

Instructions: Network and Security Equipment **Public Tender**

Dear Bidder;

Please read carefully through those points they are essential to your offer being consider for this Tender.

1. Your proposal/bid should be prepared in **English** (all supporting documents should also be in **English**)
2. Please fill in the Request for quotation (**RFQ**) with the required information. "No field should be left empty". Submit the RFQ on your own company letterhead.
3. Stamp and sign each page of the filled RFQ and all the documents received.

A. Title/subject of the email must be:

TND210810

- **YOU MUST USE** the correct subject name, otherwise your bid will be excluded.
- **USE ONLY CAPITAL** letters, **Do Not** use lowercase letters

See an example of how the subject should be typed below:



The screenshot shows an email composition interface. The 'To...' field contains 'iraqbids@shpt.samaritan.org;'. The 'Cc...' field is empty. The 'Subject' field is highlighted and contains 'TND210810'. A 'Send' button is visible on the left side of the form.

WARNING: The wrong tittle/subject will exclude your bid from the Tender.



- B.** Please scan and submit your tender offer and documentation listed below and any other relevant documents ELECTRONICALLY in two or more separate emails to the following email address:

iraqbids@shpt.samaritan.org

NOTE: This email address is only used to receive bids and will not receive any question emails or acknowledgment of receiving any email sent by the suppliers.

Financial Offer – EMAIL #1

- Total offer for all aspects of the RFQ (use provided form **RFQ Request for quotation**). Other forms of quotation will not be considered.
- Provide **both** the electronic (MS Excel) version of the completed document as well as a PDF version containing signature/stamp of company on each page.

Technical Offer – EMAIL #2 (this you can send in multiple emails depending on the size of the files)

- CV of the Company
- Company Experience Record (use provided form **Annex 1- Company Experience**)
- List of References (use provided form **Annex 2 - References**)
- Valid Registration
- Latest Tax Clearance
- Other supporting documents (if available)

Note: Your Email MUST be LESS than 18MB, kindly send the attachments in ZIP file OR it may be necessary to send more than one email, the size limit of the attachments (including the email) should be less than **18MB. If you have more than one (1) email, you must use the same subject/title as below in each of your emails, do not add anything else to the subject/title.**

TND210810

Please after submitting the information check in your inbox and junk box/spam box to ensure that you have not received a **delivery error message due to big attachment's size.**

To be considered for this tender, the bidder must submit all documents requested and use the annexes provided. Bidder may provide supplemental information to expand or clarify the listed items.

Incomplete packages may not be taken into consideration.

Closing Date: 23:59 p.m. Iraq Local Time on 21– August – 2021

Note: Bids sent after August 21, 2021 will NOT be considered and will be immediately and automatically rejected.

WE PRACTICE PROCUREMENT WITH INTEGRITY

Integrity of the Public Tender procurement process is of the utmost importance. Un-ethical procurement conduct will not be tolerated and will result in the immediate dismissal from the Public Tender procurement process. All bids are received directly by the Tender committee. It is not possible to influence the decision or outcome of the Tender. Submit your best value proposal the first and only time. No Samaritan's Purse employee will solicit you outside of this tender. REPORT ALL UNETHICAL BEHAVIOR, FOR CONFIDENTIALITY REPORT TO THE Samaritan's Purse HOTLINE @ 0750 863 6742

If you, the supplier, suspect fraud from an SP employee, are asked to commit fraud, or witness an SP employee act in a deceitful way, please notify Samaritan's Purse leadership by calling our confidential hotline where Arabic and Kurdish speakers are ready to receive your call. Please call: 0750 863 6742