



## CCR IRAQ MISSION- Erbil

Our reference: CCR/IRQ/IR40/Tender 001/2024

**Project** “Improving the Linkage between Labour Market and 3 CoVEs through Career Development Centre and Sectoral Councils, Mosul, Ninawa Governorate”.

**SUBJECT: Delivery of Furniture and IT Equipment for three CoVEs (Centres of Vocational Excellence) to Set up Career Development Centres (CDC) in Mosul, Ninawa – Iraq.**

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Dear Suppliers / Service Providers

Following your inquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by CCR in an email at [iraq.tender@caritas.cz](mailto:iraq.tender@caritas.cz) at least 7 days before the deadline for submission of tenders. CCR will reply to bidders' questions at least 3 days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender to our office at New Baharka Road, New Azadi City, House No. S9/8, Erbil / Iraq, before Sunday **7<sup>th</sup> July 2024 (3:00 PM Iraqi Time)**, as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,  
Logistics Department



## **Tender Call**

**For**

**Delivery of Furniture and IT Equipment for three CoVEs (Centres of Vocational Excellence) to Set up Career Development Centres (CDC) in Mosul, Ninawa – Iraq.**

**Publication reference: CCR/IRQ/IR40/Tender 001/2024**

**Project " Improving the Linkage between Labour Market and 3 CoVEs through Career Development Centre and Sectoral Councils, Mosul, Ninawa Governorate".**

**Publication Date: 24<sup>th</sup> of June 2024**

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## A. INSTRUCTIONS TO BIDDERS

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In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure.

The bidder accepts CCR General Terms and Conditions of Purchase by default or will include its own Sales conditions in its offer.

If the bidder wishes to point out restrictions to CCR Purchase Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

### 1. Preamble

Caritas Czech Republic (CCR) is a non-profit organization that operates abroad, in the context of humanitarian aid and development cooperation. It is a respected member of the international network Caritas Internationalis. Its foreign activities focus on the health and social sectors and also on developing livelihood for the local population and education of children and adults.

CCR opened a mission in IRAQ in 2017, to assist refugees, IDPs and host communities in several governorates of the country.

The project “Promoting work-based learning programmes for the host communities, Syrian refugees, and Internally Displaced Persons (IDPs) in Duhok and Nineveh Governorates” is implemented by Caritas Czech Republic in Iraq in partnership of the International Labour Organization with funding from the Dutch MOFA.

Caritas Czech Republic will support three CoVEs (Centres of Vocational Excellence) to Set up Career Development Centres (CDC) by providing the equipment and services they requested in Mosul, Ninawa Governorate – Iraq.

The Vendor /service provider will take roles to provide the tools, materials and services that has been described in the Technical Part to the Identified location.

### 2. Purpose of the Call for Tenders

The purpose of this Call for Tenders is to solicit competitive offer for the procurement SUPPLYING Equipment’s and Support Services for Caritas Czech Republic to support three CoVEs (Centres of Vocational Excellence) to Set up Career Development Centres (CDC) by providing the equipment and services they requested in Mosul, Ninawa Governorate – Iraq.

CCR will sign a fixed term contract-one-time to supply and deliver the EQUIPMENT’s TOOLS MATERIALS with SERVIES SUPPORT ‘including transportation ‘As well as needs-‘During this contract period the selected supplier will provide the required equipment and materials based on CCR request.

A detailed description of the Tools/Materials/Services required by CCR is contained in the technical specifications (see APPENDIX A – Technical specifications).

### 3. Call for Tenders Schedule:

	DATE	TIME*
Deadline for request for any clarifications from CCR	30 <sup>th</sup> June 2024	05:00 PM
Last date on which clarifications are issued by CCR either by mail or a meeting	01 <sup>st</sup> July 2024	05:00 PM
Deadline for submission of tenders (receiving date, not sending date)	07 <sup>th</sup> July 2024	03:00 PM
Tender opening session by CCR staff only	08 <sup>th</sup> July 2024	10:00 AM
Notification of award to the successful tenderer	11 <sup>th</sup> July 2024	05:00 PM
Signature of the Contract/Agreement	14 <sup>th</sup> July 2024	03:00 PM

\* All times are in the local time of Iraq

\* Please note all dates are provisional dates and CCR reserves the right to modify this schedule.

### 4. Questions and Clarifications

If CCR, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address, ideally by email, or by post mail or clarification meeting up to seven (7) days before the deadline for submission of tenders, specifying the publication reference and the Tender title:

**“CCR/IRQ/IR40/Tender 001/2024 - Delivery of Furniture and IT Equipment for three CoVEs (Centres of Vocational Excellence) to Set up Career Development Centres (CDC) in Mosul, Ninawa – Iraq”**

**Contact name:** Logistics Department.

**Address:** Iraq, Ebil, Ankawa - Old Baharka Road, Pank City, House No. 296

**E-mail:** [iraq.tender@caritas.cz](mailto:iraq.tender@caritas.cz)

Contact number: +964 751 740 7750.

Any prospective tenderer seeking to arrange individual meetings with CCR during the tender period will be excluded from the tender procedure.

### 5. Eligibility

Participation in tendering is open on equal terms to any natural and legal companies only. However, to comply with some of CCR s donors’ rules, participants must clearly indicate their company’s nationality and origin of the proposed goods.

1. Must be legally authorized companies to do the business in IRAQ and KRI.
2. Not involved in violation of human rights (Slavery, child labor, human trafficking).
3. Not restricted to conduct business by any local, national, and international legal bodies.

## 6. Instructions to submit an Offer.

### 6.1. Response Format

The tender shall be submitted in **one main sealed envelope**; this envelope shall consist of **(Two (02) Sealed Envelopes in total)**.

- 1- **One for Technical Offer (Includes Instruction for bidder, Appendixes A, B and D), that must be sealed and titled: “Technical Offer”.**
- 2- **And another one for Financial Offer (includes Appendix C), that must be sealed and titled: “Financial Offer”.**

This sealed main envelope shall be titled with the tender reference, with bidder’s signature:

**Tender reference: CCR/IRQ/IR40/Tender 001/2024.**

**SUBJECT: Delivery of Furniture and IT Equipment for three CoVEs (Centres of Vocational Excellence) to Set up Career Development Centres (CDC) in Mosul, Ninawa – Iraq.**

**The tenders shall be submitted by Hand personal delivery against receipt to the below address:**

**To,** Logistics Department

**Contact name:** Logistics Department.

**Address:** Iraq, Ebil, Ankawa, Old Baharka Road, Pank City, House No. 296

**Contact number:** +964 751 740 7750.

So that it is received no later than 7<sup>th</sup> July 2024, at 03:00 PM Iraq time.

**Please note that CCR will not accept any bid through email!**

**Submission of tender through email will be automatically rejected!**

**NB: Late proposals will not be accepted and will be returned to the Proponent or discarded. Also, all proposals will be irrevocable after the Call for Tenders closing date.**

### 6.2. Content of Tenders

The Tenderer must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in for proposal. The proposal shall include, as a minimum:

- 1) **“Technical Specification” (See Appendix A)** completed in detail with the Materials/ Quantity, Pictures for Illustration so that the participant answer to CCR needs as per Technical Specification.
- 2) **“Technical Offer” (See Appendix B)** duly completed. This questionnaire should be completed with all required information such as:
  - a) Proof of Company Registration in IRAQ and KRI and/or ability to work in federal Iraq and KRI. (Attach **Copy of Registration**)
  - b) Proof of work Experience (**Copy of Purchase orders /Contracts to be attached**)

- c) TAX Registration (**Copy of Tax Registration attached**).
- d) Company Profile that demonstrates the HR structure of the company, available resources / Equipment /warehouse, listing the overall working experience etc.

**Note: Not Providing Supporting Documents to Appendix B may lead to Disqualification.**

- 3) **“Financial Offer”** (see Appendix C) or detailed Price offer with explanatory notes if necessary.
- 4) **“Supplier Attestation”** (See Appendix D) filled in and signed by the duly authorized person.

**All pages of the supplier’s bid must be stamped and signed. Failure to provide all of the above and in the formats stipulated may result in disqualification of Tenderer’s proposal.**

## **7. Call for Tender Process**

CCR reserves the right to negotiate, accept or reject any or all offers and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

CCR does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Call for Tenders closing date.

CCR reserves the right to select a shortlist of pre-selected suppliers, based on the criteria announced in paragraph 13 of the present document. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

## 8. Period of validity

Suppliers shall be bound by their tenders for a period of **ninety (90) days minimum** from the deadline for submission of tenders.

However, the Prices and conditions defined in the Supply Contract/Agreement signed with the selected supplier will be valid for **a minimum of SIX (6) Months** after the agreement signature.

## 9. Currency of tenders

Tenders must be presented in **IQD (Iraqi Diner)**, Inclusive of all applicable Taxes.

## 10. Language of offers and procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and CCR must be written in English.

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English.

For the purposes of interpretation of the tender, the English version will prevail.

## 11. Alteration or withdrawal of tenders

Bidders who have presented their offer before the established deadline may request to withdraw their tenders by written notification (prior to the deadline). Withdrawals must be unconditional and will end all participation in the tender procedure.

## 12. Costs of preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

## 13. Opening, evaluation of tenders and selection criteria

The opening and examination of tenders is for the purpose of checking whether the tenders are complete and whether the tenders are generally in order.

The subsequent evaluation of the tenders shall be carried out in Erbil, Kurdistan Region of Iraq by an Evaluation Committee made up of representatives of CCR.

The Supply contract/Agreement will be awarded to the technically and administratively compliant tender that is offering the best quality/price ratio, considering the quality of the Materials offered and the price of the tender.

Tenders will be evaluated by two independent committees; one technical and one financial, using the criteria listed below:

- **Opening session:**

In the opening session, the committee will check all mandatory documents mentioned in article 6 point 2 of this tender dossier, if they are enclosed with the submitted offer, missing any of the mandatory documents may lead to disqualification. CCR Committee reserves the right to ask for Missing documents within 72 hours of opening.

- **Admin Check:**

- After the opening session, all documents will go through the admin check, to make sure that the mentioned data are matching with the requesting requirement, if the data mentioned in the submitted documents are inconsistent with the requirement mentioned in tender dossier, the company will be disqualified.
- The valid offers will be analyzed based on the answers to Appendix (B), your answer to those questions will be a commitment from the company to CCR, that could be used in the Supply contract/Agreement.

- **Technical Evaluation & Financial Evaluation**

Offers that pass the opening session and the administrative check will be subjected to a financial evaluation. CCR follows a financial threshold where an acceptable financial offer must be within 10% more or less than the particular procurement financial estimation cost done by CCR in the local market. This precaution is essential as any offer deviating beyond this range may indicate a higher risk of inferior materials being supplied. Engaging with significantly more expensive or cheaper offers could complicate the implementation process and lead to delays in project activities. Then, offers that pass the financial evaluation will be subjected to a technical evaluation. This evaluation will involve an initial selection of the best three offers in terms of financial and technical suitability for a physical check of the quality of samples requested by CCR, with each sample being assessed to determine compliance. Compliant samples will then be ranked based on their quality in comparison to each other. This process will include a visit to the supplier's business setup as well as their stores and warehouse to confirm the quality and availability of stock.

The final step will be the selection of the best offer from among the offers that were examined in the field.

It is important to note that any bidder who does not fully comply with the submission guidelines will be rejected and will not be evaluated. This includes adherence to requirements such as the separation of technical and financial offers, a stamp on each page, and the correct labeling of the tender subject on the envelopes.

- **Scoring:**

The selection of the contractor will be based on a scoring table divided as follows:

Provision of administrative documents and references	20 %
Technical Evaluation and Physical Check-sample checking	30 %
Technical Capacity	10 %
Financial offer	40 %
Total	100 %

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the evaluation committee, to provide

clarifications within 72 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting the performance of the Framework Agreement or distorting competition.

**Before selection, and signature of the agreement, CCR will inspect the material / warehouses, store, and business setup. CCR reserves the right to de-select the tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender dossier.**

**CCR has right to select different supplier for the different materials.**

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing or to influence CCR in its decision concerning the award of the contract agreement will result in the immediate rejection of his tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

#### **14. Notification award and agreement signature**

The successful bidder will be informed in writing that its tender has been accepted (notification of award). CCR will send the signed purchase documents in two original copies to the successful bidder.

Within Seven (7) working days following the reception, the successful tenderer will sign, date, and send back the Framework Agreement. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the Supply contract/Agreement within seven (07) working days, CCR can consider after notification the award as invalid.

The unsuccessful tenderer will be informed in writing shortly after the award.

#### **15. Ownership of tenders**

CCR retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

#### **16. Agreement**

The agreement that will be signed between the successful tenderer and CCR is done according to CCR standard contract format.

The agreement will be based by order of preference on the following elements:

- Terms and requirements as defined in the present Tender dossier
- additional elements not covered in the Tender Dossier
- The selected supplier's offer
- Specific conditions that differ from the above, offered by the supplier and explicitly accepted by CCR
- Supplier Attestation – Origin of Goods from Sanctioned countries and Supplier's presence in sanctioned countries

- Additional documentation may be require

## 17. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by CCR. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where a tender has not been qualitatively or financially worthwhile or there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

**Under no circumstances will CCR be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if CCR has been warned of the possibility of damages.**

**The publication of a procurement notice does not commit CCR to implement the announced program or project.**

## 18. Ethics

CCR pays incredibly careful attention to working with companies that commit to respecting basic Ethics Rules.

## 19. Technical and commercial specifications

This part describes the details of the offer with which the bidder must comply. It includes:

- The technical description of the Materials expected from the supplier,
- Additional services are expected to be included with the main Materials provision.
- Post Award ways of working,
- Order process,
- Invoicing and Payment processes.

### 19.1. Technical description of the Materials

The subject of the call for tender is the Materials provision by the supplier of the following to CCR as detailed below. All supplied Materials will have to be compliant with international and national standards and norms, and to be adapted to the conditions they will be used in.

Please see **Appendix A technical specifications for details.**

## 19.2. Quantities

CCR is committed with the quantity/materials mentioned in Annex A and C to order. CCR will raise a PO for a certain materials and quantity upon the need.

## 19.3. Variation in quantity

CCR reserves the right to order a variable number of units included in the Agreement, with no previously stipulated quantity that can be taken as a reference.

## 20. Services included.

Offers can only be submitted by a company (specified or general trading company) depending on the Goods/Materials required (Please see Appendix A).

Transportation, labors, loading and offloading of materials to CCR intervention areas mentioned in Appendix A (specifically will be mentioned on each PO) will be under the responsibility of bidder.

## 21. Post-Award ways of working

### Provision of Materials

CCR and the selected suppliers will sign a supply contact/agreement. This agreement will detail the type of Materials to be provided and the prices for a certain period and the delivery lead time. The request for materials provision would be based on CCR needs will issue a PO for each quantity/materials/service needed. (Means CCR will request the quantities upon needs). Please see Appendix A “Technical Specifications” and Appendix C “Financial offer” for further information.

## 22. Order Conditions

### 22.1. Delivery Location

#### Transportation to CCR intervention area in (Mosul,Ninewa Governorate):

CCR will not provide any transportation, access facilities or additional payment for the delivery of the goods/materials to the selected supplier.

Exact locations of delivery will be:

Governorate	District	Sub-District	Location Name
Ninewa Governorate	Mosul	Mosul –East	Mosul-Al-Gabat Street
Ninewa Governorate	Mosul	Mosul-East	Mosul-Al-Entsar neighborhood
Ninewa Governorate	Mosul	Mosul-West	Mosul-Nables neighborhood

CCR will provide the selected supplier with the exact number of Tools / Materials and locations to be delivered upon the start of the requests.

The selected supplier undertakes the process of distributing the materials in the field in the distribution yard to the beneficiary's following material inspection under the supervision of CCR's employees. Any non-matching goods to the mentioned specification in Annex A are subjected to rejection and the supplier must replace it within (2 working days). CCR does not bear any financial consequences in this regard.

CCR will raise a PO for the materials quantities and specifications /cost, delivery location to the supplier.

## 22.2. Late Delivery

The supplier must notice CCR about any potential delay, as soon as he/she is aware of it, in within (5) working days in advance order to anticipate and minimize the consequences.

If Materials or Services cannot be provided to CCR on time, CCR reserves the right to cancel the agreement /Contract.

Or

**Penalty:** if the selected supplier failed to deliver the materials on CCR requested date, then the penalty will be put in place, an amount of (0.2%) will be deducted from total of current signed agreement value for every day of delay.

## 22.3. Relations between CCR and the Suppliers:

Selected suppliers will be expected to clearly nominate one official representative who will be CCR main contact to manage the ordered needs and information's, the contract, invoicing, and payment.

CCR expects the representative to be available and reactive to solve any problem that CCR may encounter during the Agreement validity period. The representative should be actively involved in the management of the relationship between the customer (CCR) and its Company to ensure effective and smooth cooperation.

## 23. Invoicing & Payment

### 23.1. Invoicing

Payments will occur after reception and acceptance of total delivery of the Materials for each PO separately by CCR representative and upon the reception of one original invoice issued by the supplier.

This invoice must include the stamp, name, address, and registration number of the supplier. It must also include the date and number of the invoice, as well as the unit cost, quantity of materials delivered included in the signed supply contract/Agreement and the total cost for each material and the total cost of the invoice.

## 23.2. Payment

All payments will be exclusively made to the supplier's/company name by bank wire transfer.

The selected supplier will be paid within (15) Working days after the delivery of each of the materials requested, with the IQD as currency of payment.

In order to claim the payment, the supplier must provide CCR with the following documents for each quantity supplied:

- One original invoice signed and stamped by the contractor.
- If the owner is not the contractor, then he should issue a letter of authorization to the contractor who will be the main focal point between the awarded contractor and CCR.
- Delivery/Reception notes signed by CCR logistics.

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## **B. Appendixes**

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Appendix A: Technical Specifications

Appendix B: Technical Offer

Appendix C: Financial Offer

Appendix D: Supplier Attestation

# Appendix A: Technical Specification

LOT 1					
Photo	Quantity	Description in English	Description in Arabic	Item	#
	4	Wooden Office Desk 200cm * 100cm	ميز مكتبي خشبي 200 سم * 100 سم	ميز كبير	1
	30	Classroom Padded Chair with Writing Board	كرسي ستول قماش للطلاب مع قاعدة كتابة	كرسي ستول للطلاب	2
	2	Two-door iron storage cabinet 185 cm long, 90 cm wide and 40 cm deep	دولاب حديد ذو بابيين طول 185 سم ، عرض 90 سم وعمق 40 سم	دولاب حديد	3
	1	High Quality Smart Educational Screen 75 Inch	شاشة تعليمية ذكية بجودة عالية 75 عقدة انتش	شاشة تعليمية ذكية	4
	1	High Quality Medium Size Wifi Printer, Inkjet Printer, Printing, Fax, Copy, Scan, Resolution 1200 × 2400 Points per inch	طابعة واي فاي متوسطة الحجم ذات جودة عالية، طابعة الناقل للحبر ، طابعة ، فاكس ، نسخ ، مسح ضوئي ، دقة 2400 × 1200 نقطة	آلة طابعة	5
	1	Paper Shredder Machine 16 Liters, High Quality	آلة إتلاف الأوراق شريدر 16 لتر ذات جودة عالية	آلة إتلاف الأوراق	6
	1	Small refrigerator 8 feet	ثلاجة تجميد هوائي قياس 16 قدم جودة عالية	ثلاجة	7
	2	40-50 liter air cooler, 250W power, 3 speeds	مبردة هواء بسعة 40-50 لتر ، قوة 250 واط ، 3 سرعات	مبردة هواء	8
	4	Large vertical fan measuring 18 inch, high quality	مروحة عمودية كبيرة ذات قياس 18 انتش \ عقدة بجودة عالية	مروحة هواء عمودية	9
	4	Office Chair Rotary Leather Hydraulic 360 Degree Rotation	كرسي مكتبي دوار جلد هيدروليكي 360 درجة دوران	كرسي مكتبي دوار	10
	3	laptop: Processor: core i7 12th generation /Memory: 16GB /Screen: 16 in, 60Hz, Non-Touch, Anti-Glare	لابتوب الجيل الثامن أو أكثر ، رام 16 كيبا بايت ، شاشة قياس 16 انتش ، laptop: Processor: core i7 12th generation /Memory: 16GB /Screen: 16 in, 60Hz, Non-Touch, Anti-Glare	لابتوب Core i7	11
	3	Mouse and Wireless Keyboard	ماوس وكيبورد لاسلكي	ماوس مع كيبورد لاسلكي	12
	5	Wireless Pointer Laser Pen	قلم بوينتر لاسلكي	قلم توجيه بوينتر لللابتوب لاسلكي	13
	1	Smart modern TV screen, 4K, measurement 75inch	شاشة تلفزيون حديثة ذكية و 4 K و قياس 75 انتش \ عقدة	تلفاز حديث	14
	2	permanent signage (60cm * 40cm, white aluminum composite trade name-dibond)	لافتات دائمة قياس 60 سم * 40 سم ، كعلامة ، CNC من خامه الألمنيوم ، تعريفية	لافتات خارجية دائمة	15
	2	Fire extinguisher 4kg, Interior	طفاية حريق 4 كيلو	طفاية حريق داخلي	16
	1	Fire extinguisher 6kg, Exterior	طفاية حريق كبيرة 6 كيلو	طفاية حريق خارجي	17

	1	First aid Kit: Sterilizers, adhesive tape, ointment for burns and wounds, sterile gloves, medical alcohol, gauze cloth	معقمات، شريط لاصق، مرهم للحروق والجروح، القفازات المعقمة، كحول طبية، قماش شاش	صندوق إسعافات أولية	18
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## Lot #2

LOT 2					
Photo	Quantity	Description in English	Description in Arabic	Item	#
	30	Classroom Padded Chair with Writing Board	كرسي خشبي مع مقعد قماش مرفق بقاعدة كتابية	كرسي طالب	1
	3	Office Chair Rotary Leather Hydraulic 360 Degree Rotation	كرسي مكتبي دوار جلد هيدرولكي 360 درجة دوران	كرسي مكتبي دوار	2
	1	Whiteboard measured 240cm * 120cm width, corrosion and rust resistant, with pen Tray	سبورة بيضاء قياس 240 سم * 120 سم عرض، مقاوم للتآكل والصدأ، وقابل للمسح، مع مستند الأقلام	سبورة بيضاء	3
	6	Extension Cord 5M, High quality	سيار كهرباء عالي الجودة 5 متر	سيار موزع كهرباء	4
	2	40-50 liter air cooler, 250W power, 3 speeds	مبردة هواء بسعة 40-50 لتر، قوة 250 واط، 3 سرعات	مبردة هواء	5
	2	Two-door iron storage cabinet 185 cm long, 90 cm wide and 40 cm deep	دولاب حديد ذو بابين طول 185 سم، عرض 90 سم وعمق 40 سم	دولاب حديد	6
	1	Paper Shredder Machine 16 Liters, High Quality	آلة إتلاف الأوراق شريدر 16 لتر ذات جودة عالية	آلة إتلاف الأوراق شريدر	7
	1	Projector: 1080P HD Mount ceiling Projector, Display Resolution: 1920 x 1080, Connectivity: HDMI/USB/AV, WIFI + With White Projector Screen 100 inch +	Projector: 1080P HD Mount ceiling Projector, Display Resolution: 1920 x 1080, Connectivity: HDMI/USB/AV, WIFI + With White Projector Screen 100 inch +	داتاشو مع لوحة عرض سقفية	8
	2	Smart modern TV screen, 4K, measurement 75inch	وقياس 75 K شاشة تلفزيون حديثة ذكية و 4 انتش \ عقدة	تلفاز حديث	9
	2	Fire extinguisher 4kg, Interior	طفافية حريق 4 كيلو	طفافية حريق داخلي	10

	1	Fire extinguisher 6kg, Exterior	طفاية حريق كبيرة 6 كيلو	طفاية حريق خارجي	11
	2	Large vertical fan measuring 18 inch, high quality	مروحة عمودية كبيرة ذات قياس 18 انتش \ عقدة بجودة عالية	مروحة عمودية كبيرة	12
	2	Small refrigerator 8 feet	ثلاجة هواء تجميد صغيرة 8 قدم	ثلاجة صغيرة	13
	1	First aid Kit: Sterilizers, adhesive tape, ointment for burns and wounds, sterile gloves, medical alcohol, gauze cloth	معقمات، شريط لاصق، مرهم للحروق والجروح، القفازات المعقمة، كحول طبية، قماش شاش	صندوق إسعافات أولية	14
	4	Wooden Office Desk 120cm * 60cm	ميز مكتبي خشبي 120 سم * 60 سم	ميز مكتبي خشبي	15
	1	High Quality Medium Size Wifi Printer, Inkjet Printer, Printing, Fax, Copy, Scan, Resolution 1200 * 2400 Points	طابعة واي فاي متوسطة الحجم ذات جودة عالية، طابعة الناقل للحبر، طباعة، فاكس، نسخ، مسح ضوئي، دقة 2400 * 1200 نقطة	طابعة	16
	3	laptop: Processor: core i7, 8th generation /Memory: 16GB /Screen: 16 in, 60Hz, Non-Touch, Anti-Glare	لابتوب الجيل الثامن أو أكثر، رام 16 كيبا laptop: بايت، شاشة قياس 16 انتش، Processor: core i7, 8th generation /Memory: 16GB /Screen: 16 in, 60Hz, Non-Touch, Anti-Glare	لابتوب Core i7	17
	2	permanent signage (60cm * 40cm, white aluminum composite trade name-dibond)	اللافتات الدائمة قياس 60 سم * 40 سم، من كعلامة تعريفية، CNC، خامة الألمنيوم،	لافتات خارجية دائمة	18

## Lot #3

LOT 3					
Photo	Quantity	Description in English	Description in Arabic	Item	#
	2	2 ton AC, Wall Mounted Inverter	سبيلت انفيرتر منخفض الأمبيرية 2 طن معلق جداري	سبيلت 2 طن انفيرتر	1
	1	High Quality Medium Size Wifi Printer, Inkjet Printer, Printing, Fax, Copy, Scan, Resolution 1200 × 2400 Points	طابعة واي فاي متوسطة الحجم ذات جودة عالية، طابعة النافثة للحبر ، طباعة ، فاكس ، نسخ ، مسح ضوئي ، دقة 2400 × 1200 نقطة	طابعة	2
	3	External Hard, 1tera Bite Capacity	هارد خارجي حجم 1 تيرا بايت	هارد خارجي حجم 1 تيرا	3
	3	laptop: Processor: core i7, 8th generation /Memory: 16GB /Screen: 16 in, 60Hz, Non-Touch, Anti-Glare	الجيل الثامن أو أكثر، رام core i7 لايتوب 16 كيبا بايت، شاشة قياس 16 انتش، 60 هرتز، لا تعمل باللمس، مضادة للتوهج	لايتوب core i7	4
	4	Wooden Office Desk 120cm * 60cm	ميز مكتبي خشبي 120 سم * 60 سم	ميز مكتبي	5
	3	Office Chair Rotary Leather Hydraulic 360 Degree Rotation	كرسي مكتبي دوار جلد هيدرولكي 360 درجة دوران	كرسي دوار مكتبي	6
	30	Classroom Padded Chair with Writing Board	كرسي مبطن بقماش للطلاب مع لوحة كتابية جانبية	كرسي طالب	7
	2	Two-door iron storage cabinet 185 cm long, 90 cm wide and 40 cm deep	دولاب حديد ذو بابين طول 185 سم ، عرض 90 سم وعمق 40 سم	دولاب حديد	8
	1	Paper Shredder Machine 16 Liters, High Quality	آلة إتلاف الأوراق شريدر 16 لتر ذات جودة عالية	آلة إتلاف الأوراق	9
	3	Large vertical fan measuring 18 inch, high quality	مروحة عمودية كبيرة ذات قياس 18 انتش ، عقدة بجودة عالية	مروحة هواء عمودية	10
	1	Projector: 1080P HD Mount ceiling Projector, Display Resolution: 1920 x 1080, Connectivity: HDMI/USB/AV, WIFI +	Projector: 1080P HD Mount ceiling Projector, Display Resolution: 1920 x 1080, Connectivity: HDMI/USB/AV, WIFI + With White Projector Screen 100 inch +	داتاشو مع لوحة عرض سقفية	11

		With White Projector Screen 100 inch +			
	2	Smart modern TV screen and 4K measurement 75 inch	وقياس 75K شاشة تلفزيون حديثة ذكية و 4 انتش ١ عقدة	شاشة تلفزيون	12
	2	permanent signage (60cm * 40cm, white aluminum composite trade name-dibond)	اللافتات الدائمة قياس 60 سم * 40 سم، من كعلامة تعريفية، CNC خامة الألمنيوم،	لافتات خارجية دائمة	13
	2	Fire extinguisher 4kg, Interior	طفاية حريق 4 كيلو	طفاية حريق داخلي	14
	1	Fire extinguisher 6kg, Exterior	طفاية حريق كبيرة 6 كيلو	طفاية حريق خارجي	15
	1	First aid Kit: Sterilizers, adhesive tape, ointment for burns and wounds, sterile gloves, medical alcohol, gauze cloth	معقمات، شريط لاصق، مرهم للحروق والجروح، القفازات المعقمة، كحول طبية، قماش شاش	صندوق إسعافات أولية	16

## Appendix B: Technical Offer

**Publication reference:** CCR/IR40/Tender 001/2024

Company Name:	
Company Address:	
Contact Name:	
Contact Position / title:	
Contact Details Phone:	
Contact Details Email:	

### Company Information:

1.	Is your company registered in Iraq and/or KRI? <b>Please provide a copy of Registration.</b>	
2.	When was it registered?	
3.	Do you have an office in Ninawa?	
4.	Do you have other offices in the country? Where?	

5.	How many employees work for your company in-country? <b>Please provide the list of your employees</b>	
6.	Do you have company profile (Yes / No) ...? If yes, <b>please attach a copy of Company profile</b>	
<b>Financial Information:</b>		
7.	What is your yearly income in IQD over the last 02 years? (2022 or 2023):	
8.	Are you able to provide Retention money of 10% as a Guarantee of Delivery after the signature of the Contract? Yes / No	

<b>Customer References:</b>	
<b>9.</b>	Have you worked in the past with CCR (detail year and activity)?
	Please provide names and contacts of 3 customers (Humanitarian NGOs) to whom you have recently provided the same kind of services.
	<b>1)</b> Name of Reference NGO:
	Contact Person Name:
	Email Address: (Official Email preferred)
	Phone:
	Date of Contract
	Which Product you Supplied
	<b>2)</b> Name of Reference NGO:
<b>10</b>	Contact Person Name:
	Email Address: (Official Email preferred)
	Phone:
	Date of Contract
	Which Product you Supplied
	<b>3)</b> Name of Reference NGO:
	Contact Person Name:
	Email Address: (Official Email preferred)
	Phone:
	Date of Contract
	Which Product you Supplied
<b>11</b>	Please provide names and contacts of 2 customers (public or private companies) to whom you have recently provided the same kind of services.
	1) Name of Reference of the company:
	Contact Person Name:
	Email Address: (Official Email preferred)
	Phone:
	Date of Contract
	Which Product you Supplied

	2) Name of Reference of the company	
	Contact Person Name:	
	Email Address: (Official Email preferred)	
	Phone:	
	Date of Contract	
	Which Product you Supplied	
	3) Name of Reference of the company	
	Contact Person Name:	
	Email Address: (Official Email preferred)	
	Phone:	
	Date of Contract	
	Which Product you Supplied	
<b>Technical Capacity:</b>		
12	What is your core business (activity)?	
13	What are the products You Supply to your customers?	
14	Are You willing to provide a sample of each item mentioned in Appendix A?	
15	Can you provide the origins and brands/Material as required in Appendix A? CCR prefers to commit to the mentioned origins as they are the sole source.	
16	If you do not have Stock Available, how much time will you need to procure / Import the stock, approximately?	
17	Did you attach copy of previous Contracts / Work order, Purchase order as proof of Experience?	
<b>Delivery Capacity:</b>		
18	Can you transport and deliver the Materials to CCR intervention area in Ninewa Governorates ? that all <b>taxes, custom and transportation</b> costs, and the access to the mentioned locations will be your responsibility?	
19	What is the average delivery lead time for delivery of the materials (considering materials and market categories)after receipt of CCR Purchase Order?	
<b>Warranty &amp; Maintenance:</b>		
20	Are you willing to replace the item within 2 working days if found broken/damaged/expired or not in good condition/packed? (Yes/No)	

21	Are you offering a guarantee for the mentioned equipment's and devices in appendix A? please mention the guarantee period for each material in your offer.	
<b>Financial Conditions:</b>		
22	What is the validity of your offer? (Minimum 03 Months):	
23	After delivery and invoicing, when do you expect payment? CCR prefers within one month.	
24	How do you expect to be paid (cheque / Bank transfer, etc.)? CCR follows bank wire transfers only?	
25	Do you have your Company Bank Account? Yes / No	
26	Please provide the Details of your bank account	
<b>Tender Submission (Reminder – Checklist):</b>		
27	Did you Sign and Stamp all the pages including Appendix A.B.C. D (Yes / No)?	
28	Did you attach the following photocopies? Your Company Profile Your Company Registration Certificate List of your Employees List of Your Works / Products Supplied to Customer Contracts and Purchase order Copies to prove your Experience. other Document you consider valuable during the evaluation should be included.	

**Important Note:**

**Tender must be submitted as per Following breakdown.**

**1- Administrative / Technical Envelope:**

Company Profile, Your Company Registration Certificate, Company ID, Tax ID, List of your Employees List of Your Works / Products Supplied to Customer, Contracts and Purchase order Copies to prove your Experience, Financial Bank statement or Audited Report AND Appendixes A, B and D.

**2- Financial offer / Envelope:**

Appendix C only or Your Financial Quotation

And these two envelopes must be submitted in one main sealed envelope as instructed in page 6 of this tender announcement.

**Please Note that Submission of Wrong contents in Envelope may lead to disqualification from Bid process. Therefore, pay full attention to the above mentioned “Important Note”.**

Date:

Signature:

## Appendix C: Financial offer

Financial Offer is attached, please read the notes carefully:

### LOT 1

#	Item	Quantity	Unit Price (IQD)	Total Price (IQD)
1	Office Desk	4		
2	Classroom Padded Chair with Writing Board	30		
3	Iron cupboard	2		
4	Smart Educational Screen	1		
5	Printer Machine	1		
6	Paper Destroying Machine	1		
7	Refrigerator	1		
8	Air cooler	2		
9	Vertical air fan	4		
10	Swivel office chair	4		
11	Laptop Core i7	3		
12	Mouse with the wireless keyboard	3		
13	Pointer Wireless Laptop Guidance Pen	5		
14	Smart modern TV screen, 4K, 75inch	1		
15	Permanent Outdoor Signage	2		
16	Internal fire extinguisher	2		
17	Outdoor fire extinguisher	1		
18	First aid kit	1		
<b>Total</b>				

### LOT 2

#	Item	Quantity	Unit Price (IQD)	Total Price (IQD)
1	Classroom Padded Chair with Writing Board	30		
2	Office Chair	3		
3	Whiteboard	1		
4	Extension Cord	6		
5	Air cooler	2		
6	Two-door iron storage	2		
7	Paper Shredder Machine	1		
8	Projector with White Projector Screen 100 inch	1		
9	Smart modern TV screen, 4K, 75inch	2		
10	Fire extinguisher 4kg, Interior	2		
11	Fire extinguisher 6kg, Exterior	1		
12	Large vertical fan	2		
13	Small refrigerator	2		

14	First aid kit	1		
15	Wooden Office Desk	4		
16	Printer	1		
17	laptop: core i7	3		
18	permanent signage	2		
<b>Total</b>				

**LOT 3**

#	Item	Quantity	Unit Price (IQD)	Total Price (IQD)
1	2-ton AC, Wall Mounted Inverter	2		
2	Printer	1		
3	External Hard, 1tera Bite Capacity	3		
4	Laptop core i7	3		
5	Wooden Office Desk	4		
6	Office Chair Rotary Leather	3		
7	Classroom Padded Chair with Writing Board	30		
8	Two-door iron storage	2		
9	Paper Shredder Machine	1		
10	Large vertical fan	3		
11	Projector with White Projector Screen 100 inch	1		
12	Smart modern TV screen and 4K, 75 inches	2		
13	permanent signage	2		
14	Fire extinguisher 4kg, Interior	2		
15	Fire extinguisher 6kg, Exterior	1		
16	First Aid Kit	1		
<b>Total</b>				

**\*Important Notes \***

- 1- Transportation, labors, loading and offloading and distribution of materials to CCR intervention areas mentioned in Appendix A is the responsibility of the Bidder. CCR will not be responsible for any fees for mentioned services above.
- 2- The Bidder must submit the soft version of the financial offers and also the signed stamped version.

## **Appendix D: Supplier Attestation**

Origin of Goods from Sanctioned countries and Supplier's presence in sanctioned countries

Due to international sanctions, All Caritas Czech Republic (CCR) suppliers in Iraq must attest that they are neither based in, nor use goods that are supplied through (or are produced in), countries that are subject to these international sanctions. Within the Middle East this specifically means Iraq’s neighboring countries. The following attestation must therefore be signed by Caritas Czech Republic suppliers.

I, \_\_\_\_\_, (insert name of legal representative of company) of \_\_\_\_\_ (insert company name) confirm that I have read the above and that I confirm that the company I represent does not source products from either Iran or Syria; or use products made in those countries. I equally confirm that the \_\_\_\_\_ (insert company name) does not have a presence in either Iran or Syria.

By my signature below I confirm that my attestation above is a truthful representation of the position of \_\_\_\_\_ (insert company name) with regard to the sourcing of our goods, the origin of our goods and our presence in sanctioned countries.

Signature: \_\_\_\_\_

Company stamp: \_\_\_\_\_