



# REQUEST FOR TENDER

**N° ADMIN/KIR18/00012**

**Khanaqin ICRC Office / Interior walls paint  
& PVC partition / Rehabilitation**

Date, 19.Feb.2018

**Closing Date and time: 01. Mar 2018, at 02:00 pm.**

**Site visit Date and Time: 25.Feb.2018 at 11:00 AM**

**Validity of offer: 30 days**

<b>Seller:</b>  Company Name : Address : City : Tel : Email : Contact person:	<b>Buyer:</b>  International Committee of the Red Cross Arafa, Quarter 67, Camps Al Madyoon House 109/235, Kirkuk Republic of Iraq Tel : +964 (0) 77 04 843 387 +964 (0) 77 04 843 386 Contact Person: Ansar Mubarak <b>Email : <i>erb_logtender_services@icrc.org</i></b>
--	---

## 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 purchase the below mentioned Goods and is hereby requesting a tender from your company for the following quality and quantity:

## 2. Goods, Quantity and Specifications

Provide materials, manpower, tools and all that is required to perform Civil Works at ICRC – Khanaqin office as per attached BoQ.

### Site visit:

The site visit is compulsory and will be held in ICRC Khanaqin office on 25th of Feb 2018 at 11:00 AM. (Companies who do not have their representatives on visit will be automatically disqualified)

### 3. Price and Payment terms

Prices offered have to be final and will not be negotiated

Indicate prices without VAT (if VAT included, please specify).

#### Currency:

USD

#### Payment terms

- Payment will be one final payment after the completion of all works and will be done through **bank transfer or by cheque** within 30 banking days after delivery on the name of company's corporate account
- **Please provide your bank account details on company's letter-head.**
- All requests for payments must be authorized by the ICRC engineer
- All work shall be guaranteed under full warranty for period of Three months

### 4. Delivery Terms and Schedule

DAP, Delivered at Place, Incoterms 2010

Insurance will be at seller's cost as per Incoterms 2010

#### Documents required:

Description	Original	Number of copies
Invoice	1	1

Partial Shipment Allowed: **NO**

### 5. Penalty clause

Failure by Seller to avail the full quantity (service) by the mentioned duration will result in the Seller being penalized with a 1% reduction of the value of the undelivered goods per day of delay up to a maximum of 10 % of the total value of the contract.

### 6. Quality Inspection and Acceptance

The contract will be subject to quality acceptance by the survey company mandated by and at Buyer's costs or by the Buyer himself.

The Seller will give all necessary assistance to the survey company.

The Seller will be responsible for the quantity and quality delivered 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 Buyer has the right to reject commodities not meeting the specifications stipulated in the contract.

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

## 7. Deposit of offers

Please print, fill and sign all the tender document as requested, as well write and sign your offer in English language on an official paper of your company.

Scan all documents and reply to the blow mentioned Email address. Please send only to the mentioned email address and do NOT copy to any other ICRC email.

All offers have to be e-mailed to [erb\\_logtender\\_services@icrc.org](mailto:erb_logtender_services@icrc.org) mentioning clearly the tender reference (ADMIN/KIR18/00012 Khanaqin ICRC Office / Interior walls paint & PVC partition / Rehabilitation), before the closing date, **email size must not exceed 4.9 Mbytes**. Please send to this email address only and do NOT copy to other ICRC email addresses.

**OR**

Physically in a sealed envelope with title:

Call for Tender for (ADMIN/KIR18/00012 Khanaqin ICRC Office / Interior walls paint & PVC partition / Rehabilitation) to the following address:

The International Committee of the Red Cross

Arafa neighborhood / District 67 Camp Al Madyoon – house n°2

No. 106 / 235

Kirkuk, Iraq

Office: +964 (0) 77 04 843 387

+964 (0) 77 04 843 386

Your offer will be registered upon receipt on tender e-mail inbox in the ICRC office.

All offers submitted after the specified closing date is ineligible.

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 that it is a revised quotation.

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

## 8. General Conditions

The ICRC reserves the right to split the commodity into separate Purchase Orders with different Sellers.

All conditions not mentioned herein shall be governed by the ICRC General Conditions for work contracts. (Join the ICRC General Conditions for work contracts if not already signed by the Seller)

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

## 9. Special Conditions

- It has to be noted that this tender does not imply any commission.
- Any offered commission will lead to the Seller's suspension.
- The quantities in the Bill of Quantities are not fixed, and may vary according to the measurements of work actually carried out.
- The contractor must dedicate an engineer for the entire duration of the rehabilitation Period.
- ICRC is not liable to provide any explanation for its final selection of the Seller.

International Committee of the Red Cross  
Procurement Team