

CALL FOR EXTERNAL & INTERNAL TENDERS FOR THE AUCTION OF

Office Equipment – In Mosul

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 3".

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 (120 cm x 80cm x 75xm) wood مكتب خشبي (١٢٠ سم × ٨٠ سم × ٧٥ سم)	Piece قطعة	14
2	Wooden Kitchen table metal legs طاولة مطبخ	Piece قطعة	1
3	Kitchen chairs كراسي مطبخ	Piece قطعة	4
4	Metallic Cabinet 80x200 cm خزانة معدنية	Piece قطعة	13
5	Office chair fabric and leather rolling كرسي دوار مكتب جلد وقماش	Piece قطعة	14
6	Office fixed Chair كراسي مكتب ثابت جلد	Piece قطعة	35
7	Money Safe خزنة نقود	Piece قطعة	3
8	Wooden Cabinet خزانة خشبية	Piece قطعة	5
9	Caravan 3x2 m كرافان 3x2 m	Piece قطعة	2
10	Metallic shelves أرفف معدنية	Piece قطعة	5
11	Gas bottle قارورة غاز	Piece قطعة	3
12	Meeting Table 1.5x3 m طاولة اجتماعات 1.5x3 m	Piece قطعة	1
13	Small office desk (100 cm x 80cm x 70cm) wood مكتب خشبي صغير (١٠٠ سم × ٨٠ سم × ٧٠ سم)	Piece قطعة	11
14	Fire Extinguisher 20 kg مطفأة حريق 20 كغم	Piece قطعة	7
15	Archiving cabinet خزانة أرشفة	Piece قطعة	2
19	Full Set Bedroom (Double bed, 2 doors wardrobe, Dresser, 2 bed small table) اثاث غرفة نوم	Piece قطعة	3

LOT 2 : Office Electric Appliances			
المجموعة 2: الأجهزة الكهربائية المكتبية			
#	Item Details وصف المادة	Unit الوحدة	QTY الكمية
1	Paper Shredder تالفة ورق	Piece قطعة	3
2	water cooler براد ماء	Piece قطعة	4
3	TELEVISION GENERAL RTV 32 SMART LED TV - TV LG with TV STAND Table تلفزيون جنرال 32 سمارت و تلفزيون ال جي 43 مع ستاند	Piece قطعة	2
4	CAMERA+DVR Rack and Power inverter with 4 batteries + stand ارفف للكاميرات وعاكسة الكهربائية مع اربع بطاريات جافة	Piece قطعة	1
5	Fridge = 1 El-REYAN ثلاجة الريان	Piece قطعة	1
6	Canon Image Runner ADV C3525I 25ppm Multifunction Color Copier Printer Scanner with 2 Paper Trays and Stand Cabinet طابعة كانون مع مكانين للتخزين وستاند	Piece قطعة	1
7	Microwave Gosonic مايكروويف جوسونيك	Piece قطعة	1
8	Washing machine LG 8 KG غسالة ملابس ال جي 8 كج	Piece قطعة	1
9	Laptop Screen 32 and 24 inch شاشات لابتوب حجم 32 و 24	Piece قطعة	7
10	Money counting device جهاز عد النقود	Piece قطعة	2
LOT 3 : Air Conditioner ACs			
المجموعة 3: مكيفات الهواء			
#	Item Details وصف المادة	Unit الوحدة	QTY الكمية
1	Air Conditioner AC Brand : Vigor – VT3 PRO Sizes : 26000 BTU Inverter	Piece قطعة	5
2	Air Conditioner AC Brand : GENERAL - GG-S12000 Digital Sizes : 12000 BTU	Piece قطعة	2

- 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 **25 JULY 2026 at 4:30 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 Mosul 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 front 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 26 JULY 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:

- o **Chairman:** Ihab Lateef, as Programs Coordinator
 - o Recording **Secretary:** Anhar JASIM, Support Services Manager
 - o **Assessor 1:** Omar ZAID, Logistics Officer
 - o **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.

- o **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.*
- o **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.
- o **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 3 weeks.
 - 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
Omar ZAID

Head of Delegation
Owen BREUIL

**Annex 2 ACCEPTANCE OF
THE RULES**

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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 ")

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