



For a world without hunger

## CALL FOR TENDER

### Humanitarian Aid for Northern Iraq - Supply of Manual Honey Extractor Our Ref. IRQ 1032-TND-082

Dohuk, 06/10/2024

Dear Sirs,

Welthungerhilfe (hereafter WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia and Latin America. In addition, WHH receives grants from the Department for International Development (DFID), the Federal German Government, the European Union, the United Nations and the United States Agency for International Development.

Financed by the German Ministry for Development and Cooperation (BMZ) for our humanitarian aid activities in Northern Iraq, we are in the market for:

### **SUPPLY OF MANUAL HONEY EXTRACTOR DAP TO WHH TIKRIT OFFICE, SALAHADEN GOVERNORATE, IRAQ**

#### **1. Instructions to tenderers**

By submitting a tender, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing of contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract 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.

No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

#### **2. General remarks and special condition**

- All items must be new, sound, fair, in merchantable quality and in line with the technical specifications stated in the Tender Documentation.
- Pre- and Post-delivery inspection shall be done internally to assess item Conformity to the specifications.
- All communication and documentation must be performed in English.
- The company needs to be officially registered in Iraq, and provide a copy of

Welthungerhilfe Office  
Hasarost Street  
Media Quarter  
City of Duhok  
Kurdistan Region of Iraq  
Republic of Iraq

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Patron:  
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):  
Marlehn Thieme, President  
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Dr. Tobias Schulz-Isenbeck

Secretary General and Chairman of the  
Board: Mathias Mogge

Donations account:  
Sparkasse KölnBonn  
Account No. 1115  
Sort Code 370 501 98  
IBAN: DE15370501980000001115  
BIC: COLSDE33

Mitglied von Alliance 2015,  
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the contractor Union ID.

- Bidders have to use WHH templates.
- The Contracting Authority holds the right to change quantities and slight changes of the technical specifications.
- The Contracting Authority reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
- If there is any permission needed to access the area, the bidder is in charge of obtaining the permission letter by himself. WHH will not provide any permission letter or is facilitating nor assisting this process.

### **3. Specifications/Quantities**

This tender is for the purchase of honey extractor. All applications must comply and adhere to at least the specifications and conditions described in the Itemised Quotation Form (Annex IV).

WHH understands that there is a wide range of prices and qualities of items in the market. Please quote the price for the item that best matches the specifications stated in Tender Documentation. **Only one offer per bidder will be evaluated.**

### **4. Samples**

**No samples will be required to submit together with the Bid. Only shortlisted suppliers will be requested to provide samples of each item for inspection and evaluation.**

The goods offered should conform to the specifications stated in the Itemised Quotation Form (Annex IV).

Items that do not meet the specifications will be rejected during the inspection and Supplier will be asked to provide the alternatives.

If any items delivered to the final destinations do not match the samples approved during the inspection, they will be rejected and Supplier will have to replace them at his own expense.

### **5. Packaging**

For all items the packaging has to be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect the items from the weather elements.

The cost of packaging must be included in the unit price of each item.

### **6. Delivery Location**

The Manual honey extractor are to be supplied to DAP to WHH Tikrit Office, Salahadeen Gvernorate, Iraq.

The Supplier will be responsible for the loading, off-loading, and transportation of all items.

## **7. Delivery Schedule**

The Manual honey extractor must be delivered on the last week of October 2024.

The exact delivery date will be negotiated and agreed with WHH in Duhok and will be detailed in the contract.

Early delivery shall be accepted while, late delivery is not accepted and penalties will apply as per contract terms.

The Supplier will be responsible for the loading, off-loading, and transportation of all items. These costs must be included in the unit price of each item.

## **8. Ordering Party**

Deutsche Welthungerhilfe  
Hasarost Street  
Media Quarter  
Duhok, KRI

## **9. Consignee**

Tikrit, Salahadeen Gvernorate, Iraq.

## **10. Documents**

The following documents must be submitted before the tender closing date:

- Signed and stamped Tender Document. (6 Pages)
- Duly filled, signed, and stamped Supplier Declaration (Annex I, 5 pages)
- Duly filled and signed and stamped Quotation Summary (Annex II)
- Duly filled, signed and stamped References possibly with related contracts (Annex III)
- Duly filled and signed and stamped Itemised Quotation Form (Annex IV)
- Copy of company registration in Iraq / Certificate of Establishment (شهادة التأسيس)
- Copy of the latest tax clearance with the government of Iraq (or the KRI equivalent) (براءة الذمة الضريبية)

### **NOTE:**

**Failure to submit any of the above mentioned documents will lead to disqualification**

The following documents will be requested from the Supplier after delivering all the goods:

- Commercial Invoice (original) in English on the letter headed paper addressed to the Ordering Party
- Good Received Note signed by the recipient as proof of delivery.

## **11. Inspection**

The Contracting Authorities shall be entitled to inspect, examine measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether

the components, materials, and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

a) Provide to the Contracting Authorities or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labor, materials, drawings and production data as are normally required for inspection and testing.

b) Provide access to the Contracting Authorities or his representative, at all reasonable times to the place where the tests are to be carried out.

An independent inspection company may also execute this inspection on quality and quantity at time and place prior or at loading (before shipment to the destination). One inspection per project will be on behalf of the Contracting Authorities. Any additional inspection shall be on the contractor. Goods not meeting agreed quality would be rejected. In case goods are rejected, the contractor will contractually be obliged to pay already incurred fees for rejected goods and for such fees that will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

## **12. Penalties**

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure the respective Contracting Authorities are entitled to make use of a penalty of **5/1000** per day of the total value of the work still to be completed, on the concerned delivery date. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the contracted tenderer, the respective Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging or handling errors, the respective Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the contracted tenderer has to inform the respective Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the respective Contracting Authority, but if the respective Contracting Authority accept these goods, a deduction from the order sum and a penalty will be negotiated.

## **13. Guarantee**

The goods offered should conform to the specifications stated in the Itemised Quotation Form (Annex IV).

If any items delivered to the final destination do not match the samples approved during the inspection, they will be rejected and Supplier will have to replace them at his own expense.

## **14. Prices**

The price shall include the cost of items, packaging, transportation, loading, unloading, Taxes, ICR and any other overhead expenses.

All prices must be indicated in **IQD (Iraqi Dinar)** currency ONLY.  
Prices in other currencies are not accepted.

## **15. Payment Conditions and Schedule**

Payment shall take place in **IQD (Iraqi Dinar)** currency only.

Supplier needs to have **IQD** bank account under the company name and possibility to receive an international **IQD** bank transfer to the company bank account.

Payments due by the respective Contracting Authorities shall be made to **the bank account under the company's name or by cheque to the company's name only** mentioned on the Quotation Summary (Annex II) of the tenderer and confirmed in the Contract.

The contractor is in charge of covering the bank fees. **WHH WILL NOT PAY EXTRA FOR BANK FEES.**

Payment shall be made by Cheque or Bank Transfer against documents (CAD) within twenty (20) working days from the receipt of the correctly signed and stamped documents stated in Article 10. at WHH in Duhok.

Payment schedule shall be as stated below:

**100% of the total amount will be paid after the delivery of all the Manual honey extractor to WHH Tikrit Office, Salahadeen Gvernorate, Iraq. But subject to complete delivery, acceptance and confirmation from the recipient of the satisfactory quality and quantities of the goods.**

## **16. Selection Criteria**

### **Awarding criteria:**

- 65% Price
- 15% Delivery time
- 05% Experience (number of relevant contracts with NGOs).
- 15% Quality (**Only shortlisted supplier from initial evaluation 65% price, 15% delivery and 05% experience will be asked to provide samples of each item for Quality inspection and evaluation**).

The assigned points per listed criteria for price and delivery will be calculated in reference to the obtained proportion from the best offer criteria's result in comparison to the offered value per criteria (multiplied by 0.65 and 0.15 respectively).

Number of related contracts with NGOs will be evaluated as follow:

- Please attach only the relevant contracts with your bid
- If contracts are not attached, points will not be considered
- Providing more contracts will not increase the points

1 Contract	2 Contracts	3 Contracts	4 Contracts	5 Contracts
1 point	2 points	3 points	4 points	5 points

### **Exclusion criteria:**

Any of the following documents missing or not duly filled, will be considered a reason for exclusion:

- Company registration documents or Contractor union ID
- Documents mentioned in article 10 above

## **17. Calculation Mistakes**

Bids submitted by interested bidders will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

Where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price considered. Amounts corrected in this way will be binding on the bidder. If the bidder does not accept them, the bid will be rejected.

## **18. Tender Conditions**

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authorities must be written in the language of the procedure, which is English.

Quotations must specify all details according to the tender text. Incomplete offers and offers that arrive later than the deadline for reply will be automatically excluded. All responses will be opened by the Welthungerhilfe tender committee.

Suppliers who do not receive a written feedback twenty-five (25) days after expiry of the deadline have not been successful.

The deadline for receiving Questions about this tender is: **17 October 2024** at 12:00 hours Iraq Local Time.

For any enquiries related to e-Tender portal registration/login, please direct your enquiry to the following email address: [logistic.iraq@welthungerhilfe.de](mailto:logistic.iraq@welthungerhilfe.de)

Application must be performed online, through the following web tendering portal <https://eu.eu-supply.com/ctm/supplier/publictenders?B=WELTHUNGERHILFE> not later than **21 October 2024 AT 12:00 HOURS IRAQ LOCAL TIME**.

If you are a new applicant and want to use the EU supply web tendering portal and submit your application through it, you will have to register as a new supplier through the following web link: <https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany?OID=21&B=WELTHUNGERHILFE>

By clicking on the following link <https://eu.eu-supply.com/login.asp?B=Welthungerhilfe> you will be directed to the main page of WHH web tendering portal, where you will have access to supplier guidance for the e-tender and will be able to watch some video tutorials on how to register your company.

### **The following Annexes form part of this Tender Documentation:**

- Annex I:** Supplier Declaration
- Annex II:** Quotation Summary
- Annex III:** References
- Annex IV:** Itemised Quotation Form