

## REQUEST FOR QUOTATION (RFQ) - SERVICE

### إستمارة طلب عرض - خدمة

REFERENCE CODE:	IRAQ-2020-003	رقم المناقصة :
ORIGINAL DATE ISSUED:	December 30, 2019	تاريخ الأصدار :
LAST DATE FOR CLARIFICATION:	January 7, 2020	آخر موعد للأستفسار و التوضيح:
CLOSING DATE:	January 9, 2020	تاريخ الغلق و تسليم المناقصة:

#### **SUBJECT: Kitchen and Office Supply for Mosul Office**

Our organization, a non-profit organization, provides humanitarian assistance to “people in need”, is seeking quotations from eligible contractors to **Kitchen and Office Supply for Mosul Office**. Our organization anticipates awarding Multiple or Single contract(s) as a result of this Solicitation. Our organization reserves the right to award more or none under this RFQ.

All bids shall be submitted **via sealed envelopes to our office in English village No. 288 in Erbil or Baghdad Office in AL-Mansoor Q. behind Al-Sa’a Resturant**. This RFQ is in no way obligates our organization Our organization to award a contract nor does it commit our organization to pay any cost incurred in the preparation and submission of a proposal.

Our organization bears no responsibility for data errors resulting from transmission or conversion processes.

Sincerely  
Procurement Committee

#### **الموضوع :: تجهيز مستلزمات المطبخ والمكتب للمكتب موصل**

منظمتنا و هي منظمة غير ربحية تعمل لخدمة المنكوبين في العالم و تسعى للحصول على عروض أسعار من المقاولين المؤهلين لغرض الموضوع: **تجهيز مستلزمات المطبخ والمكتب للمكتب موصل**. وتتوقع منظمتنا منح (عقود) متعددة أو مفردة نتيجة لهذا الطلب. وتحفظ منظمتنا بالحق في منح التعاقد بأكثر أو أقل من المتوقع للطلب أعلاه.

يجب على جميع مقدي العطاءات تقديم العروض **عبر مغلف مختوم إلى المكتب المنظمة في القرية الإنجليزية المرقم 288 في أربيل أو مكتب بغداد في المنصور خلف مطعم الساعة**. و تم التوضيح للموضوع المناقصة بان المنظمة لا تلتزم بأي حال من الأحوال بمنح العقد كما أن المنظمة لا تلتزم بدفع أي تكاليف متكبدة في إعداد وتقديم العرض.

كما ان منظمتنا لا تتحمل أية مسؤولية عن أي أخطاء في البيانات الناتجة عن عمليات النقل أو التحويل او المحادثة.

مع فائق الاحترام و التقدير  
لجنة المشتريات

I) **PURPOSE:**

II) **Kitchen and Office Supply for Mosul Office**

أ) **الغرض:** تجهيز مستلزمات المطبخ والمكتب للمكتب موصل

III) **TYPE OF CONTRACT/PURCHASE ORDER TO BE AWARDED AS A RESULT OF THIS SOLICITATION**

[FIRM FIXED UNIT PRICE]

ب) **نوع العقد / أمر الشراء الذي سيتم منحه كنتيجة لهذا المناقصة**  
سعر الوحدة الثابتة

IV) **PERIOD OF PERFORMANCE AND DELIVERY DATES**

Period of Performance is **From February 01, 2020 to December 31, 2020**

Deliverable Submission Schedule: **Estimated delivery time is within (02) Two days, once our organization placed an order**

The Contractor must furnish completed deliverables to Our Organization for review, inspection and acceptance within the timeframe specified above.

The Contractor must promptly notify Our Organization in writing within **One day** calendar days of any problems, delays, or adverse conditions which materially impair the Contractor's ability to meet the requirements of the contract. The Contractor must relieve its right in its entirety to additional time and/or compensation should it fail to provide written notification with the aforementioned timeframe.

ت) **أحكام العقد / أمر الشراء و مواعيد التسليم**

مدة العقد : ابتداءً من 01 شباط 2020 الى 31 كانون الاول 2020

جدول تقديم التسليم : : **وقت التسليم المتوقع هو خلال (02) يومان بمجرد قيام منظمنا بالطلب**

يجب على المقاول تقديم التسليمات المكتملة إلى منظمنا للمراجعة والتفتيش والقبول خلال الإطار الزمني المحدد أعلاه. يجب على المقاول إخطار منظمنا على الفور كتابيًا في غضون اليوم واحد من أيام تقويمية من أي مشاكل أو حالات تأخير أو ظروف معاكسة تؤدي إلى إعاقة مادية عن قدرة المقاول على تلبية متطلبات العقد. يجب على المقاول أن يعفي حقه بالكامل في توفير وقت إضافي و / أو تعويض في حالة فشله في تقديم إشعار كتابي بالإطار الزمني المذكور أعلاه.

## V) TIMELINE

The Time Line for this Tender shown below:

ث) الجدول الزمني  
الجدول الزمني لهذه المناقصة كما هو موضح ادناه:

ACTIVITY	Date التاريخ	النشاط
ORIGINAL DATE ISSUED TENDER	December 30, 2019	تاريخ الاصدار:
LAST DATE FOR CLARIFICATION VIA E-MAIL <a href="mailto:IRQ-Tendering@blumont.org">IRQ-Tendering@blumont.org</a>	January 7, 2020	آخر موعد للأستفسار و التوضيح عن طريق البريد الإلكتروني: <a href="mailto:IRQ-Tendering@blumont.org">IRQ-Tendering@blumont.org</a>
RETURN OF TENDER (CLOSING DATE)	January 9, 2020	تاريخ الغلق و تسليم العطاء
RETURN OF TENDER (CLOSING TIME) (IRAQI TIME)	3:30 PM	وقت الغلق و تسليم العطاء (بتوقيت العراق)
TENDER REVIEW COMMITTEE	January 13, 2020	لجنة مراجعة المناقصات
LOCAL COMMITTEE ON CONTRACT	January 15, 2020	لجنة للعقد
"GO-LIVE" WITH SUPPLIER	January 25, 2020	منح المناقصة

## VI) VALIDATION OF BIDS AND PRICES:

This offer is valid for (90) **Ninety days** from the date of offer submission.

ج) نفاذ الاسعار:

هذا العرض ساري المفعول لمدة (90) تسعون يوم من تاريخ تسليم العرض.

## VII) GENERAL REQUIREMENTS

Selected offeror must provide all requested information and fulfill all conditions requested.  
Offers that do not fully meet any of the requirements listed below will be disqualified/rejected.

- The Company must complete Due Diligence Questionnaire if selected for award within 5 days
- The Company must have a DUNS number or obtain one within 5 days of being notified of selection. DUNS number can be obtained as below:

**SAM website:** <https://www.sam.gov/SAM/>. In some cases, SAM registration will also be required in order to receive federally funded award.

**DUNS Website:** <http://fedgov.dnb.com/webform> (This is a must for USAID funded awards)

**YouTube tutorial on Getting a DUNS number:** <https://www.youtube.com/watch?v=DtwYgWr2CJI>

- The Company must be registered in SAM.gov as one of the security requirements, below is the link of Tutorial on Registering Your Business with Federal System for Award Management SAM:  
<https://www.youtube.com/watch?v=4ucwm8sGycw>

## ح) متطلبات العامة

- يجب على مقدم العرض المحدد تقديم جميع المعلومات المطلوبة والوفاء بجميع الشروط المطلوبة. سيتم استبعاد/رفض العروض التي لا تفي بالكامل بأي من المتطلبات المذكورة أدناه.
- يجب على الشركة إكمال استبيان العناية الواجبة في حالة اختياره للجائزة في غضون 5 أيام
  - يجب أن يكون لدى الشركة رقم DUNS أو الحصول على رقم خلال 5 أيام من تاريخ إخطارها بالاختيار. يمكن الحصول على رقم DUNS على النحو التالي:

موقع SAM الإلكتروني <https://www.sam.gov/SAM/> في بعض الحالات ، سيكون تسجيل SAM مطلوبًا أيضًا لتلقي الجائزة الممولة من الاتحاد الفيدرالي.

موقع DUNS <http://fedgov.dnb.com/webform> هذا أمر ضروري للجوائز الممولة من الوكالة الأمريكية للتنمية الدولية  
موقع YouTube التعليمي حول الحصول على رقم DUNS <https://www.youtube.com/watch>

- يجب أن تكون الشركة مسجلة في SAM.gov كواحد من متطلبات الأمان، فيما يلي رابط البرنامج التعليمي حول تسجيل عملك مع النظام الفيدرالي SAM : <https://www.youtube.com/watch?v=4ucwm8sGycw>

## VIII) TECHNICAL SPECIFICATION

- 1. Performance inspection and quality of materials:** The implementation of the project will be monitored by the staff of the organization. In case of delay in implementation or poor quality of work or violation of the terms of the contract, the organization may stop working with the contractor immediately and deal with another contractor and compensate the first contractor for what has been implemented from work. If the implementation is delayed, the contractor will be fined according to the contract.
- 2. Inspection of supplies by our organization before delivery:** The selected supplier must notify our organization that items are ready in the mentioned place according to attached Financial Offer for implementation.
- 3. The Quality Assurance/ Quality Control (QA/QC) and Test Analysis that undertake by our organization:** QA/QC for any materials before used from contractor/Supplier to be done through our organization site engineer.

## خ) المواصفات الفنية

- 1. فحص جودة الاداء و نوعية المواد:** سيتم مراقبة تنفيذ المشروع / المواد المورد ة من قبل موظفي المنظمة و في حال التلكأ في التنفيذ او رداءة جودة العمل او مخالفة شروط العقد يحق للمنظمة ان توقف العمل مع المقاول / المورد فورا و ان تتعامل مع مقاول/ مجهزة آخر و تعوض المقاول/ المورد الاول عن ما تم تنفيذه من العمل. في حال تاخير التنفيذ، سيتم تغريم المقاول/ المورد حسب شروط العق/ ألتجهيز.
- 2. فحص المواد من قبل المنظمة قبل التسليم:** على المقاول/ المورد المختار للخدمات أن يخطر منظمنا بأن المواد جاهزة في المناطق المذكورالعرض المالي المرفق.
- 3. سيقوم المنظمة بالفحوصات التالية:** ضمان الجودة / مراقبة الجودة للمواد المورد من قبل المقاول/ المورد و حسب العرض المالي المرفق.

**IX) LOCATIONS OF IMPLEMENTATION**

The final delivery location is: **As per attached Financial Offer**

**د) محل استلام المواد**

موقع التسليم النهائي: حسب جدول العرض المالي المرفق

**X) CONTRACT TERMS AND CONDITIONS**

**THIS CONTRACT/PURCHASE ORDER RESULTING FROM THIS SOLICITATION MUST BE SIGNED BY BOTH PARTIES TO BE CONSIDERED VALID AND IN FORCE. ALL COSTS ASSOCIATED WITH, BUT NOT LIMITED TO, PRODUCTION, PREPARATION AND/OR DELIVERY OF GOODS OR SERVICES, INCLUDING DELIVERIES, ACCEPTED BY OUR ORGANIZATION STAFF, WITHOUT A FULLY EXECUTED (SIGNED BY BOTH PARTIES) CONTRACT/PURCHASE ORDER, ARE AT THE VENDOR'S RISK ONLY. OUR ORGANIZATION SHALL NOT PAY FOR ANY COSTS, WITHOUT LIMITATION, ASSOCIATED WITH PRODUCTION, PREPARATION OR DELIVERY OF GOODS AND/OR SERVICES UNDER THIS OR ANY OTHER CONTRACT/PURCHASE ORDER, WHICH HAS NOT BEEN SIGNED BY BOTH PARTIES.**

**ذ) شروط وأحكام العقد**

يجب أن يتم توقيع هذا العقد / أمر الشراء الناتج عن هذه المناقصة من قبل الطرفين ليعتبر صالحًا ونافذًا لجميع التكاليف المرتبطة ، لكن لا تقتصر على ، الإنتاج أو الإعداد و / أو تسليم السلع أو الخدمات ، بما في ذلك عمليات التسليم ، التي تم قبولها من قبل موظفي المنظمة، دون التنفيذ الكامل (التوقيع من كلا الطرفين) فإن العقد / الأمر بالشراء، تكون على عاتق ومسؤولية البائع (المورد) فقط.  
منظمتنا غير مكلفة بدفع أية تكاليف و دون الحصر للأمور المرتبطة بإنتاج أو إعداد أو تسليم السلع و / أو الخدمات بموجب هذا أو أي عقد / أمر بالشراء لم يتم توقيعه من قبل الطرفين.

**XI) EVALUATION AND AWARD PROCESS**

**Lowest Price Technically Acceptable (LPTA) (the average passing score for the technical evaluation is (60 points)**

- Individual Criteria minimum passing score for similar experience is **(50%)** of total weight if the offeror did not pass will be failed in the competitive process
- Individual Criteria minimum passing score for Past performance is **(50%)** of total weight if the offeror did not pass will be failed in the competitive process.
- Individual Criteria minimum passing score for Technical Approach is **(60%)** of total weight if the offeror did not pass will be failed in the competitive process
- The offeror's technical proposal will be evaluated on a Pass or Fail basis by a technical evaluation committee using the Evaluation Criteria for this solicitation.
- Our Organization will compare the prices of offerors that submitted proposals meeting or exceeding the acceptability standards for technical (non-cost) factors and select for award the Offeror that submitted the lowest reasonable and realistic price.
- Our Organization reserves the right to award under this solicitation without further negotiations. Offerors are encouraged to offer their best terms and prices with the original submission.
- Our Organization expects bidder prices to cover all costs and expenses that will be incurred towards full delivery of services, including labor, materials, transportation, travel and other expenses

## ر) التقييم و قرار منح العقد

أدنى سعر مقبول تقنيًا (LPTA) درجة النجاح في التقييم الفني هي (60 نقطة).

- الحد الأدنى لمعايير النجاح للأعمال المماثلة هي (50%) من التقييم الكلي اذا لم ينجح مقدمي العروض سوف تستبعد في العملية التنافسة
- الحد الأدنى لمعايير النجاح للأداء السابق للشركة هي (50%) من التقييم الكلي اذا لم ينجح مقدمي العروض سوف تستبعد في العملية التنافسة
- الحد الأدنى لمعايير النجاح في التحليل التقني (60%) من التقييم الكلي اذا لم ينجح مقدمي سوف تستبعد في العملية التنافسية
- سيتم تقييم الاقتراح الفني المقدم من مقدم العرض على أساس النجاح أو الفشل من قبل لجنة التقييم الفني باستخدام معايير التقييم لهذا الالتماس.
- ستقوم منظمنا بمقارنة أسعار مقدمي العروض الذين قدموا مقترحات تفي أو تتجاوز معايير القبول للعوامل الفنية (غير المتعلقة بالتكلفة) واختيار مقدم العرض الذي قدم أدنى سعر معقول وواقعي.
- تحتفظ منظمنا بالحق في التحكيم بموجب هذا الالتماس دون مزيد من المفاوضات. يتم تشجيع مقدمي العروض على تقديم أفضل الشروط والأسعار مع التقديم الأصلي.
- تتوقع منظمنا أن تغطي أسعار المزايد جميع التكاليف والمصاريف التي سيتم تكبدها من أجل تقديم الخدمات بالكامل ، بما في ذلك العمالة والمواد والنقل والسفر وغيرها من النفقات.

## XII) ELIGIBILITY REQUIREMENTS:

**FAILURE TO COMPLY WITH EACH BELOW LISTED ELIGIBILITY REQUIREMENTS WILL BE RESULT TO IMMEDIATE CONSIDERATION TO BE OUT THE BIDDING:**

1. The vendor must present their profile, CV or copies of signed and stamped similar works.
2. Copy of valid registration with local government stamp. (Company, Shop & Supermarket can apply for the Bid).
3. Copy of Valid Tax Clearance Documents.

## ز) المعايير الأساسية:

**عند الفشل في الالتزام بتقديم كل من متطلبات الأهلية المدرجة أدناه , فانه و بشكل مباشر يعتبر العطاء المقدم خاج المناقصة :**

1. معلومات عامة: يجب ارسال شهادة التسجيل أو السيرة الذاتية مع كافة العقود (الموقعة و المختومة) للأعمال المماثلة والسابقة.
2. نسخة من شهادة التسجيل سارية المفعول مع الحكومة المحلية ( الشركات و المحلات و الاسواق يمكن التقديم لهذا المناقصة).
3. نسخة من وثيقة التخليص الظريبي سارية المفعول.

### XIII) PAYMENT METHOD AND TERMS:

- 1. Payment for supplies quantities:** Payment will be made after receiving, inspecting and accepting quantities ordered.
- 2. Payment method:** payments will be made as bank transfer or if the company doesn't have a bank account the payment will be made as Hawala (hawala is for Syrian vendors only), in both cases all banking/hawala fees will be paid by our organization
- 3. Payments duration:** Payment will be made within (30) days after receives/ delivery of goods as per attached FINANCIAL OFFER and the original invoice(s) from the vendor.

### س) شروط طريقة الدفع

1. دفع قيمة المواد المجهزة: ستتم تسوية حسابات مزود الخدمة بعد استلام, فحص و قبول الكميات المطلوبة.
2. طريقة دفع المستحقات: سوف يكون الدفع على طريقة الحوالة ( خدمة الحوالة للمجهزين السوريين فقط) وكل مصاريف نقل المستحقات "العمولة" تكون على منظمتنا, وفي حال وجود حساب مصرفي بأسم الشركة يتم تحويل المستحقات الى الحساب و تكون العمولة على منظمتنا.
3. مدة الدفع: سيتم الدفع خلال (30) يومًا بعد استلام الفاتورة الأصلية من المجهز بعد تسليم كميات وحسب العرض المالي المرفقة.

### XIV) VALUATION CRITERIA

### ش) معايير التقييم

المعايير CRITERIA	SCORING النقاط
1- Similar working experience with clients such as INGO, UN Agencies, government and others) (at least (3) Three similar contracts). الاعمال مماثلة مع العملاء (المنظمات الدولية / وكالات الأمم المتحدة, الحكومة و الاخرى) (على الأقل 3 ثلاثة عقود مماثلة)	20%
2- Company Past performance (recommendation letters are requested) الأداء السابق للشركة (ضرورة تقديم كتاب التوصية من الطرف السابق)	20%
3- Technical Approach التحليل التقني :	60%
Sample Evaluation تقييم العينة	
Total المجموع	100%

Our organization reserves the right to award under this solicitation without further negotiations. The offerors are encouraged to offer their best terms and prices with the original submission.

It is our organizations Policy that no gifts of any kind and of any value be exchanged between vendors and our organizations personnel. Discovery of the same will be grounds for disqualification of the vendor from participation in any of our organizations procurements and may result in disciplinary actions against our organizations personnel involved in such discovered transactions.

**Selected vendor will be subject to vetting.**

تحتفظ المنظمة بالحق في منح العطاء بموجب هذه المناقصة دون الرجوع الى التفاوض . نشجع مقدمي العروض على تقديم أفضل الشروط والأسعار مع تقديم العرض الأصلي.

من سياسات منظماتنا أنه لا يتم تبادل أي هدايا من أي نوع وأي قيمة بين البائعين وموظفي المنظمة. و اكتشافها سيكون سبباً لاستبعاد البائع من المشاركة في أي من مشتريات منظماتنا وقد يؤدي إلى اتخاذ إجراءات تأديبية ضد موظفي المنظمة المشاركين في هذه الصفقات المكتشفة.

**المنظمة سيقوم بالتحقيق عن الشركة المختارة من عدة جهات.**

## **INSTRUCTIONS TO THE OFFERORS**

- Payments will be made as bank transfer ONLY and all banking fees will be paid by Our organization
- Our organization is not responsible for fluctuations in the prices of any items in the local and international markets during the contract period and the company is obliged to the proposed price according to the contract and until the end of the contract period between the parties.
- **THE QUANTITY IS NOT FIXED. OUR ORGANIZATION CAN ORDER LESS OR MORE QUANTITIES.**
- All pages of the bids must be signed and stamped.
- This tender is not a commitment for purchasing.
- All prices must be in **IQD (IRAQI DINAR).**
- The date of commencement of delivery must be specified after signing the contract.
- Our organization is not bound to contract with one company and can split the award between one or more companies.
- A certificate of registration and CV should be sent with all contracts for similar and previous business.
- The company shall be responsible for all the expenses of the loading and offloading at the mentioned places according to attached Financial Offer.
- The Company shall bear all risks and costs for any damage, loss or theft to the ordered goods. The Company shall bear full legal responsibility for any disease, injury, disability or death of any of its employees, drivers and porters.
- The organization can cancel any part of the FINANCIAL OFFER and may only use quota processing and cancel the transport part.
- The organization has the right to deal with another supplier in case of delay of delivery by the contracted company, and the quantity will be deducted from the share of the contracted company.



- The Supplier / contractor must inform the organization and take **PRIOR APPROVAL** if any of the required materials and services will be provided by a subcontractor. Otherwise, under the terms and conditions of the contract between the parties, the contract will be terminated.
- Our organization will terminate the contract in the event of negligence and delays of delivery.
- The supplied items will be checked and tested.
- Our Organization are not responsible for any Tax Clearance and the Delivery Terms under INCOTERM 2010 DDP (Delivery Duty Paid)

## ص) تعليمات للعارضين

- سوف يكون الدفع عن طريق الحوالة البنكية فقط و"العمولة" للحوالة البنكية تكون على حساب المنظمة.
- المنظمة غير معنية بتذبذب اسعار المواد في الاسواق المحلية والعالمية خلال فترة العقد و الشركة المجهزة ملزمة بالسعر المتفق عليه حسب العقد حتى انتهاء فترة التعاقد بين الطرفين.
- الكمية المذكورة في جدول الكميات ليست ثابتة. للمنظمة حق طلب كميات أقل أو أكثر.
- جميع صفحات العطاء يجب ان تكون موقعة ومختومة من قبل الشركة.
- لايعتبر هذه المناقصة التزامًا من المنظمة بالشراء.
- يجب تدوين جميع المبالغ **بالدينار العراقي**.
- المنظمة ليست ملزمة بان تتعاقد مع شركة واحدة, و يمكن تجزئة العطاء بين أكثر من شركة .
- يجب ارسال شهادة التسجيل و السيرة الذاتية مع كافة العقود للاعمال المماثلة والسابقة للشركة.
- تتحمل الشركة المجهزة كافة مصاريف التحميل و التفريغ في المناطق المذكورة و حسب العرض المالي المرفقة.
- تتحمل الشركة كافة المخاطر عن اي تلف او نقص او ضرر يلحق بالمواد التي سيتم نقلها كما وان الشركة تتحمل المسؤولية القانونية الكاملة لموظفيها أو السواق أو العاملين المستخدمين عن اي مرض , جروح او عجز او حالة وفاة.
- يمكن للمنظمة إلغاء أي جزء من جدول الكميات ، وقد تستخدم فقط التجهيز وتلغي جزء النقل.
- يحق للمنظمة التعامل مع مجهزة آخر في حال نكلت أو تأخرت الشركة المتعاقد معها عن التجهيز، وسيتم استقطاع الكمية من حصة الشركة المتعاقد معها.
- يجب على المجهز / الشركة المتعاقد معها إبلاغ المنظمة وأخذ موافقة مسبقة إذا كان أي من المواد والخدمات المطلوبة سيتم توفيرها من قبل مقاول ثانوي. وبخلافه و بموجب لوائح و قوانين العقد المبرم بين الطرفين ، سيتم إنهاء العقد.
- المنظمة لها الحق بالغاء العقد في حالة أهمال أو التأخير بالتجهيز من قبل الشركة.
- سيتم اختبار عينة من الكمية المجهزة لمطابقتها مع المواصفات للمواد المطلوبة.
- المنظمة لا تتحمل اي مسؤولية عن التخليص الضريبي و شروط التسليم بموجب INCOTERM 2010 DDP (رسوم التوصيل المدفوعة).

**The Company shall be excluded from opening the tender in the following cases:**

- **If the submitted offer is not with our organization documents (RFQ and Financial Offer), your offer will be excluded.**
- If two or more bids are submitted for one tender.
- If it is proved that the authorized director has two registered companies in his name, both of whom participated in the same tender.
- If only a lump sum has been provided and all prices of the scale have not been filled.
- If the bid is submitted in the absence of the required currency in the tender.
- If bids are submitted after the deadline for closing the tender.
- If the bill of quantities/ financial offer and all RFQ pages are not stamped.
- If the questions are not fully answered.
- If after bids opening calculation error in the offered price has occurred, the offer will be rejected.

**يتم أستبعاد الشركة عند فتح المناقصة في الحالات التالية:**

- إذا تم تقديم العرض باوراق غير (RFQ) المنظمة ويشمل هذا العرض المالي ايضا وسيتم استبعاد العرض المقدم.
- إذا قدمت عطاءين أو أكثر لمناقصة واحدة.
- إذا ثبت ان المدير المخول لديه شركتان مسجلتان باسمه و شارك كلاهما في المناقصة نفسها.
- إذا قدم مبلغا مقطوعا فقط ولم يتم تعبئة جميع أسعار جدول الكميات.
- إذا قدم العرض بغير العملة المطلوبة في المناقصة.
- إذا قدم العطاءات بعد الموعد المحدد لغلق المناقصة.
- إذا لم يتم ختم جدول الكميات وكامل صفحات طلب العرض.
- إذا لم يتم الاجابة على الاسئلة كاملة.
- إذا حدث خطأ في السعر المعروض ، فسيتم رفض العرض اثناء الفتح.

## COMPANY DETAILS

معلومات الشركة (ض)

Wire Transfer Payment Mode طريقة الدفع المصرفي للتحويل	Yes نعم <input type="checkbox"/> No كلا <input type="checkbox"/>
Name of Company : اسم الشركة	
Name of the Owner and Partner اسم مالك الشركة و شركائه	Owner المالك: Partner الشريك: Partner الشريك:
Registered Office address: العنوان المسجل للشركة	
DUNS number (is required) : رقم DUNS (مطلوب)	
Telephone Number: رقم التلفون	
Email البريد الالكتروني	
Please list any Disputes your Company has been involved in with NGOs/UN Our organizations over the last 3 Years: يرجى ذكر أية نزاعات قد شاركت شركتكم في المنظمات الغير حكومية / الأمم المتحدة على مدى السنوات ال(3) الماضية	
<b>Banking information: المعلومات المصرفية</b>	
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:	
Signature التوقيع:	
Company Stamp ختم الشركة :	

## XV) APPENDICES

- Financial Offer
- APPENDIX - X

الملحقات (ط)

- العرض المالي
- الملحق X

**XVI) LIST OF SIMILAR WORK**

**ظ) قائمة الأعمال المماثلة**

#	Project Name	Year	Amount	Contracted with	Reference (name, Position, Phone # & E-mail address)	Copy attached
1						YES <input type="checkbox"/>
2						YES <input type="checkbox"/>
3						YES <input type="checkbox"/>
4						YES <input type="checkbox"/>
5						YES <input type="checkbox"/>

**APPENDIX - X**  
**RFP/RFQ COVER LETTER**

COUNTRY:

DATE:

To:

Project Title: [ ]

Dear Sir/Madam,

We, the undersigned, offer to undertake [ ] Services in accordance with your Request for Proposal dated [ ] and our Proposal (Technical and Financial). Our attached Proposal is for the sum of [ ].

Our proposal is valid for 90 days and shall be binding if awarded the contract.

We understand you are not bound to accept any Proposal you receive.

Sincerely yours,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**APPENDIX - X**

**SUMMARY OF RELEVANT CAPABILITY AND EXPERIENCE**

Include projects that best illustrate your experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years.

The **largest** (at least 3) projects undertaken should be described in greater detail in Appendix -X.

No	Project Title	Description of Activities	Location Province/District	Client Name/Tel No	Cost in USD	Start-End Dates	Completed on schedule (Yes/No)	Subcontractor or Prime Contractor?	Contact info of Client
1									
2									
3									
4									
5									

**APPENDIX - X**

**STAFFING PLAN**

<b>POSITION</b>	<b>NAME</b>	<b>TITLE AND TASK OF TEAM MEMBER</b>
Overall Management Position (e.g., Project Manager)		
Top/Key Technical Position		
Other Positions		

**Attach a CV for each individual.**

**APPENDIX G**

**LOWER TIER SUBCONTRACTING PLAN**

List below the lower tier subcontractors, if any, you plan to use on the subcontract. Offerors are reminded that they cannot assign the work to lower tier subcontractors without Our Organization approval.

Name of the Lower Tier Subcontractor(S)	Where is the Lower Tier Subcontractor's Headquarters?	% Of Proposed Subcontract Cost That Will Go to the Lower Tier Subcontractor	What Aspects of the Work Will the Lower Tier Subcontractor Be Responsible For?

Note: Our Organization reserves the right to disapprove the use of lower-tier subcontractors



**APPENDIX - X**

**COMPANY DETAILS & FINANCIAL CAPACITY**

**Chart #1**

Name of Company	
Legal Operation License Number	
License Expiry Date	
Authorized Dealer name	
National ID or Passport Number	
Contact Number	
Email Address	
Mailing Address	

**Indicate whether organization is:** [Please check appropriate box]

Sole Trader	<input type="checkbox"/>	Not for profit	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Other	<input type="checkbox"/>
Limited Liability Company	<input type="checkbox"/>		

**If a Partnership, list details of all current partners**

Full Name	Address

**How many years have your organization been in business under:**

(a) Its present name? \_\_\_\_\_

(b) A former name? \_\_\_\_\_

<b>In what other types of business are you financially engaged?</b>
1.
2.
3.

**APPENDIX - X**

**Our Organization PROPOSAL (RFP/RFQ) CHECKLIST**

*(Please check all that apply and include this page in the sealed envelope with the proposal)*

**RFP:** [ \_\_\_\_\_ ]

**Offerors:** \_\_\_\_\_

**Have you?**

- Submitted your technical and financial proposal to Our Organization as hard copy in sealed envelope by the required deadline?

**Does your proposal include the following?**

- Cover Letter *(use template in Appendix X)*
- Summary of Relevant Experience *(use form in Appendix X)*
- Certificates of Final Completion for at least 3 projects in Appendix X *{no template provided}*
- Other Past Performance References *(include letters from clients verifying the quality of the work)*
- Priced Unit Rates
- Staffing Plan *(use template in Appendix X)*
- CVs for Overall Manager, top Technical Position, and top On-Site Position *(no template provided)*
- Lower Tier Subcontracting Plan *(use template in Appendix X)*
- Company Details and Financial Capacity *(use template in Appendix X) and on additional sheets as required*
- Others as required by the RFP/RFQ (Section – X)

**ATTACHMENT X**

**REPRESENTATIONS AND CERTIFICATIONS**

**Certification Regarding Debarment and Suspension**

(In accordance with 22 CFR 226 Appendix A)

- (1) Recipient certifies to the best of its knowledge and belief that it and its principals:
- a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) b. of this certification; and
  - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Business Name:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification Regarding Lobbying**

(In accordance with 22CFR 226 Appendix A)

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

By signing this subcontract, the subcontractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any US agency, Our Organization, a member of US Congress, officer or employee of US Congress, or an employee of a member of US Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Business Name:

_____	_____
Authorized Representative Name (print)	Authorized Representative Title (print)
_____	_____
Authorized Representative Signature	Date

## **Certification Regarding Terrorist Financing**

By signing and submitting this application, the Recipient provides and is bound by the certification set out below:

1. Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at [www.epls.gov](http://www.epls.gov) or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by Our Organization to Recipient.

b. Before providing any material support or resources to an individual or entity, Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

- b. "Terrorist act" means-
  - i. an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
  - ii. an act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub-national groups or clandestine agents; or
  - iii. any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- e. Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless Recipient has reason to believe that a Vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

Any violation notified or discovered, of this Certification prior to completion of the Grant Work shall be grounds for voidance of the Grant in its entirety by Our Organization and no costs shall be recoverable by the Recipient. Any violation of this Certification notified or discovered after any of the Work has been performed under this Grant shall result in immediate termination of this Grant by Our Organization and no payments for any Work performed or goods delivered prior to such termination shall be made without express written approval of USAID.

Business Name:

\_\_\_\_\_  
 Authorized Representative Name (print)

\_\_\_\_\_  
 Authorized Representative Title (print)

\_\_\_\_\_  
 Authorized Representative Signature

\_\_\_\_\_  
 Date

### Certification Narcotics Offenses and Drug Trafficking

Recipient hereby certifies that within the last ten years:

1. Recipient's principles or key personnel have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. Recipient's principles or key personnel are not and have not been an illicit trafficker in any such drug or controlled substance.
3. Recipient's principles or key personnel are not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Business Name:

\_\_\_\_\_  
Authorized Representative Name (print)

\_\_\_\_\_  
Authorized Representative Title (print)

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date



**Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in U.S. Federally Assisted Programs**

Note: This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.

- (a) The Recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of: (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving U.S. Federal financial assistance; (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving U.S. Federal financial assistance; (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with U.S. Federal funds; (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving U.S. Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and (5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of U.S. Federal Regulations.
- (b) If the Recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the Recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.
- (c) This assurance is given in consideration of and for the purpose of obtaining any and all U.S. Federal grants, loans, contracts, property, discounts, or other U.S. Federal financial assistance extended after the date hereof to the Recipient by the Agency, including installment payments after such date on account of applications for U.S. Federal financial assistance which was approved before such date. The Recipient recognizes and agrees that such U.S. Federal financial assistance will be extended in reliance on the representations and Agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Recipient.

Business Name:

\_\_\_\_\_

Authorized Representative Name (print)

\_\_\_\_\_

Authorized Representative Title (print)

\_\_\_\_\_

Authorized Representative Signature

\_\_\_\_\_

Date

**Certification of Compliance With Laws and The U.S. Foreign Corrupt Practices Act**

Recipient shall comply with all laws and regulations in the jurisdictions where it is performing under this Agreement. Recipient is familiar with applicable anti-corruption, anti-bribery, anti-kickback, laws and regulations and will not undertake any actions that may violate these laws and regulations. Recipient is familiar with the U.S. Foreign Corrupt Practices Act (the "FCPA"), its prohibitions and purposes, and will not undertake any actions that may violate the FCPA.

Accordingly, Recipient hereby agrees that:

1. Recipient will not employ a person who is a governmental official or employee, including employees of government owned or government-controlled corporations, agencies or bodies.
2. Recipient will not, directly or indirectly, make any payment, offer or promise to make any payment or transfer of anything of value to a governmental official or employee, or to any political party or any candidate for political office, with the purpose of influencing decisions favorable to the Recipient and its business in contravention of the FCPA or other applicable laws.
3. Recipient will immediately advise Our Organization in writing in the event that any person employed by or associated with Recipient becomes such government official, political party official or candidate.
4. Recipient shall maintain true and accurate records necessary to demonstrate compliance with the Agreement (including the requirements of this Certification), and shall provide to Our Organization evidence of such compliance upon simple request.
5. Recipient shall provide Our Organization or its representatives, with access to financial records and supporting documentation to demonstrate the existence of normal and anticipated payment patterns and financial arrangements as well as transparency in expenses and accounting records related to transactions arising out of this Application.
6. Recipient understands that if it fails to comply with any of the provisions of this Certification (irrespective of the size, nature or materiality of such violation), such failure shall be deemed to be a material breach of any resulting Agreement and, upon any such failure, Our Organization shall have the right to terminate any Agreement with immediate effect upon written notice to Recipient, without penalty or liability of any nature whatsoever.

**Business Name:**

\_\_\_\_\_  
Authorized Representative Name (print)

\_\_\_\_\_  
Authorized Representative Title (print)

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date