

INSTRUCTIONS TO TENDERERS
Tender reference: PR_IRQ_25_BGD_015.

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Contracting authority: Terre des Hommes Foundation, (Tdh) Iraq.

Type of market: VEHICLE RENTAL

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FINANCING:

The project is funded by Multi Donors

The beneficiary of the funding is the Terre des hommes Foundation (Tdh) Iraq.

Important note: By submitting a tender, the tenderer fully and unreservedly accepts the contents of these Instructions as the sole basis for this tender procedure, irrespective of its own terms and conditions of sale, which it hereby waives. Tenderers must carefully review and comply with all instructions, forms, contractual provisions and specifications contained in these tender documents. Failure to submit a tender containing all the required information and documentation within the specified time limits may result in the rejection of the tender. No reservations regarding the tender documents may be considered and will result in the immediate rejection of the tender without further evaluation.



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1. General instructions

- 1.1 These Instructions to Applicants set out the rules for the submission, selection and implementation of actions under this Call for Proposals.
- 1.2 The tenderer will bear all costs related to the preparation and submission of its tender (visits, on-site inspection, etc.). The contracting authority will not be responsible or liable for any costs incurred by the tenderer, regardless of the progress or outcome of the procedure.
- 1.3 Terre des hommes retains ownership of all bids received in this tender procedure. Consequently, bidders may not demand that their bids be returned to them.
- 1.4 The evaluation committee reserves the right to reject any file deemed insufficiently complete at the time of the evaluation of the offers.

2. Services to be provided

- 2.1 The subject of the contract is the execution by the Contractor of the following services:

VEHICLE RENTAL (fuel, unlimited mileage, including comprehensive insurance and maintenance etc.)

The vehicle types targeted are:

- Cross Over 5 Seats
- Pick-up (double cabin)
- Oil changes every 5,000Km or three months whichever comes first.
- Every three months:
- Full inspection of all moving parts.
- Lubrication of all door hinges and locks,
- check all fluids
- Check brakes
- Repair all flat tires incidents.
- Car wash (inside and out weekly or as needed)

DRIVER :

- Min 3 years' experience of driving.
- License Type B -Comercial Passenger / Small truck.
- Clean Criminal Record.
- Clean Driving Record.
- Please include driver take home salary and benefits.

These Vehicle with driver services is needed to cover Tdh need in all bases (lots) all around Iraq:

- Baghdad
- Anbar
- Erbil
- Nineveh

As indication, an average of Tdh needs are (+/- and not decisive) : Total 7 Vehicles + or -.

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- 2.2 All vehicles shall be fully insured against theft, damage and third liability
- 2.3 All vehicle shall be equipped with fire extinguisher, first aid kit, spare wheel, basic tool kit, lift jack, triangle, seat belt in good condition, air conditioner.
- 2.4 Replacement vehicle to be provided within 24 hours in case of malfunction and in the location where the said vehicle got the break down. (all Iraq) The vehicle comprising the malfunction will be taken in charge by the supplier at his own expenses.
- 2.5 The vehicle must be registered in Iraq.
- 2.6 The tenderer must be registered with the Ministry of Transportation and/or Trade and the documents provided in the tender.
- 2.7 Service provider must have a routine maintenance agent/workshop in the areas mentioned in the above. (Baghdad, Erbil, Nineveh, Salah Al-Din, Kirkuk & Anbar)
- 2.8 A framework contract will be signed for one year period with fixed prices and conditions for the length of the contract.

3. Lots

- 3.1 **This call for tenders comprises two (2) separate Lot:**

Lot No.	Description of the lot	Quantity	Unit
Lot 1	All Inclusive Vehicle Rental – Cross Over Vehicle type. see detailed technical specifications in Appendix 1)	4	Vehicle
Lot 2	All Inclusive Vehicle Rental – PCIK UP Vehicle type. see detailed technical specifications in Appendix 1)	3	Vehicle
Lot 3	Driver ONLY. see detailed technical specifications in Appendix 1)	7	Person

- 3.2 The tenderer may respond to one or more lots, but the tender must be for the total quantity of the lot(s) concerned.
- 3.3 If they do not propose models that correspond exactly to the characteristics listed in the technical specifications, participants in the Call for Tenders will have the opportunity to submit an offer for a model that comes as close as possible to the characteristics listed in the technical specifications.
- 3.4 The tenderer may, if he wishes, propose several vehicle models for the different lots.

4. Methods of payment :

- 4.1 Ideally Tdh would like to proceed to a payment on delivery of Service and with monthly invoicing for all services which will be carried out during the month.

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5. Planning of the call for tenders:

Steps	Dates*
Publication of the Call for Tenders	14/APR/2025
Deadline for requesting clarification from Tdh	08/MAY/2025 to 17:00h
Last day when Tdh gives clarifications	11/MAY/2025 to 17:00h
Deadline date and time for receipt of tenders	14/MAY/2025 to 17:00h
Offer opening session	Between 18/MAY/2025 to and 22/ MAY /2025
Notification of award to the successful tenderer	28/ MAY /2025
Signature of the contract	Between 29/ MAY /2025 and 30/ MAY /2025

*Tentative dates / All times are in the time zone of the country of the contracting authority.
This schedule is subject to change by Tdh according to the constraints encountered.

6. Presentation of the offer :

- 6.1 Tenders, associated documents and correspondence between the tenderer and Tdh must be written in the language of the procedure, which is English.
- 6.2 The financial offer must cover all the goods / services described in **Appendix 1** and must be expressed **all taxes included in Iraqi Dinars (IQD)**
- 6.3 Tenders must be received by **16/May/2025 to 23:30** . Late tenders will be rejected and will not be evaluated. Nevertheless, all tenders received after the submission deadline will be retained by the contracting authority.
- 6.4 Tenders can be submitted by email to the following dedicated, controlled, & secure email address: irq.tenders@tdh.org only without copying any other Tdh or Contracting NGO members email addresses. The tender submission to be before the tender closing date: **(16 MAY, 2025 at 23:30 Iraqi time)**.

When tenders are emailed, the following conditions shall be complied with:
The CFT reference **(IRQ_ERB_CFT_ 2025_001)** shall be inserted in the Subject Heading of the email
Separate emails shall be used for the 'Financial offer', 'Administrative and Technical offers', and the Subject Heading of the email shall indicate which type of the email contains:

The Technical offer shall contain all other documents required by the tender as mentioned in point 7.1 (Contents of offers), but excluding any pricing information. The email subject should be **"IRQ_ERB_CFT_ 2025_001– Technical Offer"**.

The Administrative offer shall contain all other documents required by the tender as mentioned in point 7.2 (Contents of offers), but excluding any pricing information. The email subject should be **"IRQ_ERB_CFT_ 2025_001– Administrative Offer"**.

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The Financial offer shall only contain the financial offer (which should have both Excel document and signed PDF document). The email subject should be **"IRQ_ERB_CFT_2025_001– Financial Offer"**.

- Tender 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.
- Email attachments shall not exceed 20MB; otherwise, the bidder shall send his bid in multiple emails with stating the part number in the email subject or email body.
- Personal emails will be disqualified, only professional emails linked to the company mailbox.
- Failure to comply with the above may lead to disqualify the Tender.
- Tdh is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the tenderer.
- Tdh is not responsible for the non-receipt of tenders submitted by email as part of the e-Tendering process.

7. Contents of the offers:

All tenders submitted must comply with the requirements of the tender dossier and the dossier submitted by the tenderer must contain at least the following documents. Bidders who do not provide all the documents below and in the formats requested may be excluded from the selection process:

7.1 The technical Offer consisting of:

- References from previous partnerships with other NGO and/or private companies
- Details of the fleet / Fleet capacity
- Type of vehicle insurance.
- Year of make for the fleet

7.2 The Administrative Offer consisting of:

- Registration of the company with Ministry of Transport and/or Trade.
- Power of attorney of the company's representative
- ID card of the representative
- Tax compliant certificate
- Ownership of the vehicle(s)
- Insurance registration
- Bank account information (On company's name only)

7.3 The Financial offer consisting of:

- Price offers

#	Documents to be submitted	Instructions
1	Technical offer	The Technical offer shall contain all other documents required by the tender as mentioned in point 7.1 (Contents of offers), but excluding any pricing information, REF: "IRQ_ERB_CFT_2025_001– Technical Offer" . - Sign and stamp ALL PAGES
2	Administrative offer	The Administrative offer shall contain all other documents required by the tender as mentioned in point 7.2 (Contents of offers), but excluding any pricing information, "IRQ_ERB_CFT_2025_001– Administrative Offer" .

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3	Financial offer	Presented on the Terre des hommes financial offer format in <u>Appendix 2 of</u> this file - <u>all taxes included and in Iraqi Dinars (IQD)</u> . Sign and stamp <u>ALL PAGES</u>
4	These Instructions to Tenderers	Sign and stamp <u>ALL PAGES</u>
5	<u>Appendix 1</u> : Technical specifications	Sign and stamp <u>ALL PAGES</u>
6	<u>Appendix 2</u> : Profile & Supplier Questionnaire	Complete ALL sections in full, sign, stamp <u>ALL PAGES</u> and submit
7	Proof of company registration in the country	It should be noted that only offers from companies whose main activity is related to this market will be analysed.
8	Certificate of tax status	Valid, issued by the General Taxes Offices
9	At least 3 client references (preferably NGOs or international organisations) and proof of previous experience with the same type of service (copies of contracts, order forms, delivery notes, etc.).	Specify the names, addresses and telephone contact details, the nature, value of the contracts and the dates of completion. TdH reserves the right to contact these references without notifying the tenderer.
10	Bank Identity Statement	The bank details must be in the name of the company.

8. Questions and clarifications regarding the tender dossier

- 8.1 If Tdh, on its own initiative or in response to a request from a tenderer, adds or clarifies information to the tender dossier, this information will be sent in writing and shared at the same time with all other potential tenderers.
- 8.2 Tenderers should submit their questions by e-mail to the following address, **until 14 APR 2025 to 17:00**, specifying **the publication reference and the contract title**: IRQ_ERB_CFT_ 2025_001 – Inquire to ahmed.qadr@tdh.org and in CC owen.breuil@tdh.org.
- 8.3 Any bidder seeking to organise a private meeting with Tdh during the tender period will risk being excluded from the tender procedure.
- 8.4 The contracting authority may, if necessary, extend the deadline for the submission of tenders to give tenderers sufficient time to take into account any changes that may be made to the tender dossier.

9. Clarification meeting / visit to the tenderer's premises

- 9.1 No clarification meeting is planned on the Tdh premises.

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10. Period of validity of offers

- 10.1 Tenders must remain valid for a period of **120 days from the** deadline for submission of tenders. In exceptional cases and before expiry of the initial period of validity, Tdh may request in writing that this period be extended by **40 days**. Tenderers accepting this request are not authorised to modify their offer. In case of refusal, tenderers cease to participate in the procedure. The successful tenderer remains bound by its offer for a period of **90 days from the** date of receipt of the notification informing it that it has been selected.

11. Modification and withdrawal of offers

- 11.1 Tenderers may modify or withdraw their tenders by written notification before the submission deadline. No tender may be modified after this date.
- 11.2 Any notification of modification or withdrawal shall be prepared, sealed, marked and submitted in accordance with Article 9. The envelope shall also be marked "modification" or "withdrawal". Withdrawals shall be unconditional and shall terminate all participation in the tendering procedure.

12. Opening and evaluation of tenders

a) Opening of offers :

- 12.1 The purpose of opening the tenders is to check whether the tenders are complete, whether the documents have been correctly completed and signed and whether the tenders are generally in order.
- 12.2 The bid evaluation committee will not take an immediate decision on the admissibility or inadmissibility of bids at the time of bid opening.
- 12.3 Tenders will be examined in a restricted session on a date fixed by the evaluation committee.
- 12.4 After the opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of the tenders and recommendations concerning the award of the contract will be disclosed until the contract has been awarded.

b) Administrative evaluation :

- 12.5 The purpose of this stage is to verify the conformity of the tenders received, in terms of substance and the requirements of the tender documents. A tender is deemed to be compliant when it complies with all the conditions, terms and specifications contained in the tender documents, without any significant deviations or restrictions. Substantial deviations or restrictions are those which affect the scope, quality or performance of the contract, or which substantially depart from or limit the rights of the contracting authority or the obligations of the tenderer under the contract and adversely affect the competitive position of tenderers who have submitted compliant tenders. Tenders that are administratively found to be non-compliant will be rejected and will not proceed to the technical evaluation stage.

c) Technical evaluation :

- 12.6 In order to be considered technically compliant, the offer must meet or exceed the required conditions and technical specifications without significant deviations or restrictions.

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Any bid that is clearly not suitable and capable of providing the services requested in the call for tenders will be excluded from the selection process. Bids that are found to be technically non-compliant will not be evaluated financially.

d) Financial evaluation:

12.7 The financial evaluation aims to identify the lowest bid among the technically compliant bids.

e) Request for clarification:

12.8 During the evaluation process, in the interests of transparency and equal treatment, the evaluation committee may ask tenderers, in writing, to clarify their tender within a reasonable period of time, without them being able to modify it. None of this request for clarification must aimed to correct any initial errors or failures affecting the performance of the contract or distorting competition.

12.9 Tdh also reserves the right to visit the premises and examine the stocks of the bidders whose bids have been pre-selected before making the final selection. This step may have an impact on the decision of the evaluation committee if the capacity of the bidder is not considered adequate or compatible with that indicated in the tender documents.

f) Criteria for awarding the contract:

12.10 The contract will be awarded to the tender that is both **technically** and **administratively compliant** and to the **most economically advantageous, taking into** account the quality of the services offered and the price of the tender.

Offers will be evaluated according to the criteria listed below:

- Ability to meet the conditions required by the call for tenders
- Compliance with Tdh terms and conditions
- Price competitiveness
- Terms of payment (Tdh prefers 100% payment on delivery).

13. Signature of the contract

13.1 Within three (3) working days following receipt of the contract, the selected Supplier must sign, date and return it to Tdh.

13.2 If the successful tenderer does not return the signed contract within three (3) working days, Tdh may, after notification, consider the award null and void and award the contract to the second-place tenderer.

13.3 Unsuccessful tenderers will be informed by e-mail within 10 days from the date of award of the contract.

13.4 The successful tenderer will be informed by e-mail that his offer has been accepted. Before the contract is signed between the contracting authority and the successful tenderer, the latter must provide the documentary evidence or declarations required by the legislation of the country where the company (or each company in the case of a consortium) is established which are not already provided with the tender documentation. Such evidence, declarations

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or documents must bear a date which may not be more than one year prior to the date of submission of the tender.

- 13.5 If the successful tenderer does not provide these documents within 10 calendar days of notification of the contract award or if it is found that he has provided false information, the contract award shall be considered null and void.

14. Cancellation of the tender procedure

14.1 In particular, a cancellation may occur when:

- the tender procedure was unsuccessful, i.e. when no adequate, qualitatively or financially acceptable offer was received or when there was no valid reply;
- the technical or economic elements of the project have been fundamentally modified ;
- exceptional circumstances or force majeure make the normal execution of the project impossible;
- all technically acceptable offers exceed the available budget;
- Substantial errors, irregularities or acts of fraud have been found in the course of the process, in particular where they have prevented fair competition.
- where the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate to the contract price.

Under no circumstances Tdh can be held liable for any damages whatsoever, including and without limitation, damages for loss of profit, related in any way to the cancellation of the tender procedure, even if the contracting authority has been informed of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

15. Ethics

Failure to comply with the following ethical rules will result in the immediate exclusion of the tenderer from this procedure:

(a) Child labour :

Child labour is prohibited by international conventions. As such, no child under the age of 18 may work directly or indirectly for a contract signed with Terre des hommes.

b) Exploitation/slavery :

The working conditions of the employees of the holder of contracts signed with Terre des hommes must comply with the regulations in force in the country, in particular with regard to minimum wages and working hours. In the absence of these regulations, working conditions must be downgraded and wages must be equivalent to the average wages practiced in the area. Any physical constraints or sanctions against employees are excluded.

(c) Links with the production and trade of anti-personnel mines :

In compliance with the international treaty banning anti-personnel mines (the Ottawa Treaty), no contractor will be able to claim a contract with Terre des hommes if it is proven that the latter participates in any way whatsoever in the spread of anti-personnel mines (production, trade, assets, shareholders,

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transport, storage, etc.). In this precise case, any contract awarded may be terminated immediately by Terre des hommes without the contractor being able to claim any compensation whatsoever.

(d) Links with weapons trade :

In respect of our status as an international solidarity organisation, no company or supplier can claim to do business with Terre des hommes if it is proven that it participates in any way whatsoever in the weapons trade (production, trade, assets, shareholders, fundraising, transport, storage, etc.).

(e) Links with terrorist networks :

No company or supplier may claim to carry out a contract with Terre des hommes if it is proven that the latter has links, in any form whatsoever, with terrorist networks of any kind (acts of violence perpetrated against civilian populations or civilians installations committed by an organisation).

f) Respect for the environment :

Terre des hommes market holders must strive to use production techniques and processes that respect the fundamental rules of environmental protection, (mainly with regard to deforestation and the use of chemical agents affecting the protection of biodiversity).

g) Conflict of interest :

No employee or member of Terre des hommes may accept or solicit any gratuities, favours or personal benefits related to his or her position or contracts. Similarly, no company or supplier may claim to carry out a contract if there is a direct family or interest link with a member of the staff of Terre des hommes.

h) Practices of Corruption, Fraud, Collusion or Coercion:

Terre des hommes will reject any proposal made by tenderers, suppliers or candidates, if it is established that they have engaged in practices of corruption, fraud, collusion or coercion. In such a case, Terre des hommes will terminate their contract.

15.1 Tenderers certify that they are aware of the following documents:

- Tdh Code of Conduct: <https://www.tdh.ch/en/media-library/documents/general-code-conduct-tdh>
- TdH Child Protection Policy: https://www.tdh.ch/sites/default/files/6535c480-43ad-4dba-985a-486828fc4f42_r_pse_d_pol_fr_original.pdf
- Tdh's policy - protection - exploitation - sexual - abuse:
<https://www.tdh.ch/en/media-library/documents/policy-protection-sexual-exploitation-abuse>

16. Situations of exclusion

16.1 Tdh will exclude from this procedure any tenderer in one of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure in national legislation or regulations;
- b) have been convicted by a judgment having the force of res judicata for any offence committed in the exercise of his professional activity.
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify.
- d) not having fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of IRAQ country in which he is established

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or with those of the country of the contracting authority or those of the country where the contract is to be performed.

- e) have been the subject of a judgment which has the force of res judicata for fraud, corruption, participation in a criminal organisation, money laundering or terrorist financing, or any other illegal activity detrimental to the Communities' financial interests;
- f) have been declared to be in serious breach of contract in a previous procurement procedure for failure to comply with its contractual obligations;
- g) candidates who are subject to a conflict of interest ;
- h) be guilty of misrepresentation.
- i) have been guilty of attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing tenders, obtaining information on the progress of the process or influencing Tdh in its decision on the award of the contract.
- j) have tendered for more than one offer either individually or as a partner in a joint venture/consortium. The participation of a Tenderer in more than one tender will result in the disqualification of all tenders in which the Tenderer is involved in this procedure.
- k) be guilty of exploitative child labour or other forms of human trafficking. It must in any case respect the fundamental social rights and the dignity of working conditions of everyone in its enterprise but also with the subcontractors with whom it works in the course of its activities.
- l) be in one of the situations mentioned in the "Ethics" article of this document.

17. Subcontracting

- 17.1 Subcontracting will not be accepted except in exceptional circumstances and with the prior authorisation of Tdh.

18. Contents of the tender dossier

- 18.1 The tender dossier contains the following elements:

- a) These Instructions to Tenderers
- b) Annex 1 - Technical specifications
- c) Appendix 2 - Supplier profile & questionnaire



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Appendix 1 Technical specifications

LOT	Description	Min. Specification.
1	5 seaters Cross Over, year 2022 or newer.	<p>Country of Origin:</p> <ul style="list-style-type: none"> Japan, Korea, Europa, USA. <p>Technical Information:</p> <ul style="list-style-type: none"> Automatic transmission 5 Seatbelts, Airbags, ABS braking system, Spare tire and jack, Fire Extinguisher and Emergency triangle, central locking system, <p>Preferred Options:</p> <ul style="list-style-type: none"> Hybrid models Factory isntalled backup camera and proximity sensors
2	5 seaters Pick Up, year 2022 or newer Preferred.	<p>Country of Origin:</p> <ul style="list-style-type: none"> Japan, Korea, Europa, USA <p>Technical Information.</p> <ul style="list-style-type: none"> 5 Seatbelts, Airbags, ABS braking system, Spare tire and jack, Fire Extinguisher and Emergency triangle, central locking system, <p>Preferred Options:</p> <ul style="list-style-type: none"> Factory installed back up camers and proximity sensors.
Drivers		<ul style="list-style-type: none"> Min 3 years' experience of driving. License Type C1-lite Truck and Passenger Vehicle Clean Criminal Record. Clean Driving Record. Please include driver take home salary and benefits.
All rented vehicles must follow the Maintenance plan the explained (at the expense of the renter)		<ul style="list-style-type: none"> Oil changes every 5,000Km or three months whichever comes first. Every three months: <ul style="list-style-type: none"> Full inspection of all moving parts. Lubrication of all door hinges and locks, check all fluids Check brakes Repair all flat tires incidents. Car wash (inside and out weekly or as needed)



Annex 2

Supplier Profile & Questionnaire

From: Terre des hommes Foundation (Tdh), Delegation Iraq

1	Company Name	
2	Name of Owner/s	
3	Years in Business	
4	Number of Employees	
5	Current fleet supply contracts (number of active contracts)	
6	References (clients with current contracts preferred. List at least 3)	
7	Size of Fleet	
8	Location of Service Workshop for Fleet.	

We, the undersigned, declare that:

- 1 We have examined and accept in its entirety the contents of the tender documents. We accept its provisions in full, without reservation or restriction. We certify that we are not in any of the situations mentioned in clause 3 of the Instructions to Tenderers, prohibiting submission to the tender.
- 2 we comply to carry out, in accordance with the terms of the tender documents, the conditions (general and special), the technical specifications and the time limits set, without reservation or restriction, the following work:

.....
- 3 we make this request in our own right and for this tender. We confirm that we are not bidding for the same contract in any other form.

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- 4 we note that the contracting authority is not obliged to pursue this invitation to tender and reserves the right to award only part of the contract. It does not incur any liability towards us.

Legal Representative, name and surname

Date:

Company stamp