

## Heartland Alliance International - Iraq

### Invitation for Tender Application

### Tender for Selecting Preferred Supplier for Provision Catering Services, Hall rent, Lunch Coffee breaks in Kirkuk and Mosul (Fixed Price)

**Tender Reference Number: HAI-IRQ-2024-ITB-014**

Heartland Alliance International (HAI), the international arm of Heartland Alliance, Inc. (HA), is a U.S.-based non-profit organization that works to advance human rights and champion human dignity by providing services and promoting solutions to achieve a more just global society, and has been working in Iraq since 2004 and has several projects in the centre, south, and north of Iraq (KRI) through which it provides legal, psychological, and advocacy services.

**The subject of this Invitation to tender is to submit firm prices for Provision Catering Services, Hall rent, Lunch Coffee breaks in Kirkuk and Mosul (Fixed Price).**

**To apply:**

- ❖ **Please Read all the instructions carefully and submit your tender with two different sealed packages:**

First Package (Declaration of Eligibility) And Technical Proposal	Scope of work (Annex A), Declaration of Eligibility (Annex B), Copy of Government registrations, Work permission, Bank account details, Tax Clearance, vendor's CV/ Profile including Previous experience.
Second Package Financial proposal	Annex C (BOQ).

- ❖ **Please send your Tender to:**

Electronically to :	<a href="mailto:HAIraqtender@HAIInternational.org">HAIraqtender@HAIInternational.org</a>
Hard Copy, Sealed (enclosed envelope)	<ul style="list-style-type: none"><li>▪ Erbil: Empire Business Towers, T3, floor 14th offices 1.</li><li>▪ Mosul, Andalos District, House No. 238/194.</li></ul>

- ❖ **Timetable:**

Publication date of tender	Sep 30, 2024	Time: 03:00 PM Iraqi Time
Closing date of clarifications	Oct 01, 2024	Time: 04:00 PM Iraqi Time
Closing date of tender submissions	Oct 02, 2024	Time: 05:00 PM Iraqi Time

❖ **Tendering Process policy:**

- Technical Question or need clarification: send Email to [HAIraqtender@HAIInternational.org](mailto:HAIraqtender@HAIInternational.org) .
- Late Bids are disqualified.
- The bid should be valid for a period of 90 days from the deadline of the submission of the tenders.
- After the deadline, HAI Tender committee will take up to 2 weeks to review and reach out with clarification questions and/or final decision.
- Heartland Alliance HAI will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation and submission of their bids to Heartland Alliance International HAI.
- Bidders must review and comply with the **HAI Code of Conduct**, returning a signed and stamped version as confirmation of their commitment during the bidding process.
- Failure to Fulfil First Package (Declaration of Eligibility and Technical) will constitute an irregularity and may result in the rejection of the tender.
- **The price of this tender is Iraqi Dinar (IQD), which is the only price that HAI will accept.**

## **Annex A**

### **SOW - Scope of the Work** **Requirements**

#### **Introduction:**

HAI announce this tender opportunity aimed at securing a Framework Agreement Fixed Price (**FWA**) for the duration of **one year** with the most competitive offer for the Provision of Stationary items. This encompasses a diverse range of items which all are related to Office stationery. We are committed to fostering partnerships with suppliers who can provide high-quality materials that meet our standards of excellence. Through this tender process, we aim to identify vendors who not only offer competitive pricing but also demonstrate a commitment to reliability, quality, and sustainability. We look forward to receiving Offers from potential suppliers who share their dedication to meeting the diverse needs of our operations efficiently and effectively.

The Framework Agreement does not commit HAI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders will be governed and linked to the original Framework Agreement.

#### **Requirements**

The winner Supplier is expected to fulfil the following requirements:

- Provide the best customer service on agreed categories of the offer.
- Provide security and safety for the HAI's staff, consultants, clients, and guests.
- Respect privacy and confidentiality of all HAI's staff, consultants, clients, and guests.
- The Restaurant Should put HAI request for bookings as top priorities.
- The Restaurant should be flexible in cases of cancelation of booking.
- The Restaurant should invoice HAI payments on monthly basis and not upon check out of guests.
- The Restaurant should accept invoicing HAI based on actual usage of all the facilities based on signed confirmations from HAI.
- Venue Booking: Secure and prepare a suitable venue, ensuring it meets all event requirements.

- Catering: Arrange for high-quality catering services that accommodate all dietary needs, including one or two coffee breaks and lunch.
- Audiovisual Support: Ensure the availability and functionality of all necessary audiovisual equipment, including microphones, speakers, projectors, and screens.
- Stage and Podium Setup: Design and set up a professional stage and podium that facilitates the smooth conduct of the panels.
- Table and Seating Arrangements: Organize and arrange tables and seating in a manner that promotes engagement and ease of access for all attendees.
- Registration Desks: Set up and manage sign-up registration desks, ensuring they are well-equipped and organized.
- Coordination with Vendors: Liaise with all vendors and suppliers to ensure timely and efficient service delivery.

### **Payment terms:**

- Payment will be paid in bank transfer between 01 To 15 days in the end of each month
- There is No advance payment.
- HAI will process the agreed payment that will be outlined in the contract and shall not be responsible for any additional fees beyond the scope of the agreement

**I declare fully understanding of annex A- Scope of work**

**Declared by:**

**Name and Signature and Stamp**

## Annex B Declaration of Eligibility

الملحق ب  
تصريح أهلية العمل

Vendors/Suppliers:

المقاول :

As a legally authorized representative of the vendor ( ), I undersigned here:

Name of the authorized representative:

Position of the authorized representative:

Signature:

كمندوب مرخص للتوقيع ثانونيا من قبل صاحب المجهز, اقر بتوقيعي:

اسم الشخص المرخص:

العنوان الوظيفي:

التوقيع:

Declare that the following conditions are applicable to us:

أقر بأن الشروط التالية تنطبق علينا

Requirement	Yes نعم	No لا	المتطلبات
We are registered and authorized company in Iraqi government, registration is attached			نحن شركة مسجلة ومعتمدة في الحكومة العراقية ، التسجيل مرفق
We are registered and authorized company in KRG government, registration is attached			نحن شركة مسجلة ومعتمدة في حكومة اقليم كردستان ، التسجيل مرفق
We have valid Bank account in name of the company. Detail is attached.			لدينا حساب مصرفي باسم الشركة. التفاصيل مرفقة.
Are you bankrupt or in the process of going bankrupt?			هل أنتم مفلس أو في طور الإفلاس؟
Have you been convicted for an offense concerning professional or legal conduct?			هل تمت إدانتك بارتكاب جريمة تتعلق بالسلوك المهني أو القانوني؟
Have you fulfilled all Taxation obligations, Tax Clearance is attached.			هل قمت بالوفاء بجميع الالتزامات الضريبية، تم إرفاق التخليص الضريبي.
Do you employ personnel below the legal working age?			هل تقومون بتوظيف موظفين دون سن العمل القانوني؟
We provide basic social rights and fair working conditions to our employees.			نحن نقوم بتوفير الحقوق الاجتماعية الأساسية ، وظروف عمل عادلة لموظفينا.
Are you on any sanctions issued by the United States Government, United Nations, and European Union?			هل أنت تحت أي عقوبات صادرة عن حكومة الولايات المتحدة والأمم المتحدة والاتحاد الأوروبي؟

Declared by:

Name and Signature and Stamp:

