL SPECIFICATION

The supplier is requested to provide price according to the bellow specification- BOQ:

- *The Offer must include the below document otherwise the offer might be excluded:*
 1. Company Registration.
 2. List of previous work and experience with other organizations relevant to this tender without attaching previous contracts.
 3. Supplier Questionnaires' and tender declaration.
 4. Financial proposal.
 5. Catalogue of the equipment's/Items.
 6. Certificate of origin.
 7. any legal documents needed for dealing with the gov.

Detailed Activity:

Oxfam is implementing the climate change project funded by GIZ in Anbar Governorate. The project is titled “Anbar Climate – Participation, Research, Adaptation & Planning”, which focuses on promoting climate resilience through pilot adaptation measures and fostering community-driven solutions.

As part of the pilot adaptation activities, this project includes the establishment of an Early Warning System Center in Anbar Province. This initiative aims to improve disaster preparedness and response capabilities for natural and climate-related hazards. Activities include installing monitoring equipment, operationalizing early warning mechanisms, and providing necessary training

Estimated Bill of Quantities (BoQ) for Early Warning System Center in Anbar						
#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	بالعربي الفقرة وصف
Human Resorce Cost						
1	Provide services for two climate change experts over two days to deliver precise consultations and sustainable solutions. These services include specialized analyses, strategic recommendations, and addressing climate change challenges to ensure practical outcomes that enhance project sustainability.	2	Expert			تقديم خدمات لخبراء في مجال التغير المناخي لمدة يومين لتقديم استشارات دقيقة وحلول مستدامة. تتضمن الخدمات تحليلات متخصصة، توصيات استراتيجية، ومعالجة تحديات التغير المناخي بما يضمن نتائج قابلة للتطبيق تدعم استدامة المشروع.
2	Provide services of a meteorological expert for two days to deliver accurate analysis and advanced weather forecasts. Tasks include reviewing weather data, providing detailed reports, and suggesting strategies to address expected weather conditions, ensuring informed decision-making.	1	Expert			تقديم خدمات خبراء متنين جوي لمدة يومين لتوفير تحليل دقيق وتنبؤات جوية متقدمة. تشمل المهام مراجعة بيانات الطقس، تقديم تقارير مفصلة، واقتراح استراتيجيات للتعامل مع الظروف الجوية المتوقعة لضمان اتخاذ قرارات مستنيرة.
3	Cover the training fees for managing the climate change monitoring website for two days for two individuals. The training will include learning how to use the system to monitor climate changes, analyze available data, and interact with the user interface to ensure accurate forecasting and effective response to climate emergencies. Trainees will also be taught data collection methods, reporting mechanisms, and scientific analysis techniques.	2	Person			تغطية أجور تدريب إدارة موقع الرصد الإلكتروني للتغيرات المناخية لمدة يومين لعدد شخصين. يشمل التدريب تعلم كيفية استخدام المنظومة لرصد التغيرات المناخية، تحليل البيانات المتوفرة، والتفاعل مع واجهة المستخدم لضمان دقة التوقعات والاستجابة الفعالة للآزمات المناخية. سيتم أيضا تدريب المتدربين على آليات جمع البيانات وتقديم التقارير وتحليل المعلومات بطريقة علمية.
4	Cover the costs of installing the weather monitoring system, including the setup of essential equipment, sensor connections, software configuration, and system calibration to ensure accurate meteorological data. The work includes testing and initial operation to ensure the system is ready to function efficiently as per technical guidelines.	L.S	L.S			تغطية أجور تنصيب منظومة الرصد المناخي، والتي تشمل تركيب المعدات الأساسية، ربط المستشعرات، إعداد البرمجيات اللازمة، وضبط النظام لضمان دقة البيانات المناخية. يشمل العمل الاختبار والتشغيل الأولي للتأكد من جاهزية المنظومة للعمل بكفاءة وفقاً للتوجيهات الفنية.
5	Cover the training fees for managing the early warning website for two days for two individuals. The training will focus on how to use the system, update data, and interact with the platform effectively to ensure rapid response during emergencies. It will also cover content management techniques, analysis of meteorological data, and user interaction.	2	Person			تغطية أجور تدريب إدارة الموقع الإلكتروني للإنذار المبكر لمدة يومين لعدد شخصين، حيث يشمل التدريب التوجيه على كيفية استخدام النظام، تحديث البيانات، والتفاعل مع المنظومة بشكل فعال لضمان استجابة سريعة للحالات الطارئة. يتضمن التدريب أيضا شرح تقنيات إدارة المحتوى، وتحليل البيانات المناخية، والتفاعل مع المستخدمين.
Total Cost For						
Suppling Cost						
#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	بالعربي الفقرة وصف
1	Prepare the materials and work on installing the Arc GIS Online Professional Plus software on the project computers. The price includes a three-year annual subscription to ensure the sustainability of the project over the long term. Additionally, training for five individuals will be provided on how to use the program for geographic data analysis and map creation. The package also includes all related items, such as technical support and ongoing maintenance to ensure effective use of the software throughout the subscription period.	L.S	L.S			تجهيز المواد والعمل على تنصيب برنامج Arc GIS Online Professional Plus على الحواسيب الخاصة بالمشروع. يشمل السعر اشتراك سنوي لمدة ثلاث سنوات، مما يضمن استدامة المشروع لفترة طويلة. بالإضافة إلى ذلك، سيتم توفير تدريب لخمس أشخاص على كيفية استخدام البرنامج في تحليل البيانات الجغرافية ورسم الخرائط. يشمل العرض أيضا جميع المتعلقات الأخرى المرتبطة بالتنصيب، مثل الدعم الفني والصيانة المستمرة لضمان الاستخدام الفعال للبرنامج طوال مدة الاشتراك.
2	supply, test, and operate the Dell laptop featuring a 13th generation Intel Core i7-1360PGP processor with 16GB RAM and ITSSD, the laptop is first supplied with all its essential components. Next, comprehensive testing is conducted to verify the performance of the processor, memory, and storage, including stress tests to ensure the system's stability under load. Finally, necessary drivers are installed to ensure compatibility with required software, and the user is trained on how to operate the laptop efficiently and maintain it.	4	No			توفير اختبار وتشغيل جهاز الكمبيوتر المحمول من نوع ديل بمعالج إنتل كور آي7-1360PGP مع 16GB RAM وسعة 16 جيجابايت وITSSD. يتم أولاً توفير اللابتوب مع جميع مكوناته الأساسية. بعد ذلك، يتم إجراء اختبار شامل للتحقق من أداء المعالج والذاكرة والتخزين، بالإضافة إلى إجراء اختبارات إجهاد للتأكد من استقرار الجهاز تحت ضغط العمل. وأخيراً، يتم تثبيت جميع برامج التشغيل الضرورية للتأكد من توافق الجهاز مع البرامج المطلوبة، ويتم تدريب المستخدم على كيفية التشغيل الفعال للجهاز وصيانيته.
3	Supply a Plotter and Scanner device, model M400T5-SureColor SC, including two ink cartridges. The price includes installation services, as well as comprehensive training for the staff on operating the equipment. This involves setting up the device on-site, connecting it to the required network or computers, and ensuring it operates correctly. Additionally, staff will be trained on how to use the device efficiently, ensuring they can perform scanning and printing operations accurately and effectively.	1	No			تجهيز جهاز بولتر وسكانر من نوع M400T5-SureColor SC مع سيت حبر عدد 2، يشمل السعر أعمال تنصيب الجهاز بالكامل، وتدريب العاملين عليه بشكل كامل. يتضمن ذلك تركيب الجهاز في الموقع، ربطه بالشبكة الإلكترونية أو الحواسيب المطلوبة، وفحصه للتأكد من تشغيله بشكل صحيح. بالإضافة إلى ذلك، سيتم تدريب فريق العمل على كيفية استخدام الجهاز بكفاءة لضمان استغلال إمكانياته بشكل كامل، بما في ذلك إجراء عمليات الفحص والطباعة المتنوعة بشكل دقيق وفعال.
4	Supply, install, test, and operate a high-performance desktop computer with the following specifications: Processor: 17 14700 RAM: 16*2 DDR5 LEXER Motherboard: B760 M MSI Cooling Fan: AG400 Graphics Card: GPU GT 730 Storage: SSD 2T LEXER Power Supply: PUS 700 SAMA Case: GALAX 07 LED Screen: DAHUA 24 This includes full installation, testing all components to ensure optimal functionality, and confirming the system is working properly. After installation, the system will be operated and checked to meet the required performance standards.	3	No			تجهيز وتنصيب حاسبة منضدية عالية المواصفات كالآتي: معالج: 17 14700 ذاكرة: 16*2 DDR5 LEXER لوحة أم: B760 M MSI مروحة تبريد: AG400 كارت شاشة: GPU GT 730 قرص صلب: SSD 2T LEXER مزود طاقة: PUS 700 SAMA صندوق حاسوب: CASE GALAX 07 شاشة LED: DAHUA 24 يشمل العمل أيضا التنصيب الكامل للفريق الفني، فحص جميع مكونات الحاسوب للتأكد من عملها بكفاءة عالية، وضمان تشغيل جميع الأجهزة بشكل صحيح. بعد التثبيت، سيتم تشغيل الجهاز واختباره للتأكد من استيفائه للمعايير المطلوبة.
5	Supply and install a desktop monitor with a 27-inch, 2K resolution, and 180Hz refresh rate IPS Curve display, including all installation tasks, performance testing, and ensuring the system's compatibility with the high-performance requirements. Users will be trained on how to utilize the monitor's high resolution and refresh rate to enhance overall performance.	3	No			تجهيز وتنصيب شاشة حاسبة منضدية بقياس 27 بوصة، دقة 2K، ومعدل تحديث 180Hz من شاشة IPS Curve، تشمل جميع أعمال التثبيت واختبار أداء الشاشة وضمان توافق النظام مع متطلبات التشغيل العالية. سيتم تدريب المستخدمين على الاستفادة من دقة الشاشة العالية والمعدل المرتفع لتحديث الصورة لتحسين الأداء العام.
6	English: Supply and provide an external SSD hard drive with a 4TB capacity, offering high performance and fast data transfer speed. This includes quick connection to the device and ensuring compatibility with all connected systems.	3	No			تجهيز وتوريد هارد خارجي SSD بسعة 4 تيرابايت من نوع موثوق، مع ضمان أداء عال وسرعة نقل بيانات ممتازة. يشمل ذلك التوصيل السريع للجهاز والتأكد من عمله بشكل جيد مع جميع الأجهزة المترابطة.
7	Supply and install a high-performance Dell server tailored for project requirements. Specifications include 512 GB RAM, dual CPUs with 24 cores each, storage comprising two 500 GB SSDs and four 2 TB HDDs, dual 1 GB Ethernet ports, and Windows Server 2022 operating system. The process includes testing and commissioning the server to ensure full operational readiness.	1	No			تجهيز وتنصيب سيرفر من نوع Dell بمواصفات عالية لضمان الأداء المثالي لمهام المشروع. المواصفات تشمل: 512 جيجابايت من الذاكرة العشوائية (RAM)، مع معالجين (CPU) كل منهما يحتوي على 24 نواة، تخزين داخلي يشمل قرصين SSD بسعة 500 جيجابايت لكل منهما، وأربعة أقراص HDD بسعة 2 تيرابايت لكل قرص، إضافة إلى منفذين إيثرنت بسرعة 1 جيجابايت لكل منهما ونظام تشغيل Windows Server 2022. يشمل العمل فحص وتشغيل الجهاز للتأكد من جاهزيته الكاملة.
8	Supply and commission an ABB UPS device with a capacity of 1000 VA / 600 W, designed to provide reliable protection against power outages and voltage fluctuations. This unit ensures uninterrupted operation of sensitive equipment and features automatic voltage regulation, surge protection, and a compact design suitable for professional or commercial applications.	3	No			تجهيز وتشغيل جهاز UPS نوع ABB بقدرة 1000 فولت أمبير / 600 واط، مصمم لتوفير الحماية الفعالة ضد انقطاع التيار الكهربائي وتقلبات الجهد. يضمن هذا الجهاز استمرار تشغيل الأجهزة الحساسة ويشمل مميزات مثل تنظيم الجهد التلقائي والحماية من الاندفاعات الكهربائية، بالإضافة إلى تصميم مدمج يناسب الاستخدامات المهنية أو التجارية.
9	Design a dedicated webpage for the Early Warning System, including all costs associated with development. The service includes training the team on website management and maintenance, with a focus on creating a user-friendly interface that supports continuous updates to ensure system readiness.	1	No			تصميم صفحة ويب خاصة بنظام الإنذار المبكر، يشمل جميع التكاليف المتعلقة بتطوير الموقع، بالإضافة إلى تدريب فريق العمل على إدارة وصيانة الصفحة. يتم التركيز على تصميم واجهة سهلة الاستخدام تدعم التحديثات المستمرة لضمان جاهزية النظام.
10	Supply an Epson printer with high specifications, offering superior print quality and advanced features to meet professional printing needs. The printer includes capabilities such as color printing, ink-saving technology, and support for various paper sizes to cater to office or field requirements.	1	No			تجهيز طابعة إبسون بمواصفات عالية، تتضمن جودة طباعة فاخرة وخصائص متقدمة تلي احتياجات الطباعة الاحترافية. تشمل الطابعة ميزات مثل الطباعة بالألوان، تقنية توفير الحبر، ودعم أحجام الورق المختلفة لتلبية المتطلبات المكتبية أو الميدانية.

14	Supply of a 120 cm office desk, designed for modern and functional use, suitable for work or study environments. Features a scratch-resistant surface and sturdy metal legs for stability. Includes full installation and quality assurance.	7	No			تجهيز ميز مكتب بطول 120 سم، تصميم عملي وعصري يلائم بيئات العمل أو الدراسة. يتميز بسطح مقاوم للخدوش، وأرجل معدنية قوية لتحقيق الثبات. يشمل التركيب الكامل وضمان الجودة.
15	Supply of a modern ergonomic swivel chair suitable for work or study environments, featuring adjustable height, a sturdy metal base, and smooth casters for easy mobility. Includes full assembly and quality assurance.	10	No			تجهيز كرسي دوّار مريح وعصري يناسب بيئات العمل أو الدراسة، يتميز بارتفاع قابل للتعديل، قاعدة معدنية متينة، وعجلات مرنة لسهولة الحركة. يشمل التركيب الكامل وضمان الجودة.
16	Supply of a high-quality conference chair, comfortable and elegant, suitable for meetings and executive offices. Features an ergonomic backrest, sturdy base, and practical design that adds a professional touch to any workspace. Includes assembly and quality assurance.	10	No			تجهيز كرسي مداولة عالي الجودة، مريح وأنيق يناسب الاجتماعات والمكاتب التنفيذية. يتميز بمسند ظهر مريح، قاعدة متينة، وتصميم عملي يضيف لمسة احترافية لأي مكان عمل. يشمل التركيب وضمان الجودة.
17	Supply of a wooden library cabinet with three glazed doors, elegantly designed and practical for storing books and collectibles. Features a sturdy wooden frame and dust-resistant glass doors, providing a stylish appearance and clear visibility of stored items. Includes assembly and quality assurance.	1	No			تجهيز مكتبة خشبية مزججة بثلاثة أبواب، مصممة بأناقة وعملية لحفظ الكتب والمقتنيات. تتميز بإطار خشبي متين وأبواب زجاجية مقاومة للغبار، مما يوفر مظهرًا أنيقًا ووضوحًا للمحتويات المخزنة. يشمل التركيب وضمان الجودة.
18	Supply of a glazed steel locker with two doors, featuring a practical and elegant design for secure storage. The locker includes glass doors for clear visibility of the contents, with a strong metal frame designed for heavy-duty use. Includes assembly and quality assurance.	4	No			تجهيز لوكر حديد مزجج بابين، يتميز بتصميم عملي وأنيق يسمح بتخزين المحتويات بأمان. يحتوي اللوكر على أبواب زجاجية تمنع رؤية واضحة للداخل مع هيكل معدني قوي لتحمل الاستخدام المكثف. يشمل ذلك التركيب وضمان الجودة.
19	Supply of a filing cabinet with four drawers in an elegant gray color, equipped with a central locking system for enhanced security. The cabinet is made of heavy-duty steel, ensuring durability and long-lasting performance, designed to meet office requirements and provide practical and secure storage space.	4	No			تجهيز خزانة ملفات مكونة من أربعة أدراج، بلون رمادي أنيق، مجهزة بنظام قفل مركزي لضمان الأمان. الخزانة مصنوعة من الستيل الثقيل عالي الجودة لتوفير المتانة والاستدامة، وهي مصممة لتلبية الاحتياجات المكتبية وتوفير مساحة تخزين عملية وأمنة.
20	Supply of Stationery Items as Follows: 1- A4 paper - 4 cartons. 2- 100-sheet registers, Indonesian origin - 5 pieces. 3- Ballpoint pens, Chinese origin - 5 sets. 4- Soft-tip pens, Uniball, Japanese origin - 2 packets. 5- Pencils, Deli brand - 4 sets. 6- Original plastic staplers - 5 pieces. 7- Original hole punchers - 5 pieces. 8- Adhesive paper, Chinese origin - 2 items. 9- Transparent document sleeves, Chinese origin - 4 items. 10- Leather document folders, Chinese origin - 3 pieces. 11- Wide transparent adhesive tape - 1 set. 12- Highlighter pens - 3 sets. 13- Sticky note pads - 10 sets. 14- Metal desktop document holders - 4 pieces. 15- Desk pen holders - 6 pieces. 16- Whiteboard markers - 3 sets.	L.S	L.S			تجهيز قرطاسية كما يلي: 1- ورق A4 عدد 4 كارتون 2- سجل 100 ورقة نوع اندونوسي عدد 5 3- اقلام جاف صيني المنشأ عدد 5 سيت 4- اقلام سوفت يونبل ياباني المنشأ عدد 2 باكيت 5- اقلام رصاص نوعي دلي عدد 4 سيت 6- كابسة بلايس اصلي عدد 5 7- ثاقبة ورق اصلي عدد 5 8- ورق لاصق صيني المنشأ عدد 2 بند 9- سليف حفظ الاوراق شفاف صيني المنشأ عدد 4 بند 10- حافظه اوراق جلد صيني المنشأ عدد 3 11- تتيب شفاف عريض عدد 1 سيت 12- اقلام تأشير عدد 3 سيت 13- ورق لاصق ملاحظات عدد 10 سيت 14- حافظه اوراق حديد مكتبية عدد 4 قطع 15- مقلمه حفظ اقلام مكتبية 6 قطع 16- اقلام تحبير ابيض عدد 3 سيت 17- ورق فوتو A4 عدد 5 بند
Installation, transportation and Printing						
#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	بالعربي الفقرة وصف
1	Preparing the necessary vehicles and workforce to load materials and equipment from the purchase site and transport them to the installation site. This includes packaging and securing the items during transit, as well as safely unloading and ensuring their integrity according to the supervising engineer's instructions.	L.S	L.S			تجهيز الالية والايدي العاملة والعمل على تحميل المواد والأجهزة من موقع الشراء ونقلها إلى موقع التنصيب، مع تغليفها وتأمينها أثناء النقل، بالإضافة إلى تفريغها بشكل آمن وضمان سلامتها وفق توجيهات المهندس المشرف.
	total Cost For installation, transportation and printing					
	Total					

Appendix B: TENDERER'S DECLARATION

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood, and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier including the contract template with its annexes and the Oxfam Ethical and Environmental Policy. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Oxfam's discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by Oxfam.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Oxfam in writing.

We declare that are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform Oxfam in written.

Company name and address:
Company's Representative name:
Title of Representative in the Company:
Representative's signature and stamp:
City, date:

APPENDIX C: SUPPLIER CODE OF CONDUCT

Supplier code of conduct will be shared and signed with the winner bid

Appendix D: SUPPLIER QUESTIONNAIRE

ALL Suppliers and Subcontractors to complete Sections 1-6 and the declaration.

Suppliers providing branded products and services, rental vehicles, and construction projects to also complete section 7 and 8.

1 A) Company Profile	
Name of Company	
Name of Oxfam staff member you have contact with; if any. (Name, Department, Location)	
Registered Office address	
Ordering Address (if different)	
Payment Address (if different)	
Telephone Number	
Email	
Website	
Company Registration number (Please attach a copy of the certificate)	
Year established	
Please state your position in the supply chain e.g., Agent, Manufacturer, Service Provider, Importer, Trader	
Please specify the product/service being supplied to Oxfam	
Do your goods or services carry the Oxfam brand?	
Company turnover in trading currency (please attach recent financial statement)	

Turnover of the part of the business that would serve Oxfam	
Location of other operational sites (national and international), their functions and approximate numbers of employees where Oxfam goods or services could be positioned	

1 B) Total Number of Workers

	Men (%)	Women (%)	Total
Permanent Workers			
Temporary directly employed workers			
Agency indirectly employed workers			
Homeworkers/outworkers			
Management			

Is your company committed to achieving the labour, environmental and business integrity standards in Oxfam's Ethical and Environmental Policy	Yes	<input type="checkbox"/>
	No	

2) Health & Safety

Is there anyone designated as being responsible for Health and Safety issues in your company?	Yes/ No. Give details	<input type="checkbox"/>
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3) Management Systems and Policies

Do you have or are you working towards any of the following ethical/environmental, legal and technical management standards (add more fields if necessary)	ISO9001 - Quality	
	ISO14001 - Environment	
	ISO26000 - Social Responsibility	
	SA8000 - Labour standards	
	Other	
Confirm which policies your company has in place. Please attach these:	Quality	
	Health & Safety	
	Environmental Management	
	Labour Standards	
	Equal Opportunities	
	Training & Development	
	Other	

4) Ethical (Labour) Standards

Do you ensure your company meets worker related legislation? (e.g wages, hours, health & safety) Please share what you have in place to support this.	Yes/No. Give details.	<input type="checkbox"/>
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5) Environmental Standards

Do you ensure that your company meets all required local laws/regulations covering the environment? Please share what you have in place to support this.	Yes/No. Give details.	<input type="checkbox"/>
Do you have an environmental policy in place? Please attach	Yes	<input type="checkbox"/>
	No	

6) Experience & Subcontracting

Please provide details of 3 customers/clients for whom you have completed contracts for in the last 3

years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Customer/Organisation			
Contact name			
Telephone No			
Date awarded contract			
Contract scope and details			
Please detail what experience you have with dealing with International Non-Governmental Organisations (INGO): If yes, please provide details about the scope of contract and the INGO name.			
If you supply services to OXFAM, do you subcontract/outsource services? If yes, please share name and contact details of the sub-contractors and the type of service provided.			

Please complete Sections 7 and 8 IF providing branded products or services, rental vehicles or construction projects


7) Pay & Hours	
What is the national minimum wage (per hour)?	
What is the lowest hourly pay in your company?	
What deductions taken from worker's wages e.g., pension, tax?	
If yes, how much are the charges and what are they for?	
What are the normal weekly working hours for employees?	
Do workers have at least 1 day off in 7?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the average overtime worked each month	
What is the minimum age of worker your company would hire?	
Explain how you ensure workers are not hired below the minimum age requirement	
Were any health and safety risk assessments carried out in the last year?	<input type="checkbox"/> Yes



OXFAM

		No	
8) Worker Management Communications			
How do you ensure employees are aware of their rights?	Written Contracts		<input type="checkbox"/>
	Staff notice boards		
	Intranet		
	Employee Handbook		
	Other		
What forms of representation are used?	Union		<input type="checkbox"/>
	Employees share ownership		
	Elected Health & Safety Committee		

Supplier Name:

	Worker's co-operative		
	Works Council		
	Staff Association		
	Other		
Do any workers belong to a Trade Union		Yes	
		No	
If yes, please provide the name/s of the Union/s			

Declaration (to be completed by Senior Authorised Manager. Please insert electronic signature or type name): I confirm that all the information given is accurate. For and on behalf of the supplier:

Name:	Position:
Date:	Signature:

For Oxfam use only - Risk Rated by

NB There are some industries Oxfam has run campaigns on to highlight the harm they can cause to poor communities. If your company, or any parent or subsidiary, has any involvement with the production or sales of weapons, pharmaceuticals, infant formula or pesticides; or with the Finance industry please tell your Oxfam contact.

Name:	Position:
Date:	Risks:

Contact Person:

Telephone Number:

Email Address:

Office Address:

Signature/Stamp:

Date:

Payment terms

Payment method

Delivery time
