INVITATION TO BID ITB/HD-UNHCR /2020/008
DATE OF ISSUANCE: 9th March 2020
CLOSING DATE AND TIME: 18th March 2020, 12:00 PM

1. BACKGROUND

Harikar NGO and The Office of the United Nations High Commissioner for Refugees (UNHCR), Dohuk Office, partner in order to carry out for Provision of transportation services (Hiring vehicles with drivers). The provision of this service is planned under UNHCR, implemented by Harikar NGO.

UNHCR was established in 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Harikar NGO was founded with the purpose of developing civil society and ensuring protection of the disadvantaged ones.

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Harikar NGO invites qualified service providers to make a firm offer for the establishment of one or more contracts for the provision referred to hereafter as "services". The contract is planned to start as soon as possible.

Note that this document is not construed in any way as an offer to contract with your firm. It is strongly recommended to read this Invitation to Bid and its Annexes thoroughly. Failure to observe the procedures laid out therein may result in being disqualified from the evaluation process.

2. BID INFORMATION

The following annexes form integral part of this Invitation to Bid:

Annex A: Tender specification
Annex B: Financial offer (Bill of Quantity)
Annex C: Technical Evaluation

2.1. REQUESTS FOR CLARIFICATION

Bidders are to submit any requests for clarifications/questions with respect to this ITB by e-mail or Phone call to (contact No: 0751-424-9705) or Email to Aram@harikar.org (Harikar Procurement Officer) on or before 18th March 2020, 12:00 PM. Correspondence with any other Harikar, and UNHCR staff member or contractor in respect of this ITB is not permitted and may constitute grounds for disqualification.

IMPORTANT: Bid Submissions are not to be sent to the e-mail address above. Inclusion of copies of your offer with any correspondence sent directly to any other address than the address indicated below will be disqualified. You will find the submission email address in the "Submission of Bid" Section 3 of this ITB. The Offers must bear your official letterhead, clearly identifying your company. Bids should be delivered in sealed and stamped envelope to HARIKAR NGO at Nohadra Q. Jeen Street, House #13,1005 BA.
2.2. CONTENT OF THE TECHNICAL AND THE FINANCIAL OFFER

Your offer shall be prepared in English. Please submit your offer only using the Annexes provided. Any offers not conforming to the requested formats may be not taken into consideration. The offers must be signed, stamped, scanned, and uploaded as two documents labeled Financial and Technical.

Your Financial Offer must be in IQD only. The financial offer must cover all the works and services to be provided including transportation to the target location (price “all inclusive”).

The Financial Offer is to be submitted as per duly filled out Bill of Quantities in Annex B. Bids that have a different price structure may not be accepted. Please give all-inclusive prices. HARIKAR NGO is exempt from all direct taxes, customs duties and VAT. With this regard, price has to be given without VAT. For the purpose of evaluating the bids, the value of the Bill of Quantities shall be used and compared. Note that the bidder should apply for all the items stated in Bill of Quantities, otherwise the offer will be disqualified.

HARIKAR NGOs standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

Note that the cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.3. BID EVALUATION

1. The evaluation of bids submitted by vendors will be based on the following:

   a. Tender dossier completion including the following:

      I. Completed tender document including:

         i. Valid company registration

         ii. Company CV with staff key staff profile

         iii. Tax clearance

         iv. Bank account with recent bank statement (not less than 1 month)

      II. Sealed priced offers

   b. Technical bid evaluation as per the Annex C criteria’s.

   c. Financial evaluation (value for money)

2. Bidder who failed to submit a complete tender dossier will be disqualified and disregarded; only bidders with complete dossier will be evaluated technically. Only the bidders passed the technical evaluation will be qualified for the financial evaluation.

3. Bidders with the best value for money and the highest technical capacities as per the technical evaluation matrix will be evaluated to recommend the first and second winners.

4. HARIKAR is not obliged to select the lowest bid.
IMPORTANT:
The Financial Offer will only be opened for evaluation if your company complies with the criteria indicated above / is meeting the Harikar NGO technical specifications.

3. BID SUBMISSION / DEADLINE AND BID ACCEPTANCE

The Offers must include a copy of your official letterhead, clearly identifying your company. Bids should be delivered in sealed and stamped envelope to HARIKAR NGO at Nohadra Q, Jeen Street, House #13, 1005 BA. Submissions can also be made online, by sending the offers to tender@harikar.org. All submission must include the required documents and only using the attached documents provided. Any documents sent for evaluation not in the format provided are subject to disqualification.

The Technical and Financial Offers shall be clearly separated.

Submission Deadline: 18th of March 2020, 12:00 PM
Opening of bids: 19th of March 2020, 09:30 AM

Please indicate on the cover of the envelope the following:
- ITB/HD-UNHCR/2020/008
- Name of your firm

IMPORTANT:
Any bid received after this date or sent to another address may be rejected. Harikar NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously. It is each bidders' responsibility to verify that bids in envelopes have been received properly before the deadline.

Harikar NGO reserves the right to accept the whole or part of your bid. Harikar is not obliged to select the lowest priced bid. Harikar NGO may, at its discretion, increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services. Harikar NGO may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by Harikar NGO at its own initiative or in response to a clarification requested by a prospective supplier. Note that Harikar NGO is not bound to select any of the firms that are submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to Harikar NGO's needs, as well as conforms to its general principles, including efficiency to maximize economies of scale.

Name of Company: ............................................................................................................

Contact Person: ..................................................................................................................

Tel. numbers: .....................................................................................................................

Address of the company: .................................................................................................

Signature/ Stamp ...............................................................................................................

Date: ..................................................................................................................................
Annex A

Bid Specification

Bid #: ITB/HD-UNHCR/2020/008

Required services: Provision of transportation services (Hiring vehicles with drivers).

Introduction:

- Bid by Harikar NGO to provide transportation services (Hiring vehicles with drivers) for Harikar NGO Dohuk, as a framework agreement for the year of (2020).

Specifications:

1. Supply all the vehicles that are agreed on with drivers for the required locations.
2. Manufactured year of the vehicles must be 2019 and above.
3. All maintenance is supplier responsibilities including fuel (Any and all repairs are to be covered by the supplier).
4. Any vehicles damaged beyond being suitable for HARIKAR NGO transportation need to be replaced immediately
5. Provision of safety equipment (fire extinguisher, first aid kits, hand light, tool kits, tow rope, battery charging cables, snow tire chain for the vehicles is supplier responsibilities.
6. Vehicle registration documents
7. Vehicles must be in a very good condition and not involved in any accident before.
8. A proper fueling mechanism and keep vehicles clean is the supplier responsibility
9. Working days are from Sun to Thursday, working hours from 8:00 AM to 3:30. Under special circumstances and with prior notification, HARIKAR NGO has the authority to request drivers and vehicles to stay after hours.
10. Driver has to have valid general driving license.
11. Driver’s selection should be based on standardized criteria (age, behavior, experience, education background, clear accident records)
12. Working in holidays and in emergency situation and urgent issues upon the program needs
14. Vehicles must match to the items in BOQ.
15. The submitted bid should be stamped and sealed by the supplier.
16. Harikar has the right to request for replacing drive in case if the driver do not meet Harikar requirements.
17. The supplier should be registered and have clean tax record in both Baghdad and Erbil.

[Logo of Harikar NGO]
## ANNEX B

### Vehicle requirement

<table>
<thead>
<tr>
<th>Vehicle Brand</th>
<th>Vehicle Type</th>
<th>Engine Specifications</th>
<th>Seating Capacity</th>
<th>Manufacturing Year</th>
<th>Minimum Safety Equipments</th>
<th>Additional requirements</th>
<th>Qty</th>
<th>Unit Estimation Cost in IQD</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufactured in Japan</td>
<td>SUV</td>
<td>4WD&lt;br&gt;Engine capacity 2400cc - 2700cc&lt;br&gt;Either Manual or automatic transmission&lt;br&gt;Minimum (4 or 6) Cylinder&lt;br&gt;Total odometer not more than 80,000 KM&lt;br&gt;Fuel type (Diesel/Gasoline)</td>
<td>1+3+2 (6 Seater)</td>
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<td>1</td>
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<tr>
<td>Manufactured in Japan</td>
<td>Mini Bus</td>
<td>4WD&lt;br&gt;Engine capacity 2400cc - 2700cc&lt;br&gt;Either Manual or automatic transmission&lt;br&gt;Minimum (4 or 6) Cylinder&lt;br&gt;Total odometer not more than 80,000 KM&lt;br&gt;Fuel type (Diesel/Gasoline)</td>
<td>2+3+3+3+3 (14 Seater)</td>
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<td></td>
<td>Vehicles have to be in a white or black color, any other colors will not be accepted/AC and heating system must be operative (New tires)</td>
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<tr>
<td>Manufactured in Japan</td>
<td>Pickup</td>
<td>4WD&lt;br&gt;Engine capacity 2400cc - 2700cc&lt;br&gt;Either Manual or automatic transmission&lt;br&gt;Minimum (4 or 6) Cylinder&lt;br&gt;Total odometer not more than 80,000 KM&lt;br&gt;Fuel type (Diesel/Gasoline)</td>
<td>1+3 (4 Seater)</td>
<td>Not older than 2019</td>
<td>Spare tyre/Reflective triangles/First aid kit/Fire extinguisher/Tow rope/ Equiped with minimum two advanced airbag/ ABS breaking system</td>
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<td>Manufactured in Japan</td>
<td>Sedan</td>
<td>Engine capacity 1600cc - 1800cc -2000cc&lt;br&gt;Either Manual or automatic transmission&lt;br&gt;Minimum (4 or 6) Cylinder&lt;br&gt;Total odometer not more than 80,000 KM&lt;br&gt;Fuel type (Diesel/Gasoline)</td>
<td>1+3 (4 Seater)</td>
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ANNEX B
Vehicle requirement

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<th>Engine Specifications</th>
<th>Seating Capacity</th>
<th>Manufacturing Year</th>
<th>Minimum Safety Equipments</th>
<th>Additional requirements</th>
<th>Qty</th>
<th>Unit Estimation Cost in IQD</th>
<th>Total cost</th>
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<tbody>
<tr>
<td>Manufactured in Japan</td>
<td>Coaster</td>
<td>1HZ 6-cylinder, in-line OHC</td>
<td>23 Passangers</td>
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<td>3 Doors</td>
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<td>Minimum (6-8) Cylinder</td>
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Total Amount IQD
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<th>Terms</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Minimum required</th>
</tr>
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| • General work: 5% (total years and experience in the field)         |                         |                          | Managent personnel: 5% | List and proof. Need to list down the equipment and tools needed to Harikar proposed work and check the availability of item with company. | Logical sequence of the works breakdown. Timeframe compared to the project duration. | if one of the following disqualifying factors applies:  
| • Particular work: 20%                                              |                         |                          | Technical personnel: 5%|                       | Materials Compatibility Description of the service Origin certificate | - Zero proven experience in the field of the service the supplier is applying for.  
| o Experience in Provision of Transportation services.              |                         |                          | Field staff: 5%        |                       |                         | - Proposed work plan is not fit to the project duration.  
| o Experience working with INGO/ Local NGOs and or Humanitarian actors. |                         |                          |                        |                       |                         | - Origin/ specification is not fit or not equivalent to the one described in the tender documents.  
| o Previous Experience Working with Harikar.                        |                         |                          |                        |                       |                         | - The company will be selected if passed Financial and Technical evaluations based on the defined set criteria.  
| o Projects Duration, Budget and References.                       |                         |                          |                        |                       |                         |