



TENDER DOSSIER: **SoB/EBL/2020/1280**

Title: **PPE (Personal Protective Equipment) Supplies**

INVITATION TO TENDER AND SPECIFICATION OF BIDDING (SOB)

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Delivery INCOTERM DDP, to:

- (1) Ashti camp: Sulaymaniya - Lat. 35° 25' 3.431" N Long. 45° 36' 21.359" E
- (2) Sharya camp : Duhok 36.79403614542286, 42.96591826898801
- (3) Shekhan : Duhok Lat. 34° 32' 39.908" N Long. 45° 23' 26.923" E

Within (8) calendar days after contract awarded

in the framework of project – IHF-PUI-17784

Tendering procedure number: **SoB/EBL/2020/1280**

Dear Sir/Madam,

Doctors Aid for Medical Activities (DAMA) organization herewith invites your company in the framework of DAMA's project **IHF-PUI-17784** to submit an offer for the mentioned item as per the quantity and technical specifications described herein. The full tender dossier consists of:

- This Letter of invitation to Tender and the Specification of Bidding
- Administrative and Technical Compliance Criteria Grid;
- Annex 1 – Tender Letter
- Annex 2 – Bill of Quantities
- Annex 3 – Mandatory Principles of Humanitarian Aid Procurement
- Annex 4 – Qualification Information
- Annex 5 - Questionnaire for Tender

Your Tender offer should be submitted in a **sealed Envelope** bearing only the words:

- Do not open before **January 4th 2021** at 12:00 hours, Erbil time
- Tender Process: **SoB/EBL/2020/1280**
- Offers Delivery Address: DAMA office, Italian Village 2, Villa (709), Erbil, Iraq, and contains the following:
 - Annex 1 – completed **signed and stamped** Tender Letter.
 - Annex 2 – **Signed and stamped** Bill of Quantities, including price for the item tendered, dated signed and stamped as appropriate, your offer must contain the following items:
 - The offer shall be typed or written signed and stamped by the legal representative of the supplier
 - The price of the tender must be expressed in US Dollar.
 - The price will be considered fixed.
 - No additional change of whatsoever nature or type will be accepted by DAMA organization.



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- Annex 3 – **Signed and stamped** Mandatory Principles of Humanitarian Aid Procurement.
- Annex 4 – **Signed and stamped** Qualification Information, supported by the following documentation:
 - A copy of the business registration certificate in KRI/Iraq.
 - Valid Quality Control Documents issued by KMCA for each offered item (with proper Batch numbers).

• Annex 5 – **Filled in and signed and stamped** Questionnaire for Tender
Complete tender (in one sealed envelope) must reach the following address no later than

January 04th 2021 at 12:00 hours, Erbil time
DAMA office, Italian Village 2, Villa (709), Erbil, Iraq

Requests for clarifications are to be sent to: ops.manager@dama-health.org, or 07716098698 **before December 29th 2020.**

Bidders have to submit one sample of each item to DAMA office - Italian Village 2, Villa (709), Erbil, Iraq before December 29th 2020, technical evaluation for each bidder will be based on the received samples.

Delivery period is eight (8) calendar days, starting the same date that the purchase is ordered.

The delivery terms are to be delivered INCOTERM DDP, to

- (1) Ashti camp: Sulaymaniya - Lat. 35° 25' 3.431" N Long. 45° 36' 21.359" E
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Delivery to the above locations will be into one shipment on the supplier including transportation fees and access letters through the checkpoints, **DAMA will not be responsible for issuing any access letters for any checkpoints.**

The contract will be a unit price contract, where **price is fixed** and not open for review.

The price includes taxes and custom duties. **Item must be delivered with relevant certification by the state authorities and quality control documents.**

The language of the contract will be English and the currency of the contract is United States Dollar, USD.

Tenderers are bound by their tenders for a period of thirty **(30) days at least** following the deadline for submission.

By submitting an offer, the bidder accepts the terms set out in this tender.

1) **DESCRIPTION OF THE ORGANIZATION AND ITS ACTIVITIES**

Doctors Aid for Medical Activities (DAMA) is a non-profit, non-governmental local Iraqi organization founded in Erbil-Kurdistan region of Iraq, based on serving, supporting, and motivating the surrounding community and the internally displaced people in Kurdistan region and Iraq. DAMA organization aims to provide high-quality medical care to disadvantaged individuals along with spreading awareness on healthy living and disease prevention.

2) **INFORMATION ABOUT THE PROJECT**

The Project is financed by the Iraqi Humanitarian Fund (IHF) and in partnership with (PUI) organization, which aims to support the COVID-19 quarantine and isolation (Q/I) area set up in IDP camps.

3) **TENDER OPENING PROCESS**

The opening will take a place after the deadline for submission mentioned above. The opening session is not opened to the public. The presence of the main required documents will be stated during the opening session.

4) **EVALUATION**

After the opening session, tenders will first be reviewed by an Evaluation Committee to verify the administrative compliance of the tenders and that they do contain all required documents. Incomplete or non-compliant tenders may be rejected by the Evaluation Committee. Thereafter, the Evaluation Committee will verify the technical compliance of the tenders. This Committee will possess the technical expertise required to give an informed opinion of the tenders. Tenders which are evaluated as technically not substantially compliant against the technical evaluation criteria will not be considered for the award of the contract.

The Evaluation Committee reserves the right to request any additional information that seems necessary from the tenderers. The tenderers' responses must be received before the deadline set by the Committee.

If less than 2 administratively and technically compliant tenders from 2 different suppliers have been received, the Committee reserves the right to seek additional tenders through re-advertisement.

5) **CONTRACT AWARD**

The Contract will be awarded to **the substantially conform economically and technically most substantially compliant offer**, thus, the Contracting Authority reserves the right not to award the contract to the lowest bid.

This contract does not include any complementary or additional acquisition of items other than this listed in the BoQ.

6) **GENERAL CONDITIONS**

- **Currency of the contract and payments**
 - o All payments will be done in US Dollars after presentation of the corresponding invoice and handing-over of the items including all relevant documents, certificates, permits etc.
 - o **Terms of payment** – bank transfer, or bank cheque, payable within 30 to 45 working days of satisfactory delivery of all items contracted and relevant invoice.

- **Terms of delivery**
 - (1) Ashti camp: Sulaymaniya - Lat. 35° 25' 3.431" N Long. 45° 36' 21.359" E
 - (2) Sharya camp: Duhok - 36.79403614542286, 42.96591826898801
 - (3) Shekhan: Duhok Lat.- 34° 32' 39.908" N Long. 45° 23' 26.923" E

delivery within eight (8) calendar days after signing a contract and placing an order

7) **CANCELLATION OF THE TENDER**

Under any circumstances, DAMA organization will not be responsible for any damages whatsoever their nature, even if DAMA has been advised of the possibility of damages.



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The publication of the procurement notice does not commit DAMA organization to implement the project announced nor to procure the item. Nothing will be due to the supplier in case this procurement needs to be cancelled due to whatsoever reason.

On behalf of DAMA Organization,

Ahmed Burhanuldin Mohammed
Operations Manager
December 17th 2020
DAMA Organization

CRITERIA FOR ADMINISTRATIVE COMPLIANCE OF TENDERS

No.	REQUIRED DOCUMENTS	COMPLIANT	
		Yes	No
1.	Annex 1 – Tender Letter		
2.	Annex 2 – Bill of Quantity, dated and signed including initials on each page		
3.	Annex 3 – Signed Mandatory Principles of Humanitarian Aid Procurement		
4.	Annex 4 – Qualification Information		
4.1	A copy of the business registration certificate in Iraq/KRI		
4.2	Quality Control Documents issued by KMCA or Certificate of Origin		
5.	Annex 5 – Questionnaire for Tender		

The absence or the non-compliance of any above item may result in the rejection of the tender, should any other items or information be missing or not compliant, the Evaluation Committee may decide to request the tenderer to provide the missing document or information within a set deadline. If this deadline should expire without satisfactory reply for the tenderer, the tender shall be considered non-compliant. In all cases, provision and compliance of all the above items is a condition to the award of the contract.

CRITERIA FOR TECHNICAL COMPLIANCE OF TENDERS

No.	REQUIRED DOCUMENTS	COMPLIANT	
		Yes	No
1.	Items offered substantially conform to the technical specifications set in the Bill of Quantity of the tender dossier.		
2.	Delivery terms and time conform our requirements in this invitation to tender.		

The Evaluation Committee reserves the right to request any additional information it seems necessary to the bidders to be provided within a set deadline.



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ANNEX 1 – TENDER LETTER

To: DAMA Organization
Erbil, Iraq

Dear Madame/Sir,

Having examined the tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the item in conformity with the said tender documents for the sum of USD _____ [total tender amount in words and figures].

We undertake, if our tender is accepted, to deliver the PPE supplies with the delivery schedule specified in the tender process.

We agree to abide by this tender for a period not less than one month from the deadline for tender submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

We certify/confirm that we comply with the eligibility requirements as per requirements of the tender documents.

Date: ____/____/2020

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of:

Company name



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ANNEX 2 – BILL OF QUANTITY

Delivery time: _____ **days**

Please find more detailed BoQ as EXCEL sheet attached

I, the representative of the company submitting the offer, by signing here, confirm that my company will be able to supply the item offered here within the timeframe presented in Annex 2.

Date: _____

Name, Company and Signature: _____

Item No.	Description	Quantity	Unit Price (To be filled by supplier)
1	PPE Supplies	lumpsum	
TOTAL in USD (US Dollar)			

Annex 3 – Mandatory Principles of Humanitarian Aid Procurement

DAMA organization is obligated to observe and apply the following Procurement Principles. DAMA organization also expects its partners and contractors to note these principles and act in accordance with them during the execution of the contracts signed with DAMA organization.

The partner or contractor agrees to the adherence of following principles by signing the contract and annexes.

1. Principle of Ethical Procurement

- Avoidance of child labour,
- Respect of basic social rights and working conditions based on international labour standards,
- Avoidance of any connection with a party to a conflict, involvement in the supply or transport of illicit arms and land mines and unethical exploitation of natural resources.

2. Principles of Equal Treatment, Non-Discrimination and Untied Aid

- No discrimination or unjustified differentiation between legal or natural persons, regardless of the origin or the nationality.

3. Right of Access

- Right of Access: the donor has full access to premises and documents referring to procurement procedures, documents, evaluations, award recommendations and contracts (regardless of whether these belong to the DAMA organization or to the partner or contractor)
- DAMA organization is obliged to immediately inform the donor if it becomes aware of any corrupt, fraudulent or coercive practice, the breach of the principles or a situation that is likely to constitute a conflict of interest.

4. Principle of Avoiding Conflicts of Interest

- Measures have to be taken to prevent any conflict of interest (impartial and objective implementation is compromised for reasons involving on economic interest, political or national affinity, or familiar or emotional ties).

5. Principle of Supporting the Local Economy

- Whenever it is possible local human or material resources have to be used. Before it has to be ensured that this will not distort the local market, increase prices or unduly burden the local natural resources or the environment.

6. Principle of Due Diligence

- Timely delivery and satisfactory quality of the received supplies, works or services have to be followed up and in case this is not fulfilled appropriate measures have to be taken to mitigate negative consequences for the beneficiaries.

I, as the representative of the company submitting this offer, confirm that I have read and understood, and I agree to respect all the principles set out in this Annex 3.

Date:

Name, company and Signature:

ANNEX 4 – QUALIFICATION INFORMATION

1. For Individual tenderers.

1.1 Constitution or legal status of tenderer *[attach a copy of the items listed]*

1.1.1 Business registration certificate company number:

I, the representative of the company submitting the offer, understand that presenting any false information can result in immediate dismissal from this tendering process and/or future tendering processes, hereby I confirm that all information presented is true and offer copies of the documents listed in this Annex 4.

Date: _____

Name, signature, title: _____

ANNEX 5 – Questionnaire for Tender

All requested information will be treated confidentially.

Company name			
Address	Street + house number	City / District	Zip code
Owner(s)	First Name	Last Name	
Tax and registration no.	Tax number	registration number	
Legal form of Company	Ltd., Inc.,...		
Contact person	First Name	Last Name	Contact information
			Phone: E-Mail:
Which goods or services does the company offer?			
Have you already worked with NGOs?	Yes	No	If yes: Mention Name(s) of NGO's
	<input type="checkbox"/>	<input type="checkbox"/>	
Annual Turnover for the last 12 months			
Number of employees			
Average delivery time of goods offered			
Standard terms of payment			
Do you offer support services for the goods provided	Yes	No	If yes, please specify:
	<input type="checkbox"/>	<input type="checkbox"/>	
Do you give a guarantee for your goods /services?	Yes	No	If yes, how long and in which scale:
	<input type="checkbox"/>	<input type="checkbox"/>	
How do you ensure the quality of the products/services offered?	<input type="checkbox"/> Sample inspection <input type="checkbox"/> Quality agreements <input type="checkbox"/> Product know-how <input type="checkbox"/> Supplier visits <input type="checkbox"/> Reference check <input type="checkbox"/> Work trials <input type="checkbox"/> If Others Please specify:		
Do you offer a standard price list for your goods/services?	Yes	No	Attached to file <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	
Are there ties between you and any employee of DAMA Organization?	Yes	No	If yes, whom and in which relationship:
	<input type="checkbox"/>	<input type="checkbox"/>	

WE DECLARE, that

- the information given above is correct
- our products and/or services are produced without the labor of children below age 18.
- we fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided.
- we have received the document “Humanitarian Procurement Principles”, and we - and any applicable subcontracted parties - will respect the principles of humanitarian aid procurement.
- there are no international sanctions against the owner/s and or company in place.

Date

Signature