

Invitation for Tender Application
Tender For Selecting Preferred Supplier for Renting Hotel and Accommodation Facilities
for HAI activities in Duhok

Tender Reference Number: HAI-IRQ-2025-ITB-004

Heartland Alliance International (HAI) works to secure the rights and well-being of marginalized people and communities worldwide including in the U.S. through the Marjorie Kovler Center. Now an independent organization, HAI began our journey as the global arm of the Chicago-based Heartland Alliance family of nonprofits, founded by Jane Addams over 130 years ago. Our technical areas include Trauma-informed mental health, specialized torture treatment, Gender equity, Access to justice, Stigma-free healthcare, Livelihoods, economic, and empowerment

We advance and sustain change through a multifaceted approach including data-driven direct service delivery, capacity strengthening of local partners, policy advocacy, and research.

The subject of this Invitation to tender is to submit firm prices for Renting Hotel and accommodation facilities for HAI activities in Duhok as detailed in attached (Annex A).

To apply:

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

First Package (Declaration of Eligibility)	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 Technical & Financial proposal	Annex C (Technical and Financial Proposal).

- ❖ **Please send your Tender to:**

Electronically to :	HAIraqtender@HAIInternational.org
Hard Copy, Sealed (inclosed envelope)	<ul style="list-style-type: none">▪ Sulaimaniyah: Awbara, Darwaza City 1, House No. B69▪ Erbil: Empire Business Towers, T3, floor 14th offices 1.▪ BGD: Baghdad, Al Karkh, Al Yarmouk, 612, st. 22, H. 18.

- ❖ **Timetable:**

Publication date of tender	Dec 15, 2024	Time: 01:00 PM Iraqi Time
Closing date of clarifications	Dec 23, 2024	Time: 04:00 PM Iraqi Time
Closing date of tender submissions	Dec 25, 2024	Time: 05:00 PM Iraqi Time

❖ **Tendering Process policy:**

- Technical Question or need clarification: Send email to 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 a 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 the First Package (Declaration of Eligibility) 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**

The purpose of this tender is to secure accommodations and an event hall for meetings, events, and training sessions throughout the project implementation period. The project requires coordinating various activities that necessitate access to a suitable hotel and venue for hosting gatherings, training workshops, and significant events.

This scope of work outlines the responsibilities, deliverables, and timeline associated with the hall reservation process. Heartland Alliance International (HAI) is seeking proposals from the best hotels in Duhok city that meet these requirements.

HAI will contract with Hotels directly and will not accept third-party bids.

Please check the criteria carefully and ensure that all requirements are submitted.

The winning Supplier is expected to fulfill 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 the privacy and confidentiality of all HAI's staff, consultants, clients, and guests.
- The Hotel Should put HAI request for bookings as top priorities.
- Hotel should be flexible in cases of cancelation of booking.
- Hotel should invoice HAI payments on monthly basis and not upon check out of guests.
- Hotel should accept invoicing HAI based on actual usage of all the facilities based on signed confirmations from HAI.

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 نقدم 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 على أي عقوبات صادرة عن حكومة الولايات المتحدة والأمم المتحدة والاتحاد الأوروبي؟

Declared by:

Name and Signature and Stamp:

Annex C
Technical

Please fill out the table below:

#	Essential Criteria	YES/NO Comment
1	The building is of solid construction.	
2	Emergency exits are marked and free from obstructions.	
3	Emergency fire response systems in place, e.g., site plan, emergency exits, serviceable fire extinguishers, alarm systems, clearly marked assembly area?	
4	Security/Guards 24/7 at the front (Not armed) and display good access management.	
5	CCTV cameras record activity around the perimeter and entrance of the hotel. Cameras should be in the hallways of each floor and monitored 24/7.	
6	Rooms have solid doors, hinges exposed on the internal side, and an additional bolting system for staff to lock down in the event of a security situation. Individual keys/cards for each room?	

Answer the following table and provide clarification if necessary.

أجب عن الجدول التالي وقدم التوضيح إذا لزم الأمر.

Inquiry	لا No	نعم Yes	الاستفسار
Room Charges include breakfast			اسعار كل الغرف تتضمن وجبة الفطور
We Accept the Monthly payment liquidation			نقبل بطريقة الدفع الشهري للاستحقاقات
We Accept Bank Transfer payment term			نقبل بطريقة الحوالة المصرفية كطريقة الدفع
We ensure maximum customer service and safety and security for HAI guests			نحن نضمن الحد الاعلى للخدمة و سلامة ضيوف الهارتلاند
In case of any conflict, we accept the English version of this offer as accepted and agreed text and reference			في حال حدوث اي سوء تفاهم قانوني, نحن نقبل الاصدار الانكليزي لهذا العرض كنص متفق عليها
The conference rooms contain voice and visual equipment necessary for conferences			تحتوي غرف الاجتماعات على المعدات والاجهزة الصوتية والمرئية الضرورية للمؤتمرات.
The Hotel is friendly to the needs of people with disabilities			الفندق يتجاوب مع احتياجات الأشخاص ذوي الإعاقة.
The Hotel has a Vehicle's Parking Area			لدى الفندق ساحات خاصة بها لوقوف المركبات
In case the hotel has other branches within the governorate or in other governorates: does this offer apply to all other branches as well?			في حال كان للفندق فروع أخرى داخل المحافظة أو في محافظات أخرى: هل يسري هذا العرض على جميع الفروع الأخرى أيضًا؟

INTERNATIONAL

Do you follow a full free cancelation system?
If No, explain your cancelation instructions below

هل تتبع نظام الإلغاء المجاني الكامل؟
إذا كانت الإجابة لا ، فاشرح تعليمات الإلغاء أدناه

Answer the following table and provide clarification if necessary.

1- Ability to establish a line of credit by charging the service Fees based on Actual attendance. (YES/NO)	Yes	No
2- Availability of internet connection for consumers Type of equipment available in the conference room	Yes	No
❖ projector	❖ Yes	No
❖ screens	❖ Yes	No
❖ whiteboards	❖ Yes	No
❖ flip chart stands	❖ Yes	No
❖ microphone	❖ Yes	No
❖ sound system speaker	❖ Yes	No
❖ Tables	❖ Yes	No
3- Access for Disabilities	Yes	No

The Selection Criteria will be as per the following table:

#	Technical Weighing Criteria	
1	Proof of experience in the provision of hotel accommodation services to at least 2 different INGOs. Provide a copy of the service contract or job completion certificate.	10%
2	Technical Essential Criteria 15% quality check form 10%	25%
3	Safety Essential Criteria <ul style="list-style-type: none"> - The building is of solid construction. - Emergency exits are marked and free from obstructions. - Emergency fire response systems are in place, e.g., site plan, emergency exits, serviceable fire extinguishers, alarm systems, and a clearly marked assembly area. - Security/Guards 24/7 at the front (Not armed) and display good access management. - CCTV cameras record activity around the perimeter and entrance of the hotel. Cameras should be in the hallways of each floor and monitored 24/7. Rooms have solid doors, hinges exposed on the internal side, and an additional bolting system for staff to lock down in the event of a security situation. Individual keys/cards for each room? Security check from 10%	25%
4	Financial 45%	40%

Annex C
Financial Proposal

Vendors/Suppliers:

Please fill out below table with IQD

ITEM	Price in IQD السعر بالدينار العراقي	المادة
Single Room (for one person) with breakfast		غرفة منفردة (لشخص واحد) مع وجبة الإفطار
Single Room (for one person) without breakfast		غرفة منفردة (لشخص واحد) بدون وجبة الإفطار
Double Room (for a couple)		غرفة مزدوجة (لزوج من الأشخاص)
Suit Room		جناح كامل
Conference Room fit up to 20 person		قاعة اجتماعات سعة 20 شخص
Conference Room fit up to 50 person		قاعة اجتماعات سعة 50 شخص
Conference Room fit up to 200 person		قاعة اجتماعات سعة 200 شخص و أكثر
Open Buffet meal for 1 person		وجبة غداء (أو عشاء) للشخص الواحد بوفيه مفتوحة
Ala carte meal for 1 person (main course, salad and soft drink)		وجبة غداء (أو عشاء) للشخص الواحد (وجبة واحدة مع سلطة و مشرب غازي)
Coffee Break Meal for 1 person		وجبة استراحة القهوة لشخص واحد

Note/ please don't offer the cost with open ranges, put only one solid standard cost per each Items.

ملاحظة / يرجى عدم تقديم التكلفة بنطاقات مفتوحة ، ضع تكلفة ثابتة واحدة فقط لكل فقرة من حيث اقل الاسعار.

- ❖ Please list the type of the coffee, snacks, fruits, tea, Milk, juices, cakes and how many types of each .
من فضلك اذكر: الوجبات الخفيفة والفواكه والشاي والحليب والعصائر
- ❖ Please list the type of starters, meat, chicken, fish, rise, soap, salads, sweets, water, juice, soft drinks, fruits, and how many types of each
السلطات ، السمك ، الرز ، الحساء ، الدجاج ، اللحم ، المقبلات ، الحلويات ، الماء ، العصير ، المشروبات الغازية ، الفاكهة ، وعدد أنواع كل منها.

Note: Acceptable payment Term for HAI is as clarified below:

- All payments should be through bank transfer.
- Payment term will be after full completion of delivery.
- Payment will be transferred to the vendor bank account within 30 calendar days of receiving vendor invoice.
- No advance payment will be paid to any vendor.

Official Name of the Hotel:.....

Number of stars as registered officially:.....

Name of Company/firm/contractor:

Authorized Representative Name:

Email :

Mobile No.:

Address:

Date:

++ END ++