



INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

INSTRUCTIONS TO TENDERERS

Contracting authority: Terre des Hommes Foundation, (Tdh) Iraq

Type of market: Printing Material

Tender reference: IRQ_ERB_CFT_2022_005

FINANCING:

The project is funded by Multiple donors

The beneficiary of the funding is the Terre des hommes Foundation (Tdh) Iraq.

Important note: By submitting a tender, the tenderer fully and unreservedly accepts the contents of these instructions as to the sole basis for this tender procedure, irrespective of its terms and conditions of sale, which it hereby waives. Tenderers must carefully review and comply with all instructions, forms, contractual provisions, and specifications contained in these tender documents. Failure to submit a tender containing all the required information and documentation within the specified time limits may result in the rejection of the tender. No reservations regarding the tender documents may be considered and will result in the immediate rejection of the tender without further evaluation.



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1. General instructions

- 1.1 These Instructions to Applicants set out the rules for the submission, selection, and implementation of actions under this Call for Proposals.
- 1.2 The tenderer will bear all costs related to the preparation and submission of its tender (visits, on-site inspection, etc.). The contracting authority will not be responsible or liable for any costs incurred by the tenderer, regardless of the progress or outcome of the procedure.
- 1.3 Terre des hommes retains ownership of all bids received in this tender procedure. Consequently, bidders may not demand that their bids be returned to them.
- 1.4 The evaluation committee reserves the right to reject any file deemed insufficiently complete at the time of the evaluation of the offers.

2. Work to be carried out

- 2.1 The purpose of this call for tenders is to supply and deliver printing materials mentioned in **annex 1** for Kirkuk base as per Tdh request.
- 2.2 The call for tenders will lead to sign framework agreement with one or more suppliers for one year with the chance of renewing for the second year for all the printing materials which is mentioned in **Annex 1**.
- 2.3 The Printing materials will be delivered at the supplier's expense to the at the following address:
Tdh office in Kirkuk city.
- 2.4 You will find a detailed description of the goods requested in the technical specifications in **Annex 1 of this file - "Technical Specifications"**.
- 2.5 The contracting authority reserves the right to request as much as Tdh-F needs according to the needs.
- 2.6 Tdh-F has the right to request item by item or as a kit in suitable packaging.

3. Lot

- 3.1 **This call for tenders comprises One:**

Lot No.	Description of the lot
Lot 1	Printing materials



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- 3.2 The tenderer should respond to one lot, but the tender must be for the total quantity of the lot(s) concerned.
- 3.3 If they do not propose models that correspond exactly to the characteristics listed in the technical specifications, participants in the Call for Tenders will have the opportunity to submit an offer for a model that comes as close as possible to the characteristics listed in the technical specifications.

4. Security

- 4.1 The Suppliers is responsible for acquiring all necessary clearances (JCMC, JCC, etc) to access areas of Iraq.

5. Methods of payment:

Tdh will process the payment for the suppliers as per the amount described as below:

- 0.5 USD to 2,000 USD can be processed by Cash.
- 2,001 USD to 10,000 USD by Cheque, Bank transfer, or Hawala
- 10,001 USD and MORE will be processed by Bank Transfer.

6. Planning of the call for tenders:

Steps	Dates*
Publication of the Call for Tenders	20/March/2022
Deadline for requesting clarification from Tdh	16/April/2022 to 04:00 PM
Last day when Tdh gives clarifications	17/April/2022 to 04:00 PM
Deadline date and time for receipt of tenders	18/April/2022 to 04:00 PM
Offer opening session	Between 21/April/2022 and 18/April/2022
Notification of award to the successful tenderer	30/April/2022
Signature of the contract	Between 01/May/2022

*Tentative dates / All times are in the time zone of the country of the contracting authority.
This schedule is subject to change by Tdh according to the constraints encountered.

7. Presentation of the offer:

- 7.1 Tenders, associated documents, and correspondence between the tenderer and Tdh must be written in the language of the procedure, which is English.



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- 7.2 The financial offer must cover all the supplies described in **Annex 1** and must be expressed **all taxes included in USD Dollar** (USD).
- 7.3 Tenders must be received by **14/April/2022 to 04:00 PM**. Late tenders will be rejected and will not be evaluated. Nevertheless, all tenders received after the submission deadline will be retained by the contracting authority.
- 7.4 All tenders must be submitted **in the tender box** provided for this purpose, in the original version in a sealed envelope, either by registered letter or private courier service with acknowledgment of receipt or by hand in return for a signed receipt to the following address:

**Terre des Hommes Office Iraq, Erbil, House 535 Ainkawa Aveen Street Behind Damasqino
Restaurant Second Alley on the left.
Telephone: (964) 783 446 7601**

- 7.5 An electronic copy of the offer (on a USB stick) - in addition to the original paper offer - will be highly appreciated.
- 7.6 The envelope should be marked as follows:
 - Call for tenders N° IRQ_ERB_CFT_2022-005, *followed by one lot " LOT 1 « followed by "printing materials for Kirkuk Base"*
 - *Email Address for the supplier*
 - *Contact name*
 - *The phone number for the supplier*
 - *Address for the supplier*
 - Not to be opened before the opening session of the offers.
- 7.7 Prizes written in pencil will not be taken into account. All deletions, modifications, or changes must be initialed by the signatory of the offer. All bids must be signed by an authorized representative of the bidder.

8. Contents of the offers:

All tenders submitted must comply with the requirements of the tender dossier and the dossier submitted by the tenderer must contain at least the following documents. Bidders who do not provide all the documents below and in the formats requested may be excluded from the selection process:

#	Documents to be submitted	Instructions
1	This Instructions to tenderers	Sign and stamp <u>ALL PAGES</u>
2	<u>Annex 1</u> : Technical & financial specifications	Presented on the Terre des hommes financial offer format in <u>Annex 1 of this file - all taxes included and in USD Dollars.</u> Sign and stamp <u>ALL PAGES</u>

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3	Annex 3: Profile & Supplier Questionnaire	Complete ALL sections in full, sign, stamp ALL PAGES and submit
4	Company registration	Providing company registration
5	At least 3 client references (preferably NGOs or international organizations) and proof of previous experience with the same type of supplies (copies of contracts, order forms, delivery notes, etc.).	Specify the names, addresses, and telephone contact details, the nature, the value of the contracts, and the dates of completion. Tdh reserves the right to contact these references without notifying the tenderer.
6	Original Bank account details	The bank details must be in the name of the company. Tdh requesting bank account under company name on bank template, not company template. A bank account is mandatory to be attached.
7	Owner ID or Passport	A copy of the owner's ID or passport
8	Power of attorney of the company's representative (if applicable)	If the representative is different than the owner
9	The electronic version of the Documentation	Supplier is responsible to submit all the documentation by a hard copy and soft copy version stored in a Flash disk or Normal disk and stored inside the sealed envelope.

9. Questions and clarifications regarding the tender dossier

- 9.1 If Tdh, on its initiative or in response to a request from a tenderer, adds or clarifies information to the tender dossier, this information will be sent in writing and shared at the same time with all other potential tenderers.
- 9.2 Tenderers should submit their questions by e-mail to the following address, **until 12 April 2022 to 04:00 PM**, specifying **the publication reference and the contract title**: raouf.naimzadah@tdh.ch and copy irq.tender@tdh.ch.
- 9.3 Any bidder seeking to organize a private meeting with Tdh during the tender period will risk being excluded from the tender procedure.
- 9.4 The contracting authority may, if necessary, extend the deadline for the submission of tenders to give tenderers sufficient time to take into account any changes that may be made to the tender dossier.

10. Clarification meeting

- 10.1 No clarification meeting is planned on the Tdh premises.



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11. Period of validity of offers

- 11.1 Tenders must remain valid for **365 days from the** deadline for submission of tenders. In exceptional cases and before the expiry of the initial period of validity, Tdh may request in writing that this period be extended by **40 days**. Tenderers accepting this request are not authorized to modify their offer. In case of refusal, tenderers cease to participate in the procedure. The successful tenderer remains bound by its offer for **90 days from the** date of receipt of the notification informing it that it has been selected.

12. Modification and withdrawal of offers

- 12.1 Tenderers may modify or withdraw their tenders by written notification before the submission deadline. No tender may be modified after this date.
- 12.2 Any notification of modification or withdrawal shall be prepared, sealed, marked, and submitted in accordance with Article 7. The envelope shall also be marked "modification" or "withdrawal". Withdrawals shall be unconditional and shall terminate all participation in the tendering procedure.

13. Opening and evaluation of tenders

a) Opening of offers:

- 13.1 The purpose of opening the tenders is to check whether the tenders are complete, whether the documents have been correctly completed and signed and whether the tenders are generally in order.
- 13.2 The bid evaluation committee will not take an immediate decision on the admissibility or inadmissibility of bids at the time of bid opening.
- 13.3 After the opening of the tenders, no information relating to the examination, clarification, evaluation, and comparison of the tenders and recommendations concerning the award of the contract will be disclosed until the contract has been awarded.

b) Administrative evaluation:

- 13.4 The purpose of this stage is to verify the conformity of the tenders received, in terms of substance and the requirements of the tender documents. A tender is deemed to be compliant when it complies with all the conditions, terms and specifications contained in the tender documents, without any significant deviations or restrictions. Substantial deviations or restrictions are those which affect the scope, quality, or performance of the contract, or which substantially depart from or limit the rights of the contracting authority or the obligations of the tenderer under the contract and adversely affect the competitive position of tenderers who have submitted compliant tenders. Tenders that are administratively found to be non-compliant will be rejected and will not proceed to the technical evaluation stage.

c) Technical evaluation:

- 13.5 To be considered technically compliant, the offer must meet or exceed the required conditions and technical specifications without significant deviations or restrictions.

Any bid that is not suitable and capable of providing the services requested in the call for tenders will be excluded from the selection process. Bids that are found to be technically non-compliant will not be evaluated financially.



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d) Financial evaluation:

13.6 The financial evaluation aims to identify the lowest bid among the technically compliant bids.

e) Request for clarification:

13.7 During the evaluation process, in the interests of transparency and equal treatment, the evaluation committee may ask tenderers, in writing, to clarify their tender within a reasonable period, without them being able to modify it. None of these requests for clarification must be aimed to correct any initial errors or failures affecting the performance of the contract or distorting competition.

13.8 Tdh also reserves the right to visit the premises and examine the stocks of the bidders whose bids have been pre-selected before making the final selection. This step may have an impact on the decision of the evaluation committee if the capacity of the bidder is not considered adequate or compatible with that indicated in the tender documents.

f) Criteria for awarding the contract:

13.9 The contract will be awarded to the tender that is both **technically** and **administratively compliant** and to the **most economically advantageous, taking into** account the quality of the work offered and the price of the tender.

Offers will be evaluated according to the criteria listed below:

- Ability to meet the conditions required by the call for tenders
- Compliance with Tdh terms and conditions
- Price competitiveness
- Delivery capacity (lead times, existing stock, delivery to TdH office in Kirkuk.
- Proven experience in the sector of activity concerned (copies of contracts, references, etc ...)
- Terms of payment (Tdh prefers 100% payment after delivery).

14. Signature of the contract

14.1 Within three (3) working days following receipt of the contract, the selected Supplier must sign, date, and return it to Tdh.

14.2 If the successful tenderer does not return the signed contract within three (3) working days, Tdh may, after notification, consider the award null and void and award the contract to the second-place tenderer.

14.3 Unsuccessful tenderers will be informed by e-mail within 10 days from the date of award of the contract.

14.4 The successful tenderer will be informed by e-mail that his offer has been accepted. Before the contract is signed between the contracting authority and the successful tenderer, the latter must provide the documentary evidence or declarations required by the legislation of the country where the company (or each company in the case of a consortium) is established which are not already provided with the tender documentation. Such evidence, declarations, or documents must bear a date that may not be more than one year before the date of submission of the tender.

14.5 If the successful tenderer does not provide these documents within 10 calendar days of notification of the contract award or if it is found that he has provided false information, the contract award shall be considered null and void.



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15. Cancellation of the tender procedure

15.1 In particular, a cancellation may occur when:

- the tender procedure was unsuccessful, i.e., when no adequate, qualitatively, or financially acceptable offer was received or when there was no valid reply.
- the technical or economic elements of the project have been fundamentally modified.
- exceptional circumstances or force majeure make the normal execution of the project impossible.
- all technically acceptable offers exceed the available budget.
- Substantial errors, irregularities, or acts of fraud have been found in the course of the process, in particular where they have prevented fair competition.
- where the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate to the contract price.

Under no circumstances Tdh can be held liable for any damages whatsoever, including and without limitation, damages for loss of profit, related in any way to the cancellation of the tender procedure, even if the contracting authority has been informed of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the program or project announced.

16. Ethics

Failure to comply with the following ethical rules will result in the immediate exclusion of the tenderer from this procedure:

(a) Child labor:

Child labor is prohibited by international conventions. As such, no child under the age of 18 may work directly or indirectly for a contract signed with Terre des hommes.

b) Exploitation/slavery:

The working conditions of the employees of the holder of contracts signed with Terre des hommes must comply with the regulations in force in the country, in particular with regard to minimum wages and working hours. In the absence of these regulations, working conditions must be downgraded and wages must be equivalent to the average wages practiced in the area. Any physical constraints or sanctions against employees are excluded.

(c) Links with the production and trade of anti-personnel mines:

In compliance with the international treaty banning anti-personnel mines (the Ottawa Treaty), no contractor will be able to claim a contract with Terre des hommes if it is proven that the latter participates in any way whatsoever in the spread of anti-personnel mines (production, trade, assets, shareholders, transport, storage, etc.). In this precise case, any contract awarded may be terminated immediately by Terre des hommes without the contractor being able to claim any compensation whatsoever.

(d) Links with weapons trade:



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In respect of our status as an international solidarity organization, no company or supplier can claim to do business with Terre des hommes if it is proven that it participates in any way whatsoever in the weapons trade (production, trade, assets, shareholders, fundraising, transport, storage, etc.).

(e) Links with terrorist networks:

No company or supplier may claim to carry out a contract with Terre des hommes if it is proven that the latter has links, in any form whatsoever, with terrorist networks of any kind (acts of violence perpetrated against civilian populations or civilians' installations committed by an organization).

f) Respect for the environment:

Terre des hommes market holders must strive to use production techniques and processes that respect the fundamental rules of environmental protection, (mainly with regard to deforestation and the use of chemical agents affecting the protection of biodiversity).

g) Conflict of interest:

No employee or member of Terre des hommes may accept or solicit any gratuities, favors, or personal benefits related to his or her position or contracts. Similarly, no company or supplier may claim to carry out a contract if there is a direct family or interest link with a member of the staff of Terre des hommes.

h) Practices of Corruption, Fraud, Collusion or Coercion:

Terre des hommes will reject any proposal made by tenderers, suppliers, or candidates if it is established that they have engaged in practices of corruption, fraud, collusion, or coercion. In such a case, Terre des hommes will terminate their contract.

16.1 Tenderers certify that they are aware of the following documents:

- Tdh Code of Conduct: <https://www.tdh.ch/en/media-library/documents/general-code-conduct-tdh>
- TdH Child Protection Policy: https://www.tdh.ch/sites/default/files/6535c480-43ad-4dba-985a-486828fcaf42_r_pse_d_pol_fr_original.pdf
- Tdh's policy - protection - exploitation - sexual - abuse:
<https://www.tdh.ch/en/media-library/documents/policy-protection-sexual-exploitation-abuse>

17. Situations of exclusion

17.1 Tdh will exclude from this procedure any tenderer in one of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, or are in an analogous situation arising from a similar procedure in national legislation or regulations.
- b) have been convicted by a judgment having the force of res judicata for any offense committed in the exercise of his professional activity.
- c) they have been guilty of grave professional misconduct proven by any means that the contracting authorities can justify.
- d) not having fulfilled obligations relating to the payment of social security contributions or taxes following the legal provisions of Iraq country in which he is established or with those



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of the country of the contracting authority or those of the country where the contract is to be performed.

- e) have been the subject of a judgment which has the force of res judicata for fraud, corruption, participation in a criminal organization, money laundering or terrorist financing, or any other illegal activity detrimental to the Communities' financial interests.
- f) have been declared to be in serious breach of contract in a previous procurement procedure for failure to comply with its contractual obligations.
- g) candidates who are subject to a conflict of interest.
- h) be guilty of misrepresentation.
- i) have been guilty of attempting to influence the evaluation committee in the process of examining, clarifying, evaluating, and comparing tenders, obtaining information on the progress of the process, or influencing Tdh in its decision on the award of the contract.
- j) have tendered for more than one offer either individually or as a partner in a joint venture/consortium. The participation of a Tenderer in more than one tender will result in the disqualification of all tenders in which the Tenderer is involved in this procedure.
- k) be guilty of exploitative child labor or other forms of human trafficking. It must in any case respect the fundamental social rights and the dignity of working conditions of everyone in its enterprise but also with the subcontractors with whom it works in the course of its activities.
- l) be in one of the situations mentioned in the "Ethics" article of this document.

18. Subcontracting

- 18.1 Subcontracting will not be accepted except in exceptional circumstances and with the prior authorization of Tdh.

19. Contents of the tender dossier

- 19.1 The tender dossier contains the following elements:

- a) These Instructions to Tenderers
- b) Annex 1 - BoQ for Printing materials for Kirkuk Base
- c) Annex 2 - Supplier profile & questionnaire

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Annex 1 - BoQ for Printing materials for Kirkuk Base

N°	Description of Good or Services	Quantity	Tdh specification	Supplier specification	Unit price in USD
2	Printing, Color, One side, Size A0 (1-100 paper)	1-100	70 GSM Paper		
3	Printing, Color, One side, Size A0 (more than 100 paper)	101-...	70 GSM Paper		
4	Printing, Color, Both side, Size A0 (1-100 paper)	1-100	70 GSM Paper		
5	Printing, Color, Both side, Size A0 (more than 100 paper)	101-...	70 GSM Paper		
6	Printing, Color, One side, Size A1 (1-100 paper)	1-100	70 GSM Paper		
7	Printing, Color, One side, Size A1 (more than 100 paper)	101-...	70 GSM Paper		
8	Printing, Color, Both side, Size A1 (1-100 paper)	1-100	70 GSM Paper		
9	Printing, Color, Both side, Size A1 (more than 100 paper)	101-...	70 GSM Paper		
10	Printing, Color, One Side, Size A2 (1-100 paper)	1-100	70 GSM Paper		
11	Printing, Color, One Side, Size A2 (more than 100 paper)	101-...	70 GSM Paper		
12	Printing, Color, Both Sides, Size A2 (1-100 paper)	1-100	70 GSM Paper		
13	Printing, Color, Both Sides, Size A2 (more than100 paper)	101-...	70 GSM Paper		
14	Printing, Color, One Side, Size A3 (1-100 paper)	1-100	70 GSM Paper		
15	Printing, Color, One Side, Size A3 (more than100 paper)	101-...	70 GSM Paper		
16	Printing, Color, Both Side, Size A3(1-100 paper)	1-100	70 GSM Paper		
17	Printing, Color, Both Side, Size A3(more than100 paper)	101-...	70 GSM Paper		
18	Printing, Color, One Side, Size A4(1-100 paper)	1-100	70 GSM Paper		
19	Printing, Color, One Side, Size A4(more than100 paper)	101-...	70 GSM Paper		
20	Printing, Color, Both Sides, Size A4 (1-100 paper)	1-100	70 GSM Paper		
21	Printing, Color, Both Sides, Size A4 (more than100 paper)	101-...	70 GSM Paper		

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22	Printing, Color, One Side, Size A5 (1-100 paper)	1-100	70 GSM Paper		
23	Printing, Color, One Side, Size A5 (more than100 paper)	101-...	70 GSM Paper		
24	Printing, Color, Both Sides, Size A5 (1-100 Paper)	1-100	70 GSM Paper		
25	Printing, Color, Both Sides, Size A5 (more than 100 Paper)	101-...	70 GSM Paper		
26	Printing, Color, One Side, Size A6 (1-100 paper)	1-100	70 GSM Paper		
27	Printing, Color, One Side, Size A6 (more than100 paper)	101-...	70 GSM Paper		
28	Printing, Color, Both Side, Size A6 (1-100 paper)	1-100	70 GSM Paper		
29	Printing, Color, Both Side, Size A6 (more than100 paper)	101-...	70 GSM Paper		
30	Printing, Color, One Side, Size A7 (1-100 paper)	1-100	70 GSM Paper		
31	Printing, Color, One Side, Size A7 (more than100 paper)	101-...	70 GSM Paper		
32	Printing, Color, Both Side, Size A7 (1- 100 paper)	1-100	70 GSM Paper		
33	Printing, Color, Both Side, Size A7 (more than100 paper)	101-...	70 GSM Paper		
34	Printing, Black & White, One Side, Size A0 (1-100 Paper)	1-100	70 GSM Paper		
35	Printing, Black & White, One Side, Size A0 (more than100 Paper)	101-...	70 GSM Paper		
36	Printing, Black & White, Both Side, Size A0 (1-100 Paper)	1-100	70 GSM Paper		
37	Printing, Black & White, Both Side, Size A0 (more than100 Paper)	101-...	70 GSM Paper		
38	Printing, Black & White, One Side, Size A1 (1-100 Paper)	1-100	70 GSM Paper		
39	Printing, Black & White, One Side, Size A1 (more than100 Paper)	101-...	70 GSM Paper		
40	Printing, Black & White, Both Side, Size A1 (1-100 Paper)	1-100	70 GSM Paper		
41	Printing, Black & White, Both Side, Size A1 (more than100 Paper)	101-...	70 GSM Paper		
42	Printing, Black & White, One Side, Size A2 (1-100 Paper)	1-100	70 GSM Paper		
43	Printing, Black & White, One Side, Size A2 (more than100 Paper)	101-...	70 GSM Paper		
44	Printing, Black & White, Both Sides, Size A2(1-100 Paper)	1-100	70 GSM Paper		
45	Printing, Black & White, Both Sides, Size A2 (more than100 Paper)	101-...	70 GSM Paper		
46	Printing, Black & White, One Side, Size A3(1-100 Paper)	1-100	70 GSM Paper		

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47	Printing, Black & White, One Side, Size A3 (more than100 Paper)	101-...	70 GSM Paper		
48	Printing, Black & White, Both Sides, Size A3(1-100 Paper)	1-100	70 GSM Paper		
49	Printing, Black & White, Both Sides, Size A3 (more than100 Paper)	101-...	70 GSM Paper		
50	Printing, Black & White, One Side, Size A4(1-100 Paper)	1-100	70 GSM Paper		
51	Printing, Black & White, One Side, Size A4 (more than100 Paper)	101-...	70 GSM Paper		
52	Printing, Black & White, Both Sides, Size A4(1-100 Paper)	1-100	70 GSM Paper		
53	Printing, Black & White, Both Sides, Size A4 (more than100 Paper)	101-...	70 GSM Paper		
54	Printing, Black & White, One Side, Size A5(1-100 Paper)	1-100	70 GSM Paper		
55	Printing, Black & White, One Side, Size A5 (more than100 Paper)	101-...	70 GSM Paper		
56	Printing, Black & White, Both Sides, Size A5(1-100 Paper)	1-100	70 GSM Paper		
57	Printing, Black & White, Both Sides, Size A5 (more than100 Paper)	101-...	70 GSM Paper		
58	Printing, Black & White, One Side, Size A6 (1-100 Paper)	1-100	70 GSM Paper		
59	Printing, Black & White, One Side, Size A6 (more than100 Paper)	101-...	70 GSM Paper		
60	Printing, Black & White, Both Sides, Size A6(1-100 Paper)	1-100	70 GSM Paper		
61	Printing, Black & White, Both Sides, Size A6 (more than100 Paper)	101-...	70 GSM Paper		
62	Printing, Black & White, One Side, Size A7 (1-100 Paper)	1-100	70 GSM Paper		
63	Printing, Black & White, One Side, Size A7 (more than100 Paper)	101-...	70 GSM Paper		
64	Printing, Black & White, Both Sides, Size A7(1-100 Paper)	1-100	70 GSM Paper		
65	Printing, Black & White, Both Sides, Size A7 (more than100 Paper)	101-...	70 GSM Paper		
66	Printing, Color, One Side, Size A0 (1-100 paper)	1-100	Glossy Paper		
67	Printing, Color, One Side, Size A0 (more than 100 paper)	101-...	Glossy Paper		
68	Printing, Color, Both Side, Size A0 (1-100 paper)	1-100	Glossy Paper		
69	Printing, Color, Both Side, Size A0 (more than100 paper)	101-...	Glossy Paper		
70	Printing, Color, One Side, Size A1 (1-100 paper)	1-100	Glossy Paper		
71	Printing, Color, One Side, Size A1 (more than 100 paper)	101-...	Glossy Paper		

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72	Printing, Color, Both Side, Size A1 (1-100 paper)	1-100	Glossy Paper		
73	Printing, Color, Both Side, Size A1 (more than100 paper)	101-...	Glossy Paper		
74	Printing, Color, One Side, Size A2 (1-100 paper)	1-100	Glossy Paper		
75	Printing, Color, One Side, Size A2 (more than 100 paper)	101-...	Glossy Paper		
76	Printing, Color, Both Sides, Size A2 (1-100 paper)	1-100	Glossy Paper		
77	Printing, Color, Both Sides, Size A2 (more than100 paper)	101-...	Glossy Paper		
78	Printing, Color, One Side, Size A3 (1-100 paper)	1-100	Glossy Paper		
79	Printing, Color, One Side, Size A3 (more than100 paper)	101-...	Glossy Paper		
80	Printing, Color, Both Side, Size A3(1-100 paper)	1-100	Glossy Paper		
81	Printing, Color, Both Side, Size A3(more than100 paper)	101-...	Glossy Paper		
82	Printing, Color, One Side, Size A4(1-100 paper)	1-100	Glossy Paper		
83	Printing, Color, One Side, Size A4(more than100 paper)	101-...	Glossy Paper		
84	Printing, Color, Both Sides, Size A4 (1-100 paper)	1-100	Glossy Paper		
85	Printing, Color, Both Sides, Size A4 (more than100 paper)	101-...	Glossy Paper		
86	Printing, Color, One Side, Size A5 (1-100 paper)	1-100	Glossy Paper		
87	Printing, Color, One Side, Size A5 (more than100 paper)	101-...	Glossy Paper		
88	Printing, Color, Both Sides, Size A5 (1-100 Paper)	1-100	Glossy Paper		
89	Printing, Color, Both Sides, Size A5 (more than 100 Paper)	101-...	Glossy Paper		
90	Printing, Color, One Side, Size A6 (1-100 paper)	1-100	Glossy Paper		
91	Printing, Color, One Side, Size A6 (more than 100 paper)	101-...	Glossy Paper		
92	Printing, Color, Both Side, Size A6 (1-100 paper)	1-100	Glossy Paper		
93	Printing, Color, Both Side, Size A6 (more than100 paper)	101-...	Glossy Paper		
94	Printing, Color, One Side, Size A7 (1-100 paper)	1-100	Glossy Paper		
95	Printing, Color, One Side, Size A7 (more than 100 paper)	101-...	Glossy Paper		
96	Printing, Color, Both Side, Size A7 (1-100 paper)	1-100	Glossy Paper		

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

97	Printing, Color, Both Side, Size A7 (more than100 paper)	101-...	Glossy Paper		
98	Printing, Color, One Side, Size A0 (1-100 paper)	1-100	Carton Paper		
99	Printing, Color, One Side, Size A0 (more than 100 paper)	101-...	Carton Paper		
100	Printing, Color, Both Sides, Size A0 (1-100 paper)	1-100	Carton Paper		
101	Printing, Color, Both Sides, Size A0 (more than100 paper)	101-...	Carton Paper		
102	Printing, Color, One Side, Size A1 (1-100 paper)	1-100	Carton Paper		
103	Printing, Color, One Side, Size A1 (more than 100 paper)	101-...	Carton Paper		
104	Printing, Color, Both Sides, Size A1 (1-100 paper)	1-100	Carton Paper		
105	Printing, Color, Both Sides, Size A1 (more than100 paper)	101-...	Carton Paper		
106	Printing, Color, One Side, Size A2 (1-100 paper)	1-100	Carton Paper		
107	Printing, Color, One Side, Size A2 (more than 100 paper)	101-...	Carton Paper		
108	Printing, Color, Both Sides, Size A2 (1-100 paper)	1-100	Carton Paper		
109	Printing, Color, Both Sides, Size A2 (more than100 paper)	101-...	Carton Paper		
110	Printing, Color, One Side, Size A3 (1-100 paper)	1-100	Carton Paper		
111	Printing, Color, One Side, Size A3 (more than100 paper)	101-...	Carton Paper		
112	Printing, Color, Both Side, Size A3(1-100 paper)	1-100	Carton Paper		
113	Printing, Color, Both Side, Size A3(more than100 paper)	101-...	Carton Paper		
114	Printing, Color, One Side, Size A4(1-100 paper)	1-100	Carton Paper		
115	Printing, Color, One Side, Size A4(more than100 paper)	101-...	Carton Paper		
116	Printing, Color, Both Sides, Size A4 (1-100 paper)	1-100	Carton Paper		
117	Printing, Color, Both Sides, Size A4 (more than100 paper)	101-...	Carton Paper		
118	Printing, Color, One Side, Size A5 (1-100 paper)	1-100	Carton Paper		
119	Printing, Color, One Side, Size A5 (more than100 paper)	101-...	Carton Paper		
120	Printing, Color, Both Sides, Size A5 (1-100 Paper)	1-100	Carton Paper		
121	Printing, Color, Both Sides, Size A5 (more than 100 Paper)	101-...	Carton Paper		

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

122	Printing, Color, One Side, Size A6 (1-100 paper)	1-100	Carton Paper		
123	Printing, Color, One Side, Size A6 (more than100 paper)	101-...	Carton Paper		
124	Printing, Color, Both Sides, Size A6 (1-100 Paper)	1-100	Carton Paper		
125	Printing, Color, Both Sides, Size A6 (more than 100 Paper)	101-...	Carton Paper		
126	Printing, Color, One Side, Size A7 (1-100 paper)	1-100	Carton Paper		
127	Printing, Color, One Side, Size A7 (more than100 paper)	101-...	Carton Paper		
128	Printing, Color, Both Sides, Size A7 (1-100 Paper)	1-100	Carton Paper		
129	Printing, Color, Both Sides, Size A7 (more than 100 Paper)	101-...	Carton Paper		
130	Printing, Black & White, One Side, Size A0 (1-100 Paper)	1-100	Carton Paper		
131	Printing, Black & White, One Side, Size A0 (more than100 Paper)	101-...	Carton Paper		
132	Printing, Black & White, One Side, Size A1 (1-100 Paper)	1-100	Carton Paper		
133	Printing, Black & White, One Side, Size A1 (more than100 Paper)	101-...	Carton Paper		
134	Printing, Black & White, One Side, Size A2 (1-100 Paper)	1-100	Carton Paper		
135	Printing, Black & White, One Side, Size A2 (more than100 Paper)	101-...	Carton Paper		
136	Printing, Black & White, One Side, Size A3 (1-100 Paper)	1-100	Carton Paper		
137	Printing, Black & White, One Side, Size A3 (more than100 Paper)	101-...	Carton Paper		
138	Printing, Black & White, One Side, Size A4 (1-100 Paper)	1-100	Carton Paper		
139	Printing, Black & White, One Side, Size A4 (more than100 Paper)	101-...	Carton Paper		
140	Printing, Black & White, One Side, Size A5 (1-100 Paper)	1-100	Carton Paper		
141	Printing, Black & White, One Side, Size A5 (more than100 Paper)	101-...	Carton Paper		
142	Printing, Black & White, One Side, Size A6 (1-100 Paper)	1-100	Carton Paper		
143	Printing, Black & White, One Side, Size A6 (more than100 Paper)	101-...	Carton Paper		
144	Printing, Black & White, One Side, Size A7 (1-100 Paper)	1-100	Carton Paper		
145	Printing, Black & White, One Side, Size A7 (more than100 Paper)	101-...	Carton Paper		
146	Printing, Color, One Side, Size A4 (1-100 paper)	1-100	Leaflet (70 GSM paper)		

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

147	Printing, Color, One Side, Size A4 (more than paper)	101-...	Leaflet (70 GSM paper)		
148	Printing, Color, Both Side, Size A4 (1-100 paper)	1-100	Leaflet (70 GSM paper)		
149	Printing, Color, Both Side, Size A4 (more than paper)	101-...	Leaflet (70 GSM paper)		
150	Printing, Color, One Side, Size A5 (1-100 paper)	1-100	Leaflet (70 GSM paper)		
151	Printing, Color, One Side, Size A5 (more than paper)	101-...	Leaflet (70 GSM paper)		
152	Printing, Color, Both Side, Size A5 (1-100 paper)	1-100	Leaflet (70 GSM paper)		
153	Printing, Color, Both Side, Size A5 (more than paper)	101-...	Leaflet (70 GSM paper)		
154	Printing, Color, One Side, Size A6 (1-100 paper)	1-100	Leaflet (70 GSM paper)		
155	Printing, Color, One Side, Size A6 (more than paper)	101-...	Leaflet (70 GSM paper)		
156	Printing, Color, Both Side, Size A6t (1-100 paper)	1-100	Leaflet (70 GSM paper)		
157	Printing, Color, Both Side, Size A6 (more than paper)	101-...	Leaflet (70 GSM paper)		
158	Printing, Color, One Side, Size A0 (1-100 paper)	1-100	Sticky Paper		
159	Printing, Color, One Side, Size A0 (more than 100 paper)	101-...	Sticky Paper		
160	Printing, Color, One Side, Size A1 (1-100 paper)	1-100	Sticky Paper		
161	Printing, Color, One Side, Size A1 (more than 100 paper)	101-...	Sticky Paper		
162	Printing, Color, One Side, Size A2 (1-100 paper)	1-100	Sticky Paper		
163	Printing, Color, One Side, Size A2 (more than 100 paper)	101-...	Sticky Paper		
164	Printing, Color, One Side, Size A3 (1-100 paper)	1-100	Sticky Paper		
165	Printing, Color, One Side, Size A3 (more than 100 paper)	101-...	Sticky Paper		
166	Printing, Color, One Side, Size A4 (1-100 paper)	1-100	Sticky Paper		
167	Printing, Color, One Side, Size A4 (more than 100 paper)	101-...	Sticky Paper		
168	Printing, Color, One Side, Size A5 (1-100 paper)	1-100	Sticky Paper		
169	Printing, Color, One Side, Size A5 (more than 100 paper)	101-...	Sticky Paper		
170	Printing, Color, One Side, Size A6 (1-100 paper)	1-100	Sticky Paper		
171	Printing, Color, One Side, Size A6 (more than 100 paper)	101-...	Sticky Paper		

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

172	Printing, Color, One Side, Size A7 (1-100 paper)	1-100	Sticky Paper		
173	Printing, Color, One Side, Size A7 (more than 100 paper)	101-...	Sticky Paper		
174	Plastic Lamination – A0 (1-100 Pcs)	1-100	PC		
175	Plastic Lamination – A0 (More than 100 Pcs)	101-...	PC		
176	Plastic Lamination – A1 (1-100 Pcs)	1-100	PC		
177	Plastic Lamination – A1 (More than 100 Pcs)	101-...	PC		
178	Plastic Lamination – A2 (1-100 Pcs)	1-100	PC		
179	Plastic Lamination – A2 (More than 100 Pcs)	101-...	PC		
180	Plastic Lamination – A3 (1-100 Pcs)	1-100	PC		
181	Plastic Lamination – A3 (More than 100 Pcs)	101-...	PC		
182	Plastic Lamination – A4 (1-100 Pcs)	1-100	PC		
183	Plastic Lamination – A4 (More than 100 Pcs)	101-...	PC		
184	Plastic Lamination – A5 (1-100 Pcs)	1-100	PC		
185	Plastic Lamination – A5 (More than 100 Pcs)	101-...	PC		
186	Plastic Lamination – A6 (1-100 Pcs)	1-100	PC		
187	Plastic Lamination – A6 (More than 100 Pcs)	101-...	PC		
188	Plastic Lamination – A7 (1-100 Pcs)	1-100	PC		
189	Plastic Lamination – A7 (More than 100 Pcs)	101-...	PC		
190	Copy, Color, One Side, Size A0	1-100			
191	Copy, Color, One Side, Size A0	101-...			
192	Copy, Color, Both Side, Size A0	1-100			
193	Copy, Color, Both Side, Size A0	101-...			
194	Copy, Color, One Side, Size A1	1-100			
195	Copy, Color, One Side, Size A1	101-...			
196	Copy, Color, Both Side, Size A1	1-100			

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

197	Copy, Color, Both Side, Size A1	101-...			
198	Copy, Color, One Side, Size A2	1-100			
199	Copy, Color, One Side, Size A2	101-...			
200	Copy, Color, Both Side, Size A2	1-100			
201	Copy, Color, Both Side, Size A2	101-...			
202	Copy, Color, One Side, Size A3	1-100			
203	Copy, Color, One Side, Size A3	101-...			
204	Copy, Color, Both Side, Size A3	1-100			
205	Copy, Color, Both Side, Size A3	101-...			
206	Copy, Color, One Side, Size A4	1-100	70 GSM Paper		
207	Copy, Color, One Side, Size A4	101-...	70 GSM Paper		
208	Copy, Color, Both Side, Size A4	1-100	70 GSM Paper		
209	Copy, Color, Both Side, Size A4	101-...	70 GSM Paper		
210	Copy, Color, One Side, Size A5	1-100			
211	Copy, Color, One Side, Size A5	101-...			
212	Copy, Color, Both Side, Size A5	1-100			
213	Copy, Color, Both Side, Size A5	101-...			
214	Copy, Color, One Side, Size A6	1-100			
215	Copy, Color, One Side, Size A6	101-...			
216	Copy, Color, Both Side, Size A6	1-100			
217	Copy, Color, Both Side, Size A6	101-...			
218	Flex (Plastic) Banner, Color Printing, with Rings	1	M2		
219	Alucobond, Billboard, Color Printing	1	M2		
220	Stickers, Color	1	M2		
221	Business cards-Carton (set of 100 Pcs)	1	Set		

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

222	Business cards-Glossy (Set of 100 Pcs)	1	Set		
223	Business cards-Plastice (Set of 100 Pcs)	1	Set		
224	Printing Poster (1-100 Pcs)	1	M2		
225	Printing Poster (More than 100 Pcs)	1	M2		
226	Printing A4 hard Sheet Coloured for certificate (1-100 Pcs)	1	PC		
227	Printing A4 hard Sheet Coloured for certificate (More than 100 Pcs)	1	PC		
228	flex plastic bannar color printing with almunim fram with glass cover (size, 95*125 cm)	1	PC		
229	Educational poster 70*50 cm (1-100 Pcs)	1	PC		
230	Educational poster 70*50 cm(More than 100 Pcs)	1	PC		
231	Flyers A4 size (1-100 Pcs)	1	70 GSM Paper		
232	Flyers A4 siz (More than 100 Pcs)	1	70 GSM Paper		
233	Flyers A4 size (1-100 Pcs)	1	Glossy Paper		
234	Flyers A4 siz (More than 100 Pcs)	1	Glossy Paper		
235	Book covering (plastic and carton paper)	1	Pcs		
236	Prining 3 sheets, carbonated booklet A4	1	PC		
237	Prining 3 sheets, carbonated booklet A5	1	PC		
238	Tdh Logo stickers, L-120cm * W-20.70cm	1	PC		
239	Tdh Logo stickers, L-110cm * W-18.975cm	1	PC		
240	Tdh Logo stickers, L-100cm * W-17.25cm	1	PC		
241	Tdh Logo stickers, L-90cm * W-15.525cm	1	PC		
242	Tdh Logo stickers, L-80cm * W-13.80cm	1	PC		
243	Tdh Logo stickers, L-70cm * W-12.075cm	1	PC		
244	Tdh Logo stickers, L-60cm * W-10.35cm	1	PC		
245	Tdh Logo stickers, L-50cm * W-8.625cm	1	PC		

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

246	Tdh Logo stickers, L-40cm * W-6.9cm	1	PC		
247	Tdh Logo stickers, L-30cm * W-5.175cm	1	PC		
248	Tdh Logo stickers, L-20cm * W-3.45cm	1	PC		
249	Tdh Logo stickers, L-10cm * W-1.7250cm	1	PC		
250	Tdh Logo stickers, L-7cm * W-1.2075cm	1	PC		
251	Women Scarf, with Tdh Logo (Standard Size)	1	PC		
252	Head Cup, with Tdh Logo	1	PC		
253	Winter Jacket, with Hoody, Waterproof, with Tdh Logo on the back, Size 2X-Larg	1	PC		
254	Winter Jacket, with Hoody, Waterproof, with Tdh Logo on the back, Size X-Larg	1	PC		
255	Winter Jacket, with Hoody, Waterproof, with Tdh Logo on the back, Size Larg	1	PC		
256	Winter Jacket, with Hoody, Waterproof, with Tdh Logo on the back, Size Medium	1	PC		
257	Winter Jacket, with Hoody, Waterproof, with Tdh Logo on the back, Size Small	1	PC		
258	Sleeveless Jacket, with Tdh Logo on the Back	1	PC		
259	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, Size 3X-Large	1	PC		
260	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, Size 2X-Large	1	PC		
261	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, SizeX- Large	1	PC		

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

262	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, Size Large	1	PC		
263	T-Shirt, Cotton 100%, with Tdh logo on the Chest, Long Sleeve, Size Small	1	PC		
264	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, Size 3X-Large	1	PC		
265	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, Size 2X-Large	1	PC		
266	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, Size X-Large	1	PC		
267	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, Size Large	1	PC		
268	T-Shirt, Cotton 100%, with Tdh logo on the Chest, short Sleeve, Size Small	1	PC		
269	Dairy with Tdh Logo	1	PC		
270	Note Book with Tdh Logo, Size A5 (14.8*21cm)	1	PC		
271	Tdh logo, On Magnetic Plastic	1	PC		
272	Certificates	1	PC		
273	Backpack with Tdh Logo	1	PC		
274	Coloring book, A4 Size, (Produced by Tdh for printing), (Book of 50 paper)	1	PC		
275	Pen good quality with Tdh Logo	1	PC		
276	cup with Tdh logo	1	PC		
277	Lanyard Necklace Easy Pull Strap Card Badge ID Holder with Tdh logo	1	PC		
278	Appreciation plaque- wooden	1	PC		

INSTRUCTIONS TO TENDERERS
Tender reference: IRQ_ERB_CFT_2022_005

279	Appreciation plaque- Cryestal	1	PC		
280	Booklets	1	PC		
281	Brochures	1	PC		
282	Rolling banner	1	PC		

- **Sample may be requested for some of the items for checking the quality.**



Annex 2 Supplier Profile & Questionnaire

From: Terre des hommes Foundation (Tdh), Delegation Iraq

Submitted by:

	names of tenderers	nationality
Contractor		
partner 1		
partner 2		

* Add/delete additional lines for partners where appropriate. note that a subcontractor is not considered a partner for the purposes of this tender procedure. if this tender is submitted by an individual tenderer, the name of the tenderer must be entered as "Contractor" (and the other lines must be deleted).

Contact person

name	
address	
telephone	
e-mail	

We, the undersigned, declare that:

- 1 We have examined and accept in its entirety the contents of the tender documents. We accept its provisions in full, without reservation or restriction. We certify that we are not in any of the situations mentioned in clause of the Instructions to Tenderers; prohibiting submission to the tender.
- 2 we comply to carry out, in accordance with the terms of the tender documents, the conditions (general and special), the technical specifications and the time limits set, without reservation or restriction, the following work:
- 3 we make this request in our own right and for this tender. We confirm that we are not bidding for the same contract in any other form.
- 4 we note that the contracting authority is not obliged to pursue this invitation to tender and reserves the right to award only part of the contract. It does not incur any liability towards us.

Legal Representative, name and surname

Date:

Company stamp