



**Terre des hommes**

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**INSTRUCTIONS TO TENDERERS**  
Tender reference: IRQ\_ERB\_CFT\_2022\_007

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**INSTRUCTIONS TO TENDERERS**

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

**Type of market:** Food and Refreshment

**Tender reference:** IRQ\_ERB\_CFT\_2022\_007

**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 provide Food and Refreshments which is mentioned in **annex 1** for Salahadin (Shirqat OR Tikrit) base as per Tdh request.
- 2.2 The call for tenders will lead to sign a framework contract with one or more suppliers for one year with the chance of renewing for the second year for all the Food and Refreshments which is mentioned in **Annex 1**.
- 2.3 The work will be delivered at the supplier's expense to the at the following address:  
Tdh office Salahadin (Shirqat OR Tikrit) 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. Lots

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

Lot No.	Description of the lot
Lot 1	Food and Refreshments - <i>المواد الغذائية</i>



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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 supplier 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 22/April/2022
Notification of award to the successful tenderer	27/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 services 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\_2022-007, followed by one lot " LOT 1 " followed by "Food and Refreshments - المواد المرطبات والغذائية for Salahadin 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 <b>ALL PAGES</b>
2	<b>Annex 1</b> : Technical & financial specifications	Presented on the Terre des hommes financial offer format in <b>Annex 1 of this file - all taxes included and in USD Dollars</b> . Sign and stamp <b>ALL PAGES</b>

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3	<b><u>Samples</u></b>	Samples for all the items will be requested after the supplier qualified administratively.
4	<b><u>Annex 3</u></b> : Profile & Supplier Questionnaire	Complete ALL sections in full, sign, stamp <b><u>ALL PAGES</u></b> and submit
5	Company registration	Providing company registration
6	At least 3 client references (preferably NGOs or international organizations) and proof of previous experience with the same type of service (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.
7	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 <b>bank account is mandatory to be attached.</b>
8	Owner ID or Passport	A copy of the owner's ID or passport
9	Power of attorney of the company's representative (if applicable)	If the representative is different than the owner
10	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.



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## 10. Clarification meeting

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

## 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:



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- 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.

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 in Salaheddin
- Proven experience in the sector of activity concerned (copies of contracts, references, etc ...)
- Terms of payment (Tdh prefers 100% payment after completion of 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,





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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.

## 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,



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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:

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](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 Food and Refreshments - المواد الغذائية والمرطبات for Salahadin Base
- c) Annex 2 - Supplier profile & questionnaire

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Price List Annex 1 Food and Refreshments - المواد الغذائية والمرطبات					
Category - التصنيف	No	Item Description	الوصف	Unit- الوحدة	Unit Price in USD - سعر المادة المفرد بلدولار
Cold Drink - المشروبات الباردة	1	7up can, 250 ml ,set of 30 pc	سفن اب علبة 250 مل سيت من 30 علبة	Set-سيت	
	2	Cocacola can, 250 ml ,set of 30 pc	كوكاكولا علبة 250 مل سيت من 30 علبة	Set-سيت	
	3	Pepsi can, 250 ml ,set of 30 pc	بيبسي علبة 250 مل سيت من 30 علبة	Set-سيت	
	4	Sprite can, 250 ml ,set of 30 pc	سبرايت علبة 250 مل سيت من 30علبة	Set-سيت	
	5	Rani Juice can, 250 ml ,set of 30 pc	عصير راني علبة 250 مل سيت من 30علبة	Set-سيت	
	6	water bottle 0.5 L , set of 12	بطل ماء 0.5 لتر ، سيت من 12 عدد	Set-سيت	
	7	water cups 200 ml , set of 60	أكواب ماء 200 مل ، سيت من 60 قطعة	Set-سيت	
	8	water bottle 20 liters	بطل ماء 20 لتر	PC- قطعة	
	9	juice bottle equivalent to Rand, 240 ml ,(set of 24 )	بطل زجاجة عصير مشابه لراند 240 مل (24 عدد)	Set-سيت	
	10	juice box cartoon , 125 ml , set of 36 equivalent to Zaki	علبة عصير كارتون ، 125 مل ، مجموعة 36 تعادل زكي	Set-سيت	

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	11	Milk cartoon , 125 ml ,different flavor set of 24	حليب كرتون ، 125 مل ، نكهات مختلفة ، 24 قطعة	Set-سيت	
	12	juice box cartoon , 125 ml , set of 24 equivalent to Sunquick	علبة عصير كرتون 125 مل 24 تعادل سن كويك	Set-سيت	
Hot Drinks- المشروبات الساخنة	13	Nescafe , 90 gm, equivalent to gold	نسكافيه 90 جرام مشابه ل نسكافيه كولد	Set-سيت	
	14	Instant tea ,200 gm ,pack of 4 /25 pc	شاي سريع التحضير 200 جرام باكيت من 25/4 قطعة	Set-سيت	
	15	Cocoa chocolate ,pack of 0.5 kg	شوكولاتة كاكاو ، باكيت 0.5 كجم	PC- قطعة	
	16	Cappuccino , 20 gm , pack of 24 pc	كابتشينو ، 20 جم ، باكيت من 25 قطعة	pack- باكيت	
	17	Dark Coffee 225 gr equivalent to Al aameed	قهوة غامقة 225 جرام مشابه للبن العميد	PC- قطعة	
	18	Light Coffee light 225 gr equivalent to Al aameed	قهوة خفيفة 225 جرام مشابه للبن العميد	PC- قطعة	
	19	tea bag of 200 gr equivalent to Cihan	كيس شاي 200 غرام مشابه لجيهان	PC- قطعة	
Cake and biscuit- كيك وبسكويت	20	wiffer ( nestle, banana / cacao favour) , 39 gm , set of 24 pack	كيك ويفر طعم(نستلة /موز / كاكاو) ، 39 جرام ، 24 قطعة	Set-سيت	
	21	Tea biscuit ( set of 4 or 5 pack) 1 kg	بسكويت الشاي (باكيت من 4 أو 5 ) 1 كجم	Set-سيت	
	22	Swiss roll cake 40 gm (set of 24 pc)	كيك سويس رول 40 جرام (24 قطعة)	Set-سيت	
	23	Croissant cake 42 gm (set of 24 pc)	كيك كرواسان 42 جرام (24 قطعة)	Set-سيت	

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	24	Pop cake 40 gm (set of 24 pc)	بوب كيك 40 جرام (24 قطعة)	سيت-Set	
	25	chocolate biscuit (set of 24 pc) equilvent to rio	بسكويت شوكولاتة ( 24 قطعة) مشابه ل ريو	سيت-Set	
	26	chocolate biscuit equivalent Hoppo Ozmo 40 gm , pack of 10 pc	بسكويت الشوكولاتة 40 جم ، مشابه ل Hoppo Ozmo (باكيت من 10 قطعة)	باكيت-pack	
	27	milk cake sandwich 40 gm (set of 24 pc)	ساندوتش كيك الحليب 40 جرام (24 قطعة)	سيت-Set	
غذاء-Food	28	sunflower oil (1 litter)	زيت عباد الشمس (1 لتر)	بطل-Bottle	
	29	sunflower oil (2 litter)	زيت عباد الشمس (2 لتر)	بطل-Bottle	
	30	sugar pack of 1 kg	كيس سكر 1 كجم	كيس-Bag	
	31	sugar pack of 5 kg	كيس سكر 5 كجم	كيس-Bag	
	32	Rice Pack of 5 KG	كيس أرز 5 كيلو	كيس-Bag	
	33	Rice Pack of 25 KG	كيس أرز 25 كيلو	كيس-Bag	
	34	Dry Chickpeas pack of 900-700 gm	كيس حمص جاف 900-700 جم	كيس-Bag	
	35	Dry Chickpeas pack of 1kg	كيس حمص جاف 1 كغم	كيس-Bag	
	36	Dry Groats (Bulghur ) pack of 900-700 gm	كيس الحبوب الجافة (البرغل) 900-700 جم	كيس-Bag	
	37	Dry Groats (Bulghur ) pack of 1kg	كيس الحبوب الجافة (البرغل) 1 كغم	كيس-Bag	
	38	Dry Beans, white pack of 900-700 gm	فاصوليا جافة بيضاء كيس 900-700 جم	كيس-Bag	
	39	Dry Beans, white pack of 1kg	فاصوليا جافة بيضاء كيس 1 كغم	كيس-Bag	
	40	Dry Beans, fava pack of 900-700 gm	الباقلاء جافة كيس 900-700 جم	كيس-Bag	

**INSTRUCTIONS TO TENDERERS**  
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41	Dry Beans, fava pack of 1kg	الباقلاء جافة كيس 1 كغم	كيس - Bag
42	Dry Lentils pack of 900-700 gm	عدس جاف كيس 700-900 جم	كيس - Bag
43	Dry Lentilspack of 1kg	عدس جاف كيس 1 كغم	كيس - Bag
44	Dry brown beans pack of 900-700 gm	لوبياء بني جاف 700-900 جم	كيس - Bag
45	Dry Brown beans pack of 1kg	لوبياء بني جاف 1 كغم	كيس - Bag
46	All purpose Flour pack of 1 kg	كيس طحين متعدد استعمالات 1 كجم	كيس - Bag
47	All purpose Flour pack of 5 kg	كيس طحين متعدد استعمالات 5 كجم	كيس - Bag
48	All purpose Flour pack of 25 kg	كيس طحين متعدد استعمالات 25 كجم	كيس - Bag
49	Tomato paste can 800 gm	معجون طماطم 800 جم	علبة - can
50	Tomato paste can 1kg	معجون طماطم 1 كجم	علبة - can
51	Tuna can 164 gm	علبة تونة 164 جم	علبة - can
52	White Iodized Salt 1 kg	ملح أبيض معالج باليود 1 كغم	كيس - bag
53	Cooking Salt without iodine 0.5 kg	ملح طعام بدون يود 0.5 كجم	كيس - bag
54	eggs set of 30 eggs	طبق بيض 30 بيضة	سيت - Set
55	Butter ,200 gm , equivalent to (onah)	زبدة 200 جرام مشابه (اوناه)	قطعة - PC
56	Nutella ( jar), 350 gm	نوتيللا (جرة)، 350 جم	قطعة - PC
57	Baklava instant dough ( set of 12-24 pc)	عجينة البقلاوة سريعة التحضير (12-24 قطعة)	سيت - Set
58	Coconut grated 0.5 kg, white	المبشور جوز الهند 0.5 كجم، أبيض	كغم - Kg

**INSTRUCTIONS TO TENDERERS**  
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	59	nuts "halabi pistachio " 0.5 kg	مكسرات "فستق حليبي" 0.5 كيلو	Kg-كغم	
	60	walnuts 0.5 Kg	الجوز 0.5 كغ	Kg-كغم	
	61	Cream "Qimer" 100 ml, set of 6	كريم "قمر" 100 مل ، 6 باكيت	Set-سيت	
	62	condensed milk 380 gm equivalent to (Dawn - alfajr)	حليب مكثف 380 جرام مشابه ل (الفجر)	Bottle- بطل	
	63	powder milk 300 gm	حليب بودرة 300 جم	Bag- كيس	
	64	powder milk 500 gm	حليب بودرة 500 جم	Bag- كيس	
	65	Jamof different types e.g. Apricot / Strawberry 280-250 gm	مربى أنواع مختلفة مثل مشمش و فراولة 250-280 غم	Jars - زجاجة	
	66	Dried limon (Nomy Basrah), 1 Kg	ليمون المجفف (نومي بصرة)، 1 كغ	Kg-كغم	
Species and flavors- الأنواع والنكهات و البهارات	67	Sesame peeled( pack of 0.25 kg )	السمسم مقشر (حزمة من 0.25 كجم)	Kg-كغم	
	68	Khistawi Dates pack of 1 kg	تمر خستاوي باكيت 1 كيلو	Kg-كغم	
	69	Rose water 500 ml	ماء الورد 500 مل	Bottle- بطل	
	70	Cardamom powder 40 gm equivalent to Tabakh	مسحوق هيل 40 جم مشابه ل طباخ هيل	PC- قطعة	
	71	Vanilla liquid 28 ml	سائل الفانيليا 28 مل	PC- قطعة	
	72	Vanilla Powder 5 gm (set of 24 pc)	مسحوق الفانيليا 5 جم (24 قطعة)	pack- باكيت	
	73	Cardamom pack equivalent to Tabakh	بيكنج بودر 10 جرام ( 24 قطعة)	pack- باكيت	
	74	Starch (0.25 kg)	النشا (0.25 كجم)	Kg-كغم	
	75	Limondosi (0.25 kg)	ليموندوسي (0.25 كجم)	Kg-كغم	



**INSTRUCTIONS TO TENDERERS**  
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	76	whipping Cream , 168 gm, equivalent to shanti ( white and different color) , pack of two pc	كريمة خفق ، 168 جرام ، تعادل شانتي (أبيض وألوان مختلفة) ، عبوة من قطعتين	باكيت - pack	
	77	Coconut grated ( white) (0.25 kg)	جوز الهند المبشور (أبيض) (0.25 كجم)	كغم - Kg	
	78	Cinamon sticks, 40 gm +_ , pack	أعواد قرفة ، 40 جم +_ ، باكيت	باكيت - pack	
	79	yeast , 125 gm , equivalent to saf	خميرة 125 جم تعادل ساف	قطعة - PC	
	80	Jute Bag (50 Litre, Good Quality)	الجوت حقيبة (50 لتر، ذات نوعية جيدة)	قطعة - PC	
الأخرى	81	Plastic bag for kit meduim size	سله بلاستيك حجم متوسط	قطعة - PC	

- **Samples for all the mentioned items will be requested after supplier will be administratively qualified**



## Annex 2 Supplier Profile & Questionnaire

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

**Submitted by:**

	names of tenderers	nationality
<b>Contractor</b>		
<b>partner 1</b>		
<b>partner 2</b>		

\* 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**

<b>name</b>	
<b>address</b>	
<b>telephone</b>	
<b>e-mail</b>	

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