



ICRC

REQUEST FOR TENDER/QUOTATION

Finalize customs clearance services, Facilitate smooth clearing ICRC goods via Iraqi border ports, Facilitate issuing Import/Export applications permit, track and facilitate letters issued by government offices.

N°BGD17/00025

Submitting Date: 08/03/2017

Closing Date and time: 23.03.2017. 15:30 hours Baghdad time

Validity of offer: 30 days

Please acknowledge receipt of this Request (e-mail /sign on receipt doc.).

Please Acknowledge Receipt of this Request

To: Agent.	From: International Committee of the Red Cross
Address:	Baghdad – Hay Al Wahda House No 8, Street 68, Section 904
Tel/ Contact person:	Tel: +964 790 192 24 64 or +964 780 109 96 41 ext 104 Contact person: Hamza Ali Sahim

1. Introduction

The International Committee of the Red Cross is an independent, neutral organization ensuring humanitarian protection and assistance for victims of war and other situations of violence.

Within the framework of its assistance program in Iraq, the ICRC intends to deliver goods or re-export materials abroad through Iraqi road border posts or ports and is hereby requesting a tender from your company for the following customs clearance services:

Duration of agreement is 1 year.

2. Service, Quantity and Specifications

- **Finalize customs clearance process,**
- **Facilitate smooth clearing ICRC goods via Iraqi border posts (Mehran, Trabeel), internal check points (Al Safra) and port (Umm Qasr),**
- **Facilitate issuing Import/Export applications permit from Ministry of Foreign Affairs, the Ministry of Finance, and Customs HQ to grant the authorization.**
- **Track and facilitate letters issued by government offices.**

- Approach the General Tax Commission for any issue arises in relation to the importation or exportation of ICRC goods.
- Report to ICRC Logistics department on any new law, Rules or instructions implemented by Iraqi Government.

3. Price and Payment terms

As per attached Annex.1

Prices offered have to be final and not negotiable.

Please indicate the price in US\$ Dollar per particular service

Payment terms

Payment will be done by bank transfer, on the account submitted with the offer, within 15 banking days from the date of receiving the full set of documents and invoices.

The company has to provide bank identification when submitting its offer with the Bank account number which should be in the name of the company not of its owner. Bank address should be complete with name of bank branch and SWIFT n°.

Beneficiary name:

Beneficiary account:

Beneficiary institution: (Bank, name & address)

Swift code:

IBAN:

Currency USD

4. Penalty clause

Failure by Agent to avail the full services by the mentioned date will result in the Agent being penalized with a 1% reduction of the value of the unperformed services per day of delay up to a maximum of 10 % of the total value of the contract.

5. Quality Inspection and Acceptance

The contract will be subject to quality acceptance.

The Agent will be responsible for the quantity and quantity of service done according to the agreed specifications. In case of delivery of non-conforming merchandises, relevant articles of the "ICRC General Conditions on Purchasing" shall apply.

In particular, the Agent has the right to reject commodities not meeting the specifications stipulated in the contract.

In this case, the ICRC may cancel the contract or request replacement of the services. In both cases, the Agent is liable for any costs of replacement, transportation, warehousing, taxes and charges and any other costs that may occur including removing or destruction.

6. Deposit of offers

All offers delivered by hand have to be placed in sealed envelopes, mentioning clearly the tender reference **RFT IQBGD17/00025** Customs Clearance Services

The offers must be deposited in the Tender box before the closing date.

ICRC DELEGATION (Tender box)

Address: House No 8, Street 68, Section 904, Hay Al Wahda, Baghdad, Iraq

or to the email address: BGD_logtender_services@icrc.org

Offers sent by email have to reach ICRC inbox by tender deadline and must indicate tender reference **RFT IQBGD17/00025** Customs Clearance Services.

Size of each mail must not exceed 4,9 MB.

Please send your offer ONLY to BGD_logtender_services@icrc.org email address only **Do NOT copy** to ANY other ICRC email addresses.

All offers received will be held in confidence.

Offer changes by Seller must be received in writing prior to the closing date and must indicate as **Revised Quotation**.

All participating Sellers will be notified of the result of the selection process as soon as it is concluded.

Any offer submitted after the mentioned date and time shall not be considered and shall be destroyed without being opened

7. General Conditions

The ICRC reserves the right to split the service into separate Purchase Orders with different Service Provider.

All conditions not mentioned herein shall be governed by the ICRC General Conditions on Purchasing.

Acceptance of the contract entails the waiving by the Service Provider of its General Conditions of Sales.

8. Special Conditions

Documents included in this Tender are:

- 1 ICRC Supplier Registration form dully filled and stamped by Supplier
- 2 Presentation and Certification of your Company
- 3 ICRC General Conditions of Purchasing, each page Signed and Stamped by Supplier

Supplier should sign each paper of Tender Request initially at the lower right corner of the papers, in addition to the main signature and stamp wherever indicated .

It has to be noted that this Quotation does not imply any commission.

Any offered commission will lead to the Seller's suspension.

ICRC is not liable to provide any explanation for its final selection of the Seller.

International Committee of the Red Cross
ICRC BGD Logistics