

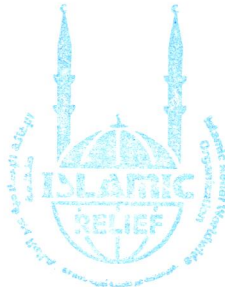
Request for Quotation - Extension

TENDER DOCUMENT

BACKGROUND

Islamic Relief began working in Iraq in 1997 and was one of the few international aid agencies that continued working there in 2003. Our major priority is to provide much-needed emergency support for displaced people, returnees, host communities and refugees in Anbar, Fallujah, Baghdad, Mosul, Kirkuk, Ninawa, Salehaddin, Dohuk and around Erbil. We are also helping people to get back on their feet – with more long-term development where it is safe to do so.

حول الإغاثة الإسلامية العراق، بدأت الإغاثة الإسلامية العمل في العراق في عام ١٩٩٧ وكانت واحدة من وكالات المعونة الدولية القليلة التي واصلت العمل هناك خلال عام ٢٠٠٣. وتتمثل أولويتنا الرئيسية في توفير الدعم العاجل في حالات الطوارئ للنازحين والعائدين والمجتمعات المضيفة، اللاجئين في الأنبار وبغداد وكركوك ونيوى وصلاح الدين ودهوك وحول أربيل من أجل مساعدة الناس على مواجهة الظروف الصعبة و أيضاً القيام ببرامج تنمية طويلة الامد حيثما أمكن ذلك.



From: Procurement Department	To: (Supplier)
RFQ Number: RRF	Email: tendering@ir-iraq.org Address: Erbil Waziran
Date: 21th November 2019	No. of pages including this page: • 6 page

Manner of Submission:

Closing deadline date: 26th November 2019

Important: Offers transmitted in any other manner than those indicated above will not be considered.

SPECIFICATION

Requirements: Islamic Relief invites you or your company to make a firm offer for a **vehicle with driver in Kirkuk-** with **Specification & Preferred Skills that is attached as (Term of Reference) TOR**

Bid in Iraqi Dinar العرض بالدينار العراقي	
Offer Validation تاريخ صلاحية عرض	

AWARD CRITERIA

Award of the contract will be based on the following criteria

Criteria	Scoring
Driving and registration license Valid driving license and car registration license that covers all the contract duration	Compulsory
Previous similar Experience Minimum 1 year of experience in driving vehicles preferably with I/NGOs	5
Driving Test and Safety Knowledge The driver should demonstrate good driving skills and knowledge about safety measures.	5
Insurance Insured vehicle will be given priority	10
Type & Model of vehicle Vehicle will be evaluated and ranked based on type and models of vehicles.	20
Price	60
Total	100

TIMESCALES

Task	Completion date
Send the RFQ to bidder	05 th November 2019
Clarification for details via email tendering@ir-iraq.org	10 th November 2019 4:00 PM
Closing Date	12 th November 2019
Extension date	21 November 2019
Deadline for receipt of quotation	26 November 2019 04:00 PM Baghdad Local time

CURRENCIES AND INCO TERMS

Currency of RFQ is in IQD Iraqi Dinar

And the INCOTERM is (DDP) Delivery Duty Paid

RFQ DATES AND CONTACT DETAILS

All quotations are required to be submitted before **26th November 2019 4:00PM (Iraqi time)** and be returned to Erbil office in envelope

For any issues relating to the RFQ or its contents please email directly to;

tendering@ir-iraq.org or Mobile phone number [+964751 839 6949](tel:+9647518396949)

All quotes will be evaluated and the award made on the basis of 'best value for money'.



1	Wire Transfer Payment Mode طريقة الدفع المصرفي للتحويل	☐ Yes ☐ No
2	Name of Company/person اسم الشركة/الشخص	
3	Name of the Owner and Partner اسم صاحب و شركائه	Owner: Partner:
3	Registered Office address العنوان المسجل للشركة	
4	Telephone Number رقم تلفون	
5	Email بريد الكتروني	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years: يرجى ذكر أي نزاعات قد شاركت شركتكم في المنظمات غير الحكومية / الأمم المتحدة على مدى السنوات ال 3 الماضية:	
8	Banking information: المعلومات المصرفية:	
Bank Name: اسم البنك:		
Bank Address: عنوان البنك:		
Bank Branch:		

فرع بنك:
Account Name:
أسم الحساب:
Account Number:
رقم حساب:
Swift Code:
IBAN:
رقم الحساب المصرفي الدولي:

Information to bidders:

- | | |
|--|---|
| 1. Currency of offer should preferably be in Iraqi Dinar | ١. عملة العرض يجب أن تكون بالدينار العراقي |
| 2. Payment will be made to the supplier by bank transfer within 30 days from receipt by Islamic Relief of all documents mentioned in purchase order. | ٢. سيتم الدفع إلى المورد عن طريق التحويل المصرفي في غضون ٣٠ يوما من استلام الإغاثة الإسلامية من جميع الوثائق المذكورة في أمر الشراء. |
| 3. Islamic Relief will not be responsible for any bank service charges. | ٣. لن تكون الإغاثة الإسلامية مسؤولة عن أي رسوم خدمة مصرفية. |
| 4. Inspection (at buyer's expense or unless negotiated as seller's expense) may be applicable and will be advised at time of purchase order and arranged by Islamic Relief or the supplier. | ٤. التفقيش (على حساب المشتري أو ما لم يتم التفاوض على أنها نفقات البائع) قد تكون قابلة للتطبيق وسيتم إبلاغ في وقت أمر الشراء وترتيبها من قبل الإغاثة الإسلامية أو المورد. |
| 5. Islamic Relief does not undertake to pay by letter of credit or in advance of delivery. | ٥. لا تتعهد الإغاثة الإسلامية بالدفع بخطاب اعتماد أو قبل التسليم. |
| 6. Islamic Relief reserves the right to accept the whole or part of your offer. | ٦. تحتفظ الإغاثة الإسلامية بالحق في قبول كامل أو جزء من العرض الخاص بك. |
| 7. (if applicable) Goods supplied for Islamic Relief are exempt from VAT and all other customs excise duties. | ٧. (إن وجدت) السلع الموردة للإغاثة الإسلامية معفاة من ضريبة القيمة المضافة وجميع الرسوم الجمركية الأخرى. |
| 8. Correction pen or incomplete offers or offers which do not comply with any of our tender conditions will not be considered. | ٨. القلم التصحيح أو العروض غير المكتملة أو العروض التي لا تتوافق مع أي من شروط العطاء لدينا لن ينظر فيها. |
| 9. When applied - There will be liquidated damages equivalent to a deduction of 1% per day or part thereof for late deliveries due to default on the part of the suppliers. | ٩. عند تطبيقه - سوف يكون هناك تعويضات مقطوعة تعادل خصم ١٪ يوميا أو جزء منه للتسليم المتأخر بسبب التخلف عن التسليم من جانب الموردين |
| 10. Supplier Code of Conduct: Islamic Relief expects all suppliers to adhere to their Supplier Code of Conduct. Adherence is expected to be 100%. If Supplier has not signed IRI's Supplier Code of Conduct it will be the Supplier's responsible to sign prior to performance of any purchase order. Failure to do so will automatically mean supplier agrees to the Supplier Code of Conduct. | ١٠. مدونة قواعد سلوك الموردين: تتوقع الإغاثة الإسلامية من جميع الموردين الالتزام بقواعد سلوك الموردين الخاصة بهم. ومن المتوقع أن يكون ١٠٠٪. إذا لم يوقع المورد على مدونة قواعد السلوك الخاصة بمورد إير، فسيكون المورد مسؤولاً عن التوقيع قبل أداء أي أمر شراء. إن عدم القيام بذلك سيعني تلقائياً أن المورد يوافق على مدونة قواعد سلوك الموردين. |



SUPPLIER CODE OF CONDUCT

Code of conduct for Suppliers – Islamic Relief Worldwide requires all suppliers to adhere to Code of Conduct developed by the Inter Agency Procurement Group (IAPG).

Suppliers and manufacturers to Non-Governmental Organizations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) supports.

This information is to advise you, our suppliers of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Business Behaviour:

Islamic Relief will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement: Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

قواعد السلوك الخاصة بالموردين

قواعد السلوك للموردين - تتطلب الإغاثة الإسلامية في جميع أنحاء العالم من جميع الموردين الالتزام بقواعد السلوك التي وضعتها مجموعة المشتريات المشتركة بين الوكالات

وينبغي أن يكون الموردون والمصنعون للمنظمات غير الحكومية على دراية بمبادرات مدونة قواعد السلوك التي يدعمها فريق المشتريات المشترك بين الوكالات

هذه المعلومات هي تقديم المشورة لك، مورديننا من المسؤولية الاجتماعية للشركات عنصر في علاقات المورد لدينا.

يتم إنتاج السلع والخدمات المشتراة وتطويرها في ظل ظروف التنطوي على إساءة استخدام أو استغلال أي شخص.

السلع التي تنتجها وتسليمها المنظمات لا تشترك في أي استغلال للأطفال السلع المنتجة والمصنعة لها أقل تأثير على البيئة

مدونة قواعد السلوك للموردين:

يتم إنتاج السلع والخدمات وتسليمها في ظل الظروف التي:

- يتم اختيار العمل بحرية
- احترام حقوق الموظفين في حرية تكوين الجمعيات والمفاوضة الجماعية.
- متدفع أجور المعيشة
- لا يوجد استغلال للأطفال
- ظروف العمل آمنة وصحية
- ساعات العمل ليست مفرطة
- لا يمارس أي تمييز
- توفير فرص عمل منتظمة
- لا يسمح بالمعاملة القاسية أو اللإنسانية للموظفين.
- المعايير البيئية:

يجب أن يمثل الموردون كحد أدنى لجميع المتطلبات القانونية وغيرها من المتطلبات القانونية المتعلقة بالآثار البيئية لأعمالهم. المجالات التي يجب النظر فيها هي:

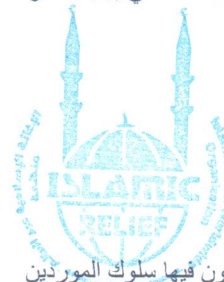
- إدارة المخلفات
- التعبئة والتغليف والورق
- صيانة
- استخدام الطاقة
- الاستدامة
- السلوك التجاري:

وستسعى الإغاثة الإسلامية إلى إيجاد مصادر بديلة يكون فيها سلوك الموردین انتهاكا واضحا لحقوق الإنسان الأساسية لأي شخص، ولا توجد رغبة في معالجة الوضع في إطار زمني معقول.

سوف تسعى الإغاثة الإسلامية إلى مصادر بديلة حيث تشارك الشركات في سلسلة التوريد في صنع الأسلحة أو بيع الأسلحة للحكومات التي تنتهك بشكل منهجي حقوق الإنسان لمواطنيها.

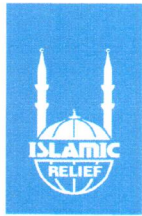
المؤهلات للبيان:

وحيثما تكون سرعة النشر ضرورية لإنقاذ الأرواح، فإن أعضاء الفريق سوف يشترون السلع والخدمات الضرورية من أنسب مصدر متاح.



Complete Name of the Owner: اسم كامل لصاحب الشركة :	
Company Name / Person : اسم الشركة :	
Signature: التوقيع :	
Date & Time: التاريخ و الوقت :	
Contact Number / Address and phone number العنوان ورقم الهاتف :	
Company Stamp ختم الشركة :	





ToR for Vehicle with Driver

Role Purpose:

The driver is responsible for the safe driving of the vehicle for the Islamic Relief Iraq programme staff/Volunteers, ensuring proper maintenance of vehicles in compliance with safe driving standards, ensuring the vehicle is fuelled on time for trips. The driver should follow IR Iraq policies and procedures as well as local country traffic road rules.

KEY RESPONSIBILITIES

Documentation

- Maintenance of the vehicle by checking on weekly basis the status of the vehicle ; alert the direct supervisor in case of technical problem or need of maintenance Keep the Vehicle Documents Log book up-to-date
- Prepare Daily Vehicle Usage report, including trip use, mileage and fuel consumption.
- Maintain a valid driver license, registration and valid permits all the time
- Supporting the procurement and admin team for manual task

Control of Vehicles

- Ensure that all vehicle journeys are authorized in advance by Line Managers.
- Ensure that all vehicle journeys are to be recorded in the log book at the start and completion of the journey
- Ensure that the keys and vehicle documents are kept in a secure place when the vehicle is not in use.
- Ensure all passengers wear vehicle safety seat belts before driving the vehicle.

Accidents.

- Immediately report line manager/safety and security focal point of any accidents accrued and fill the accident report. You might need to inform traffic police as soon as possible.
- IR Iraq reserves the right to refuse entry to a vehicle any staff member without identification documents or who cannot be identified by IR Iraq staff or the might fill the disclaimer sheet.

Vehicle Checks

- Check the vehicle prior to its use in the morning and after use
- Check the vehicle before departing from work.
- Check, on taking over a vehicle, that the items listed on the Vehicle Check List and the items listed in the Vehicle Tools and Materials Inventory are present and in full functioning order.

Vehicle Defects

- A driver is to check for vehicle defects and damage to the vehicle and ensure that he reports them to his line manager. After consulting a mechanic, the line manager will make the decision as to whether the vehicle should be taken off the road for repair.
- Report and supervise all maintenance and repair needs of assign vehicle.





Cleanliness

- The driver is responsible for ensuring that his vehicle is kept clean on the outside and inside at all times. The driver is also to keep the vehicle tidy and ensure that all rubbish is removed from the vehicle after a journey.

Working Hours

- Working hours (8:00 to 16:30 Sunday to Thursday) and upon request by IR Iraq.
- Overtime payment is not applicable for any extra hours after 16:30.

Other

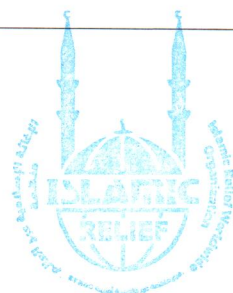
- Follow and abide by the traffic rules, regulations, driver safety manual and any other instructions given by Supervisor
- Maintain all vehicle safety equipment, as per vehicle safety kit, in liaison with the admin coordinator including first aid kit, communication equipment and fire extinguisher
- Work after duty hours or holidays as and when required and with prior notice from line manager
- The Hired Person will be responsible on any Airport Shuttle duties which be on other normal
- Perform any other relevant and appropriate tasks requested by the Line Manager

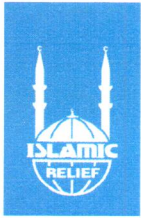
Basement

- The driver will base in Tellafer and he will be having frequent travels to Mosul city and Erbil

Selection Criteria:

Criteria	Scoring
Driving and registration license Valid driving license and car registration license that covers all the contract duration	Compulsory
Previous similar Experience Minimum 1 year of experience in driving vehicles especially, preferably previous experience with other NGOs	10
Driving Test and Safety Knowledge The driver should demonstrate good driving skills and knowledge about safety measures.	10
Type & Model of vehicle Vehicle will be evaluated and ranked based on type and models of vehicles.	20
Price	60
Total	100

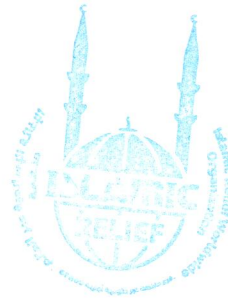




Payment Terms and Conditions

The payments will be made via bank transfer/cheque. All applicable government taxes will be excluded from the payment amount. The payment will be processed on monthly bases from the day of signing the contract during the first week of each month till end date of contract.


17/11/2019
Prepared by
Rana Ali
Admin Officer




17/11/19
Approved by
Noor Khan
Project Manager