CALL FOR EXTERNAL & INTERNAL TENDERS FOR THE AUCTION OF

Office Equipment – In Erbil

Terre des hommes (Tdh) is Switzerland's largest children's aid organization. Since 1960, Tdh has been helping to build a better future for underprivileged children and their communities through innovative and sustainable solutions. Active in nearly 40 countries,

Tdh works with local and international partners to develop and implement projects on the ground that improve the daily lives of more than four million children and members of their communities, in the areas of health, protection and emergency. This commitment is funded by individual and institutional support, with administrative costs kept to a minimum.

Tdh hereby calls for an internal demonstration in connection with the sale of Office Equipment's, hereinafter described and referred to as "Lot 1" to "Lot 4 ".

Article 1. Designation of Lots:

LOT 1: Office Furniture's			المجموعة 1: أثاث المكتب
#	Item Details وصف المادة	Unit الوحدة	QTY الكمية
1.	Office Desk (150 cm x 80cm x 75cm) wood مكتب خشبي (١٥٠ سم × ٨٠ سم × ٧٥ سم)	Piece قطعة	11
2.	Office Desk (70 cm x 80cm x 75cm) wood مكتب خشبي (٧٠ سم × ٨٠ سم × ٧٥ سم)	Piece قطعة	2
3.	Wooden Kitchen table metal legs 80x150 cm طاولة مطبخ	Piece قطعة	2
4.	Leather fixed chairs كراسي جلد ثابتة	Piece قطعة	2
5.	Roundable table 150 cm with 4 swivel chairs طاولة مستديرة مقاس 150 سم مع 4 كراسي دوارة	Piece قطعة	1
6.	Double door Metalic cabinet 80x200 cm خزانة معدنية	Piece قطعة	3
7.	4 doors 2glass Metalic cabinet 80x200 cm خزانة معدنية بأربع أبواب مع بابين زجاجيان	Piece قطعة	1
8.	Open Wooden cabinet with 5 lines 2 columns خزانة خشبية مفتوحة مكونة من 5 صفوف وعمودين	Piece قطعة	4
9.	Office Swivel chair fabric كرسي مكتب دوار من القماش	Piece قطعة	6
10.	Office Swivel chair Lether كرسي مكتب دوار جلد	Piece قطعة	4
11.	Small Commode of 3 drawers wooden cabinet خزانة خشبية صغيرة ذات 3 أدراج	Piece قطعة	5
12.	Double door wooden cabinet 85x85 cm خزانة خشبية ببابين 85×85 سم	Piece قطعة	4

LOT 2: Office Electric Appliances		المجموعة 2: الأجهزة الكهربائية المكتبية	
#	Item Details وصف المادة	Unit الوحدة	QTY الكمية
1.	Paper Shredder آلة تمزيق الورق	Piece قطعة	3
2.	Projector داتا شو	Piece قطعة	6
3.	Power Inverter 1000 VA عاكسة طاقة 1000 فولت امبير	Piece قطعة	1
4.	Money counter machine آلة عد النقود	Piece قطعة	1
5.	Monitor Screen 32 inches شاشة عرض مقاس 32 بوصة	Piece قطعة	7
6.	Monitor Screen 27 inches شاشة عرض مقاس 27 بوصة	Piece قطعة	4
7.	Monitor Screen 24 inches شاشة عرض مقاس 24 بوصة	Piece قطعة	9
8.	LCD TELEVISION 43 HDMI تلفزيون LCDقياس 43 انج	Piece قطعة	1
9.	LCD TELEVISION 32 HDMI قياس 32 انج LCDتلفزيون	Piece قطعة	2
10.	Canon printer Image Runner ADV C3320I A4/A3 with 25ppm Multifunction Color Copier Printer Scanner with 2 Paper Trays and Stand Cabinet طابعة Canon طراز imageRUNNER ADVANCE C3320i، متعددة الوظائف (نسخ، طباعة، مسح ضوئي) بالألوان، تدعم مقاسات الورقA4/A3 ، بسرعة 25 صفحة في الدقيقة، مزودة بدرجين للورق وخزانة / قاعدة.	Piece قطعة	1
LOT 3: Office Smart Equipments		المجموعة 3: الأجهزة الذكية المكتبية	
#	Item Details وصف المادة	Unit الوحدة	QTY الكمية
1	Tablet Samsung تابلت سامسونج	Piece قطعة	11
2	Smart Phone هاتف ذكي	Piece قطعة	35
LOT 4: Kitchen Electric Appliances		المجموعة 4: الأجهزة الكهربائية المنزلية	
#	Item Details وصف المادة	Unit الوحدة	QTY الكمية
1	Oven Newal فرن نوال	Piece قطعة	1
2	Built-in Electric Oven LCS 60 x 60 فرن كهربائي مدمج60 × LCS 60	Piece قطعة	1
3	Dishes washing machine Bosch غسالة صحون بوش	Piece قطعة	1

- The lots are sold as is where is and will not be subject to any repairs by Tdh either before or after the sale. It is up to the bidder to make his bid in, and the lots will not be able to be inspected other than visually from the outside with. No mechanical investigation will be allowed.

Article 2. Eligibility

- The auction is open to Tdh employees and external bidders (company, private person…). Tdh members of the committee (as listed in Article 5 of this Regulation) are excluded of the auction.
- Coordination members or their families are not eligible to bid.

Article 3. Terms

- The deadline for participation **is 15 November 2026 at 12:00 p.m.**
- The bids will be submitted in one sealed envelope for each lot.
- Bids shall include all items in the lot and bids for individual items.
- The bid forms, the rules and the registration form can be collected to the Logistics Department of the Falluja office, to Mr. Omar Zaid Abdulrahman, Logistics Officer, Phone number: 0783 446 7551, hereinafter referred to as "the receiver", Annex 1 Pricing Proposal is attached in this Advertisement.

Article 4. Bidding Procedures.

On the day of the bid, bidders will have to sign a participation list and will be provided with an envelope for each lot they wish to participate in:
Any person wishing to participate must provide a valid proof of identification to Tdh and Tdh will retain a copy.

Contents of the envelope:

- An open envelope will be handed to the bidder that contains the following items for each bidder, each lot will have a separate envelope marked with the lot number:
    - Bid form to be filled and signed by the bidder.
    - These instructions with each page are initiated on the bottom right and signed at the last page.

Submission of bids:

- Interested Bidders will include bids in the envelope.
- Interested Bidders will include these instructions in the envelope.
- The envelope will be sealed in Infront of the receiver.
- The sealed envelope will only contain the lot number written on both sides of the envelope, and no other markings.
- All bids are final and binding.

Article 5. Award

- The opening of bids will take place **on 15 November 2026,** in Erbil.
- Bids will be opened by a specially constituted committee, acting in complete neutrality and integrity, excluding in good faith, any favouritism or preference.

The committee will be composed of:

- **Chairman:** Owen Breuil, as Country Director
- Recording **Secretary**: Anhar JASIM ABBOD
- **Assessor** 1: Omar ZAID, Logistics Officer
- **Reviewer:** Mustafa AL-HASAN, Logistics Coordinator MENA.

- Each lot is awarded to the highest bidder.
- A bidder can be awarded lots if their two bids are the best.
- In the event of two or more equal proposals for the same lot, the following will be carried out: a manual drawing of lots by the chairman of the committee, under the benevolent attention of the other members.
- The results will be sent to the Receiver who will announce them. They will be published and emailed to all bidders, on the same day.
- The committee is sovereign, and its decisions are indisputable.

Article 6. Acquisition and possession.

- **Acceptance of the lot**

- The highest bidder will be notified by mail.
- They will have 24 hours to contact the logistics department.
- *In case of withdrawal, the second-best person will be contacted in the same way.*

- **Payment**

- The buyer will then have to pay a deposit of 10% of the sale price, within 1 Week, to secure the transaction.
- The deposit paid is non-refundable.
- The purchaser will have 3 weeks to pay the remainder of the sum and the administrative procedures referred to in the last paragraph of Article 1 of this. regulation, i.e. to put the vehicle on the road. He will have to present all the documents proving the completion of these administrative procedures.
- If the buyer is unable to pay the balance and the administrative procedures within the given period, the deposit will be forfeited and Tdh will consider the 2nd offer according to the same conditions of sale.
- The contract of sale will only be signed, and the lot officially transferred to the buyer, with the dice and all the necessary documents, only once the full payment of the amount has been made and validated by the Administrative and Financial Coordinator and the administrative documents for circulation have been validated by the Logistics Manager.

- **Evacuation of the lot**

- The buyer will have 5 working days after the date of signing the contract to and vacate the lot from Tdh's premises will have 10 days.
- The buyer cannot ask Tdh's assistance for evacuation of the lot.
- All handling and transportation costs are at the charge of the buyer.

Article 7. After the sale.

- Once the bid awarded is signed, the buyer becomes the legal owner of the item. Consequently, neither Tdh nor its insurers can be legally bound liable in the event of an accident and/or injury to a third party, occurring after the transfer of ownership.
- No after-sales service, whatever its nature, can be provided by Tdh after the contract has been signed.

Article 8. Cancellation of the auction.

- Tdh reserves the right not to respond to offers if they prove to be unsatisfactory.
- This auction may be cancelled or suspended in the event of a major disaster event.

Logistics Officer	Head of Delegation
Omar ZAID	Owen BREUIL

Annex 2 ACCEPTANCE OF THE RULES

Please write clearly and in capital **letters**, in order to avoid any misreading.

I, the undersigned: (Full Norn)

Telephone number :

Email:

Acknowledge that I have read, understood, and accepted these rules and that I am making my bid offer with full knowledge of the facts and in good conscience.

I initial every page of this regulation with my initials.

Done the: ……. At :

Signature:
(Preceded by the handwritten notation " read and approved ")