

giz GIZ Office Iraq - Baghdad | Erbil

TO ALL BIDDERS

Address:
Tel:
Email:
Contact:

Your reference

Our reference Tender 91134550

German Development
Cooperation GIZ Office Iraq

Thomas Schaef
Country Director GIZ Iraq

Baghdad, Harlow Riverside Compound, Al
Karrada
Erbil (KRI), Gulan Tower, Gulan Road

Your reference: 4554, 29.03.2018
Our reference: DCD_180716_01

05-Feb-20

INVITATION TO TENDER, GIZ tender no: 91134550

Tenderer: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Project name: Country Office and Projects

Supply and delivery of: Framework agreement of Office Furnitures (As per Annex 1 - Technical Specifications).

Dear Sir / Madam,

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Iraq, is implementing Technical Cooperation measures for the above-mentioned subject, on behalf of the of the Government of the Federal Republic of Germany.

GIZ Office Iraq now invites Bidders to submit, free of charge, and without obligation on part of GIZ, a bid based on the following terms and conditions. Non-conformity with all conditions mentioned could lead to the exclusion of the bid.

The bidders are requested to submit their price offers using the attached 'Bid form' (Annex 2). Further the bidders must prepare their offer under attention of the instructions and conditions stated in this invitation letter. Bidders are also requested to submit the attached 'Supplier Information Form' (Annex 3) which is including Bank Account Information, bank account in Iraq/KRI and information must be submitted correctly, Supplier must submit their Iraqi/KRI registration, otherwise the offer will not be considered as responsive offer.

Technical Proposal Should be consist of :

- A short company profile (1-3 pages).
- Proposed product and specification.
- Methodology of the delivery term onsite services, warranty requirements.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Chairman of the Supervisory Board
Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Dr Christoph Beier (Vice-Chair)
Thorsten Schäfer-Gümbel

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- List of the similar contracts.
- List of Maintenance staff.
- Warranty of product in 3 years. The company must have the established team for the products in Iraq in case of any future maintenance demands or in case of malfunctions in the product (Kindly provide us with an evidence).
- Registration certificate.

Financial Proposal:

- Bid Form, it has to be signed and stamped by the supplier.
- Iraqi/KRI Bank Account Details.
- Sales Tax Number.

Required products and goods:

The technical specification of the goods to be delivered is attached to this "Invitation to Tender" in Annex 1.

GIZ reserves the right to increase or reduce the above quantities by maximum 20% according to the available budget.

Tender deadline:

We request you to submit a bid

Before 14:00 hrs. On 23.02.2020 to GIZ Erbil Office, Gulan Tower, 2th Floor, Office No: Reception, Gulan Road, Erbil, Kurdistan Region, Iraq.

The bids not delivered at the time and date may not be evaluated.

A bid letter and all the Technical Specifications must be dated, signed and stamped.

Submission of your quotation:

The bid is to be contained in a sealed envelope. The following data must be given on the front of the envelope such that it is clearly visible:

- GIZ tender (Ref **NO : 91134550**).
- Remark " Not to be opened before big opening session.
- GIZ is not responsible for the cost for bid submission and other related costs.

Terms of delivery and place of delivery:

By Road Transportation DDP Erbil , Gulan Tower , GIZ office 2nd Floor , as per (Annex 1) Technical Specification. (incoterms 2010).

Transport costs are included in the product prices.

Delivery time:

The delivery time of the goods after ordering must be stated. All ordered goods must latest be delivered at the date stated in the bid. In the event of late delivery goods may not be accepted by us.

Prices:

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Prices shall be free of taxes and other public charges. The prices shall include the costs for goods, Transportation, packing, marking, and insurance and all other local costs incidental to deliver the goods to the final destinations.

Bid Currency, Validity and Language:

Prices shall be quoted in USD.

Bids showing other currencies may not be considered.

Bids shall remain valid for 90 days after the deadline for submission of bids.

A bid valid for a shorter period may be rejected by the GIZ as non-responsive.

The language of the bid shall be English.

Payment Terms:

Full payment will be made after completion of delivery, subject to appropriate deduction for incomplete and delayed deliveries, upon presentation of

- A commercial invoice (specifying quantities, unit and total prices etc.)
- Acceptance certificate issued by the authorised GIZ representative

Payment of goods will be done within 30 working days after taking over of the goods/services at the address as stated in the purchase order.

Payment will be done by bank transfer at GIZ CO Offices.

Evaluation criteria

The received bids will be evaluated of both technical and price consideration.

The technical proposal will be evaluated based on the requested specification and physical checking by the technical staff. The company must provide below requirements:

- A short company profile (1-3 pages).
- Proposed product and specification with catalogues that fulfills the specifications.
- Methodology of the delivery term onsite services.
- List of the similar contracts (4 contracts).
- Warranty of product in 3 years. The company must have the established team for the products in Iraq in case of any future maintenance demands or in case of malfunctions in the product (Kindly provide us with an evidence).
- Registration certificate.

If the company didn't fulfil the technical requirement will be excluded from the financial evaluation.

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The price quotations of those proposers which are eligible from the technical point of view be considered and evaluated by the procurement officer responsible. the evaluation will be %100 on the price – after checking whether the offered items are fulfilling the technical specification and fully compliant.

The offer Tender Results:

All companies tendering will be advised on the outcome of the tender process. The results will not be made public.

Question:

For any questions about our tender the contact address is:

E-mail: procurement.iraq@giz.de

All quotation will be evaluated based on compliance with the established specifications

Quotation not complying with the above requirement will state as non-responsive

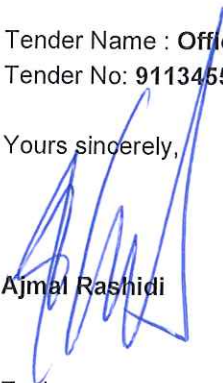
All quotations (**Framework Agreement Template, Invitation to Tender Letter (ITT), Annex1, Annex 2, Annex3 and Annex 4**) must be signed and stamped by a person or persons duly authorized to sign on behalf of the supplier, otherwise the offer will not be considered as responsive offer.

The outer packing of the sealed envelope must be as below:

Tender Name : **Office Furnitures.**

Tender No: **91134550**

Yours sincerely,


Ajmal Rashidi


Rawa Mahmood

05. FEB. 2020

Enclosures:

Annex 1: Technical Specifications

Annex 2: Bid Form

Annex 3: Supplier Information Form

Annex 4: General Purchase Conditions.