

Request for Proposal (RFP)

Ref №: ICRRP/RPA/70/MH2021/006

24rd August 2021

Subject: Provision of toolkits for small businesses in Shirqat and Baiji

1. Invitation to submit bids in response to solicitation

You are invited to submit a bid for “Provision of toolkits for small businesses in Shirqat and Baiji”. The **technical and financial offers must be separate** (not mixed), with each one placed in **its own sealed and stamped** envelope. These envelopes should then be placed in another sealed envelope and **delivered by hand** to Mercy Hands Offices by the deadline of **15:00 PM on 6th September 2021**, in accordance with terms & conditions contained herein. Electronic submissions will NOT be accepted.

Bids must be submitted to the following Mercy Hands offices:

- 1) Park View - Gulan Street
Building B6, Apartment 16
Erbil - KRI
- 2) **Slalahadin -Shirqat**
Shirqat district - Hay Al Askary (Al Sada) near of Al Shirqat Hospital - House number (25)

Bids received after the deadline will not be accepted.

Queries may be submitted via email to - procurement@mercyhands.org

Phone number: 07817359194

All envelopes should be sealed, stamped and labelled as follows:

ICRRP/RPA/70/MH2021/006

“Bid for Provision of toolkits for small businesses in Shirqat and Baiji”

Name and Stamp of Supplier

Bidders should provide a written proposal, fully compliant with the instructions given. Failure to comply with requirements may result in the rejection of the proposal. Every proposal will be evaluated in accordance with the prior approved terms & conditions by the Supplier for the provision of tools, materials, and equipment

2. Terms & conditions

i. Terms

The proposal must take into account the following:

1. All goods delivered must meet the quality and technical specifications mentioned in the attached BoQ (Annex 1).
2. Mercy Hands staff have the right to inspect all goods delivered and are not obliged to accept any damaged, malfunctioning equipment or incorrect items.
3. The company needs to have access to both Shirqat and Baiji districts, and deliver the items to Mercy Hands’ warehouses in each location.
4. The companies should have a Certificate of Registration in Iraq

5. The companies applying to this tender must provide the following documents:

- A copy of the company valid IDs.
- The Certificate of Registration in Iraq.
- Tax Clearance document 2021.
- Tax ID valid
- Chamber of Commerce ID.
- A copy of the final annual financial report 2020.
- Statement of Establishment
- Establishment contracts

Note, any missed document from the above-mentioned documents the company will be excluded of competition to win the bid.

6. The companies applying to this tender must provide their bank details (Annex 2: Financial Guarantee Letter).

7. The companies applying must sign the attached Mercy Hands Code of Conduct (Annex 3)

ii. General Conditions

- **Currency** - Tenders must be presented in USD.

- **Period of Validity** - Prices quoted in the tender must be valid for a period of at least 30 days from the deadline for the submission of tenders.

- The compliant tender that offers the best price-quality ratio will be chosen.

MH does not bind itself to award to the lowest offer.

iii. Payment Terms

- The Supplier will submit invoices after the provision and acceptance of all the items as per the BoQ, as per the conditions specified in the contract.

- Payment will be by bank transfer.

Read & Approved by:

Supplier Name:

Supplier Address:

Email Address:

Supplier Signature and stamp: