

1- Invitation To Tender (ITT)

<u>Tender Name:</u> Purchase Rate Agreement for 8 months with Consultations/Logistic Company for Provision of consultations and logistics services (Conferences venues, Food meals, Experts, trainers, and facilitators, Stationery and visibility, Transportation/Communications allowance for the initiatives volunteers' implementer and the participants of the events, and Other services related to the mentioned initiatives) for TAD programs activities in Al-Anbar, Kirkuk, Diyala, Karbala and Diwanya	<u>Tender No:</u> MSL- 0424-01
<u>Location:</u> Iraq	<u>Correspondence Language(s):</u> Arabic, English
<u>Brief Summary Description of the project:</u> Al Tahreer Association for Development (TAD) is soliciting bids from renowned and registered Companies in Iraq, TAD Will award a Rate Agreement with a supplier to provide Events implementation and Management (Conference venues, Food meals, Experts, trainers, and facilitators, Stationery, and visibility, Transportation/Communications allowance for the initiatives volunteers' implementer and the participants of the events, and Other services related to the mentioned initiatives) for TAD projects activities in Al-Anbar, Kirkuk, Diyala, Karbala and Diwanya governorates for eight months.	

Tender package Available with effect From: 25-Apr-2024	Tender package available from: 1. www.altahreer.org/tenders 2. TAD Office: Al- Shurta Quarter, Al-Shurta St., building 7/2624 , Mosul-Iraq
Dead Line for Offer Submission: 01-May-2024 at 5:00 PM	Submit Offers to: 1. If you choose to make an electronic submission, email your tender to tenders@altahreer.org 2. Al-Shurta Quarter, Al Shurta St., building 7/2624, Mosul-Iraq.
<i>TAD reserves the right to accept or reject any late offers</i> If any, Submit Questions in writing to tenderquestions@altahreer.org	
Last Day for Questions: 27-Apr2024 @ 12:00	Questions will be answered by: 28-Apr-2024 @ 16:00

Questions will be answered and made available on:

www.altahreer.org/tenders

Documentation Checklist	
These documents are contained within this tender package:	✓ Scope of Work (SOW) ✓ Tender Package – Call for Tender ✓ Tender Submission – Checklist ✓ Schedule of Requirements ✓ Code of Conduct ✓ Financial Guarantee Letter (Annex – 1) ✓ Supplier Information Form (Annex – 2) ✓ Financial Information – Price Offer (Annex – 3) ✓ Cover Letter (Annex – 4) ✓ Sample of Contract

2- General Conditions for Tender

This prohibition includes any request from any TAD employee, consultant, or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any TAD employee, consultant, or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

2.1- TAD's Anti-Bribery and Anti-Corruption Statement TAD strictly

Prohibits:

- Any form of bribe or kickback in relation to its activities

This prohibition includes any request from any TAD employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any TAD employee,

consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

- Conflicts of interest in the awarding or management of contracts

If a company is owned by, whether directly or indirectly, in whole or in part, any TAD employee or any person who is related to a TAD employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

- The sharing or obtaining of confidential information

TAD prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding TAD's price estimates, competing offerors or competing for offers, etc. Any information provided to one offeror must be provided to all other offerors.

- Collusion between/among offerors

TAD requires fair and open competition for this solicitation. No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to tahreers@yahoo.com

TAD will investigate the allegations fully and will take appropriate action. Any company, or individual that participates in any of the above-prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with TAD.

Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to TAD's donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract funded in part by the donor, whether the contract is with TAD or any other entity.

2.2- Tender Basis:

- All offers shall be made by these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- No respondent should add, omit or change any item, term, or condition herein.

- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for [30 days] from its submission date.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If the unit price is ambiguous, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to TAD in writing. The answer to any question raised in writing by any offer will be issued to that offer. In some cases, TAD may choose to issue clarifications to all offers. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to the Tender and signed by TAD or its designated representative.
- This Tender does not obligate TAD to execute a contract nor does it commit TAD to pay any costs incurred in the preparation and submission of proposals. Furthermore, TAD reserves the right to reject any and all proposals, if such action is considered to be in the best interest of TAD.
- Price offers shall be submitted separately in separate envelopes and put inside the main envelope of the bid

2.3- Supplier Eligibility:

Suppliers may not apply and will be rejected as ineligible if they:

- Are not registered companies?
- Are bankrupt or in the process of going bankrupt?
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct?
- Have been guilty of grave professional misconduct?
- Have not fulfilled obligations related to payment of taxes?
- Are guilty of serious misinterpretation in supplying information?
- Violate the policies outlined in the TAD Anti-Bribery or Anti-Corruption Statement?
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.4- Response Documents

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their format as long as it contains all the required documents and information specified by this tender.

2.5- Acceptance of Successful Response

Documentation submitted by offerors will be verified by TAD. The winning offeror will be required to sign a contract for the stated, agreed-upon amount.

2.6- Certification Regarding Terrorism

It is TAD's policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit TAD from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3- Criteria & Submittal:

3.1- TAD intends to issue a Fixed Price- Purchasing Agreement to one company. The successful offer shall be required to adhere to the required services as detailed in the Statement of Services (Section 5.3) and terms and conditions of the resulting contract. The anticipated contract is incorporated in Section 6 herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in Section 6.

3.2- Eligibility Criteria:

Eligibility criteria must be met and the corresponding supporting documents listed under "Tender Submittal", must be submitted with offers. Offerors who do not submit these documents may be disqualified from any further technical or financial evaluation.

3.2.1- Technical Criteria:

The technical offer under this bid will be taken into consideration during the evaluation; the technical offers will be evaluated based on:

- Registration Certificate: Is the company registered as a Logistic Company in IRAQ.

- **Past Experience:** Has the bidder submitted Copies of 3 (Purchase Orders (POs), contract agreements, or work orders) attached with proof of project completion certificate, the actual copies of POs, contracts, and work orders should relate to similar projects

- **Staff qualifications:**

Professionalism and Strong Communication Skills: Employees should possess high-level communication skills and the ability to interact with customers and partners professionally and courteously.

Thorough Knowledge of Offered Services: Employees should have a comprehensive understanding of the services provided by the company, including how to book rooms, arrange meals, and meet customer needs.

Problem-Solving Abilities: Employees should be able to handle problems and challenges that may arise during service delivery and resolve them effectively.

Flexibility and Adaptability: Employees should be able to adapt to changing customer requirements and meet their needs with flexibility.

Technical Knowledge: Sometimes, room booking and catering services may require the use of technology, so employees should have a basic understanding of computer systems and relevant software.

Professional Appearance: Employees should maintain a professional and tidy appearance to uphold the company's image and leave a positive impression.

Discipline and Organization: Employees should be able to manage their time effectively and organize tasks to ensure service delivery on time and with high quality.

Attention to Detail: Employees should pay attention to details to ensure that every aspect of the service is executed accurately and according to the customer's requirements.

3.2.2- Financial Criteria:

The Price offer is used to determine which offer represents the best value and serves as a basis for negotiation before the award of a Purchasing Agreement. From time to time, TAD may request services from the Contractor. For each occasion on which the Contractor is willing to provide requested services, the parties will enter into a task order ("Purchase Order" or "PO") which will describe the services to be performed and the period for performance.

No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total prices, as displayed in the Price Offer Sheet (Annex - 3). All items must be clearly labeled and included in the total offered price.

Offerors must include VAT and customs duties in their offer, please mention the amount of VAT/Sales Tax and Service Tax separately on the Price Offer Sheet (Annex - 3).

Offerors must submit a copy of a the final annual financial report, cause of it's a part of the evaluation.

The Currency of the Price Offers should be submitted in IQD and the payments will be made in IQD

3.3- Tender Submittals:

Documents and required information listed in tender submittals are necessary to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While the absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

Submission: Offers can either be submitted to the TAD office in Mosul in hard copy in a sealed envelope or electronically in a PDF file emailed to tenders@altahreer.org. In case of electronic submission, the subject line must clearly indicate “Proposal – Tender No. MSL - 0424 - 01”.

The offer shall be submitted separately (Technical and financial) in a separate email as below:

- Tender No. MSL - 0424 - 01 / Technical offer (For technical offer)
- Tender No. MSL - 0424 - 01 / Financial Offer (For financial offer)

Financial offers shall be submitted separately in separate envelopes and put inside the main envelope of the bid, in case the submission was by hand

Documents supporting the Eligibility Criteria:

- Supplier Information Form (Annex – 2), (all pages to be filled, signed and stamped).
- Valid legal Business Registration Must be registered in Iraq with evidence of registration.
- Certificate of Tax registration (2023 or later).
- Bank Information.
- Company Profile including (Printed Brochures, and product catalogues relevant to the goods requirements.
- Past Experience: submission Copies of 3 (Purchase Orders (POs), contract agreements, or work orders) attached with proof of project completion certificate, the actual copies of POs, contracts and work orders should relate to similar projects
- Submission a copy of the final annual financial report.
- Financial Information – Price Offer (Annex – 3), (all pages to be filled, signed and stamped).
- Works plan with time frame and including the method of implementation the service.
- Financial Guarantee from the bank or Certified check or use the financial Letter (Annex – 1), (all pages to be filled, signed and stamped).
- Scope of Work (SoW), (all pages to be read, signed and stamped).
- Tender Package – Call for Tender, (all pages to be read signed and stamped).
- Tender Submission – Checklist, (all pages to be read, filled, signed and stamped).
- Schedule of Requirements, (all pages to be read signed and stamped).

- Code of Conduct, (all pages to be read signed and stamped).
- Cover Letter for the Supplier (Annex – 4)

3.4- Tender Evaluation (Trade-Off Selection Method)

Based on the above submittals, a TAD Tender Committee will conduct a tender evaluation process. TAD reserves the right to accept or reject any or all proposals and to accept the offer(s) deemed to be in the best interest of TAD. TAD will not be responsible for or pay for any expenses or losses which may be incurred by any Offer or in the preparation of their tender. Evaluations will be conducted as described in the following subsections:

3.4.1- Scoring Evaluation:

TAD Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criterion is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so a TAD committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.

Award criteria shall be based on the proposal's overall "**value for money**" (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each criterion has been assigned a weighting before the release of this tender based on its importance to TAD in this process.

Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to additional due diligence in **section 3.4.2**

When performing the Scoring Evaluation, the TAD Selection Committee will assign points for each criterion based on the following scale:

Point	Rationale
0	Not acceptable, has not met any part of the specified criteria.
1-4	Has met only some minimum requirements and may not be acceptable.
5	Acceptable.
6-9	Acceptable, has met all requirements and exceeds some.
10	Acceptable, has exceeded all requirements.

Evaluation Criteria:

Description	Weight (%)	Possible Points (1 to 10)	Weighted Score
	(A)	(B)	(A*B)
Offer Price	40%		
Past Experience / Similar Work	22%		
Technical Specification	20%		
Method Of Implementation	6%		
Legal State	6%		
On-time delivery/ Work Compilation Certificate	6%		
Total	100%		

3.4.2- Additional Due Diligence:

Upon completion of both the technical and financial evaluations, TAD may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that TAD engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks.
- Verification of Ownership.
- Other appropriate documented methods giving TAD increased confidence in the supplier's ability to perform.

4- Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the "Eligibility Criteria" section of this Tender Package
- All documents requested in the "Tender Submittals" section of this Tender Package
- All information listed in the "Documents Comprising the Proposal" section below
- All offers must be duly signed (including the position and full name of the signer) and stamped, with the date of completion.
- Documents Comprising the Proposal:

The following information must be included in the offer of any potential offeror:

Cover Letter (Annex – 4) explaining interest to be a contracted vendor or supplier, and the details of the Proposal.

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal

5- Scope of Work:

5.1- Scope of Work:

TAD Will award a Rate Agreement with a supplier for Provision of consultations and logistics services (Conferences venues, Food meals, Experts, trainers, and facilitators, Stationery and visibility, Transportation/Communications allowance for the initiatives volunteers' implementer and the participants of the events, and Other services related to the mentioned initiatives) for TAD programs activities in Al-Anbar, Kirkuk, Diyala, Karbala and Diwanya governorates for eight months

5.2- Statement of goods (items):

Services	Details/Specifications
1. Conference Services	Mid-size conference Room with capacity for 20-50 people
	Big size conference room with capacity for +100 people
	- Internet service (within the conference halls)
2. Food	- Meals / various dishes and appetizers 10 Items minimum - Main items are: Meat, Chicken, Rice, Fish, soup, BBQ with various types of appetizers, fruits, sweets and juices. - Coffee Break (list all the available menu for each CB)
3. Consultation services/Trainers and experts	Experts, Trainers, facilitators, toastmaster and specialists in various specializations, most notably: - Social cohesion and peacebuilding - Prevention of Violence Extremism (PVE) - Reintegration - Implement of community initiatives - Communication skills - Mediation and negotiation and conflict resolution skills - Political participation and decision-making - Leadership and women empowerment - Open dialogue sessions management - Legal specialists - Advocacy

	- psychological support PSS Note: Pricing of the rate shall be submitted based on each working day
4. Visibility, stationery, training supplies and materials	Package of stationery for training workshop including: - (A4 Notebook, pin, print of agenda, folder) for each participant - Stand flipchart and flipchart paper 6 quantity for each workshop/day - Training materials based on the workshop trainer/facilitator workshop request Package of stationery for session/day including: - (small notebook, pin, print of agenda, folder) for each participant - Stand flipchart and flipchart paper 2 quantity for each workshop/day - Training materials based on the workshop trainer/facilitator workshop request Note: Pricing shall be submitted based on per package (Above are two types of stationery packages)
5. Media documentation	Media documentation: Document the events/activities by video and photographs, video should include (Recording entire the activity, interviews with the implementers and beneficiaries, documenting the exercises and field activities, editing, and montage) The service provider should submit the raw material and the final edited video for each documented event Note: Pricing shall be submitted based on each working day
6. Transportation and communications allowance for the individuals	The main types of allowances shall be provided are: - Transportation allowance for the participants/ Internal Trip 15,000 per participant - Transportation and communications allowance for the volunteer group members / Working day 30,000 per implementer volunteer Note: Pricing shall be submitted as a percentage per (1,000,000 IQD) one million dinars, and put this percentage as an amount in the price column in the price offer sheet annex 3

6- Sample of Contract:

After the evaluations are completed, TAD reserves the right to share the notice award e-mail with the most compliant Bidder based on the accepted overall evaluation (technical offer, prices including delivery time); the notice of award e-mail is to invite the company to the TAD office to sign the written Contract and inform the awarded company to start the implementation

The anticipated contract is attached to this tender package. However, if required, additional terms and conditions may be added by TAD in the final contract. Attached with this tender package.

The tender can be canceled, if:

- No bids have been received, which corresponds to the bidding conditions.
- There have been substantial changes during the tender
- All technically acceptable tenders exceed the financial resources available.
- There are other serious reasons for such cancellation.

Tender package documents and annexes:

- **Scope of Work (SOW)** / To be signed and stamped on all pages
- **Tender Package – Invitation to Tender (IIT)** / To be signed and stamped on all pages
- **Tender Submission – Checklist** / To be signed and stamped on all pages
- **Schedule of Requirements** / To be signed and stamped on all pages
- **Code of Conduct** / To be signed and stamped on all pages
- **Financial Guarantee Letter (Annex – 1)** / To be filled, signed, and stamped on all pages
- **Supplier Information Form (Annex – 2)** / To be filled, signed, and stamped on all pages
- **Financial Information – Price Offer (Annex – 3)** / To be filled, signed, and stamped on all pages
- **Cover Letter (Annex – 4)** / To be filled, signed, and stamped on all pages
- **Sample of Contract** / For reviewing