

Invitation to tender (ITT) for provision of [Supply of Submersible Pumps]

Reference number: 91162825 - Open local competition

1. INTRODUCTION

1.1 The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Iraq assists the Iraqi Government on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ). GIZ offers a wide range of services to governments to enable them to perform reform measures, to private sector entities in order to lead economic growth, and to international institutions to implement their development objectives.

The Country office Iraq Erbil

1.2 GIZ (as a “Purchaser”) 91162825 invites (sealed) bids from eligible bidders for the supply of **Submersible Pumps** service in accordance with Annex 1 - Technical Specification.

2. Tender Detail

Procurement Reference Number:	91162825
Name and address of procurement entity:	GIZ Erbil Office, World Trade Center (Gulan Tower), 2nd Floor, Office No: Reception, Gulan Road, Erbil, Kurdistan Region
The subject of ITT:	Supply of Submersible Pumps
Lots:	Tender contains a single lot
Date of Issue	27 July, 2022
Bid language:	English Language
Bid currency:	USD
Bid submission system:	Hardcopy Submission
	One Sealed Envelope
Documents comprising the bid	The tender package comprises the following documents: <ol style="list-style-type: none"> 1. Invitation to Tender 2. Annex 1 Technical Specification 3. Annex 2 Bid Form 4. Annex 3 General purchase Condition 5. Annex 4 Declaration of Integrity
Deadline for submission	14:00 local time on 2022-08-16

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3. INSTRUCTION

BID Submission

3.1 Hardcopy Submission

Please use the following instruction:

The bid documents shall be typed or handwritten in indelible ink and shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder. And the following condition should be applied:

- Any alterations, erasures, or overwriting shall be initialed by the person signing the bid.
- The sealed envelopes containing the original bid shall then be enclosed in a sealed single outer envelope/package.
- Both the inner and outer envelopes shall be marked clearly with Tender detail:
 - The ITT numbers. **Ref No: 91162825 Supply of Submersible Pumps**
 - We request you to submit a bid to **GIZ Erbil Office, Gulan Tower, 2nd Floor, Reception, Gulan Road, Erbil, Kurdistan Region**
 - The name and address of the bidding company.
 - The words '**Not to be opened before the tender opening session.**'
- The technical proposal shall contain Annex1, Company Technical offer, Company legal registration, company local valid Bank detail, and all other documents required by the tender It is the exclusive responsibility of the bidder to ensure that the sealed envelope/package containing the bid reaches the GIZ delivery address for bid submissions before the bid submission end date.
- Bids delivered to any GIZ office other than specified in the ITT will not be accepted.
- All documents should be signed and stamped

Failure to comply with the above may disqualify the Bid

3.2 Deadline for Submission

Complete Bids must be received no later than **14:00 local time on 2022-08-16**.

Any BID received after the deadline will not be considered. However, If the deadline date was a weekend or unplanned public holiday, the tender submission will be converted to the working day after.

4. Bid Currency

The bid's prices, costs, charges, discounts, and other financial aspects shall be indicated in USD. No other currencies are acceptable.

5. Bid Cost

The Bidder shall bear all costs associated with the preparation and submission of the bid, and GIZ will in no case be responsible or liable for those costs.

6. Bid Language

The bid prepared by the Bidder and all documents relating to the bid shall be written in English.

7. Correction or Modification

Subsequent corrections, modifications and additions only to the technical offers bid can be considered only if the GIZ receives them before the expiry of the submission deadline to this email, IQ_Quotation@giz.de. The email subject is (Amendment to the bid # - Subject).

The bidding documents shall contain no alterations, omissions, or additions, except those to comply with conditions issued by the GIZ or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bidding documents.

The bid must be based on the General Terms of Contract ('General Terms of Contract,' Annex 3) for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. In the event of an award of a contract, they would become an integral part.

8. Amendment of bidding documents

At any time before the submission deadline to bid, the GIZ may modify the bidding documents by amendment for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder. All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email.

9. Content of Bid

9.1 Content of the technical Offer

The Bidder shall provide GIZ with the information that should satisfy the requirements laid down in the bidding documents. The bid should contain the following information, and any extra requirements will be requested during the evaluation process (if required)

A detailed datasheet/catalog for each requested item must be submitted with the tender and should match with Annex 1 – technical specification, Copy-pasting GIZ Annex 1 – technical specification, or submitting only reference pictures will not be considered as company datasheet

Please refer to the technical specification (Annex 1) for more details.

Local bank accounts, including Bank, must be under company name data with all details from a local bank (Bank Name, Account Holder, IBAN, SWIFT CODE). The contractor is not entitled to claim any charges or fees deducted by the Bank due to the exchange and/or transfer of payments. GIZ will not be responsible if the local contractor Bank converts the payments into another currency.

To be potentially qualified for the award of the contract, the bidders shall:

- Provide all relevant local legal registration documents of the company and all worldwide valid certificates, which include the place of registration (Company Certificate), principal place of business, and written power of attorney of the signatory (ID from Ministry). In addition, copies of original documents showing the registration with the Contractor Union must be provided. All documents must be valid.
- In case of awarding, GIZ might ask the awarded company to Provide an Affidavit that the firm has been neither blacklisted by any Government, semi-governmental institute, or private institute nor involved in any litigation in the current or during the last two (2) years or a (self-disclosure will work also).

Failure to submit all required documents signed will result in the disqualification of the whole bid.

9.2 Content of the Financial Offer

- The offer must contain all costs in US Dollars specified in Annex 2- Bid form, and it should be Signed and Stamped.
- The prices include Providing, supplying, loading, offloading, and installation transportation, with all other GIZ requirements
- All the prices stated in the company offer shall be free of taxes and other public charges that cannot be exempted and must be paid.
- The digital bid form offer will not be considered (**The bid form must be printed, filled, signed, and stamped**).

10. Validity of Bid

Bids shall remain valid for **90 days** after the deadline for submission of bids, subject to extension.

11. No Commitment

The Bidder shall bear all costs associated with the preparation and submission of its bid, and GIZ will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

GIZ reserves the right to accept or reject any bid, cancel the bidding process, and disclaim all bids at any time before the award of the contract – in case the process is not following GIZ's fundamental principles of procurement and/or other related serious reasons for rejection or cancellation – without thereby incurring any liability to the bidders.

GIZ is not responsible for fluctuations in the prices of any items in the local and international markets during the contract period, and the Offeror is obliged to the proposed price according to the contract and until the end of the contract period between the parties

In cases where more than one lot is indicated in the ITT, GIZ Iraq Reserves the right to award any subsequent contract either jointly for all lots or individually per lot.

12. BID EVALUATION

The evaluation of bids shall be conducted in three sequential stages:

12.1 Stage one – Administrative Evaluation

Bids will be checked for compliance with formal and eligibility criteria stated in this Tender Document. GIZ will review all offers to ensure all forms have been submitted and signed and follow the administration requirement. The below documents should be submitted with the bid and will be checked at this stage:

#	Annex	Document	Instruction
1	Annex A	ITT including Checklist	bidder to attach all required documents and ensure all are valid
2	Annex xxx	Company Legal Documents	bidder to attach all required documents and ensure all are valid

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12.2 Stage two – Technical evaluation

The technical and financial offers under this bid will be considered during the evaluation. The technical offers will be evaluated based on the requested requirements mentioned in Annex 1- technical specifications. An offer that dramatically exceeds the conditions will be ranked the same as one that meets that same requirement. Only technically compliant offers will be considered in the financial evaluation and the most economical offer will be selected.

12.3 Stage three – Financial evaluation

Offers that have reached this stage are subjected to financial assessment, which assesses the price (/cost) and any related commercial terms. The lowest-priced offer that meets the minimum technical requirements is considered the best value for money.

13. Tender Result

If the Bidder does not receive any written award within 90 days, it means GIZ has not accepted the bid. The Bidder will **not** receive any separate notice, only awarded GIZ will officially inform the company.

14. Purchase Order/Contract and Amendment

After the evaluation is completed, GIZ reserves the right to share the notice award email with the most compliant bidder based on the accepted technical offer, prices including delivery time indicated in Annex 2 – bid form, the notice award email is to invite the company to the GIZ country office to sign the written purchase order and inform the awarded company to start the implementation.

GIZ reserves the right to increase or reduce the quantities up to 20% according to the available budget

15. Delivery terms

- The Delivery Location: Warehouse of Directorate of Water Duhok Outskirts for delivery Inspection. Afterward according to the distribution list, to be delivered to DoW Duhok, DoW Duhok Outskirts, DoW Akre
- GIZ expecting bidders to have delivery from 45 days to 60 days
- The Bidder shall stick with the delivery time indicated in Bid Annex 2 – Bid form

16. Payment Terms

- Full payment will be made after completion of delivery and approved by the inspection committee of GIZ, subject to appropriate deduction for incomplete and delayed deliveries, upon presentation of:
 - A commercial invoice (specifying quantities, units, total prices, etc.)
 - Acceptance certificate issued by the authorized GIZ representative
- All payments will be transferred through the Bank; GIZ will not be responsible if the local Bank of the contractor converts the payments into another currency. The contractor is not entitled to claim any charges or fees deducted by the Bank due to the exchange and/or transfer of payments.
- The standard payment terms by GIZ are 30 (thirty) days upon satisfactory delivery of goods or performance of services. Bidders must clearly specify in their bid the payment terms being offered.
- Full payment will be transferred based on acceptance of goods delivery note; GIZ will accept a partial payment only for approved quantities.
- In case of GIZ project funds are parked or underspent, GIZ might consider the advance payment; however, the awarded company must project a Bank guarantee based on the total amount of the written order; once the delivery has been completed, GIZ will release the Bank guarantee.

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17. Cancellation of tender and purchase order/contract

17.1 The tender can be canceled, if:

- No bids have been received, which corresponds to the bidding conditions.
- There have been substantial changes during the tender
- All technically acceptable tenders exceed the financial resources available.
- There are other serious reasons for such cancellation.

17.2 The Purchase order/contract can be canceled, if:

- Involving Non – Compliant Subcontractor by the awarded company
- Request for increasing the price of a single item or a percentage of the total order amount after award.
- The items stated in the order were not delivered in accordance with the tender conditions and order
- Change/provide a new technical offer by the awarded bidder before/during the delivery process that does not comply with GIZ standard technical specifications.

18. Supplier Information

Section 1: General Information	
Company Name	
Address	
Website	City: _____ Post Code: _____ Country: _____
Phone/Fax Numbers	Phone: _____ Website: _____ Email: _____ Fax: _____
Primary Contact	Name: _____ Phone Number: _____ Email Address: _____ Position Held : _____
Number of Staff	
Number of Locations	
Year established	
Type of business	
Avg. USD Value of Stock on Hand	

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Section 2: Legal Information (only fill if available/applicable)	
Tax Registration Certificate	Please attach the relevant documents
Company Registration Documents in Iraq / KRG	Please attach the relevant documents
Chamber of Commerce Registration	Please attach the relevant documents

Section 3: Financial Information	
Account Name	
Bank Name and Address	
Account NO	
IBAN	
Swift Code	

Tender Submission Checklist

We, the Bidder, acknowledge that we have provided all of the required information and supporting evidence:

Required Document/ Evidence	Please tick if provided	Annex #	Justification if a proof is not provided
Business Registration Certificate	<input type="checkbox"/>		
Company Bank Account Detail	<input type="checkbox"/>		
Completed tender package	<input type="checkbox"/>		
Data Sheet / Catalogue <u>GIZ Technical specification cannot be used nor accepted as the company catalog</u>	<input type="checkbox"/>		
Signed and stamped Invitation of Tender	<input type="checkbox"/>		
Signed and Stamped General Term and Condition	<input type="checkbox"/>		
Bid Submitted in two separate envelopes, one containing the technical offer and the other financial offer, both bearing the tender # and name described in the ITT.	<input type="checkbox"/>		

I/we certify that I/we have read, understood, and accepted the GIZ General Conditions of Contract for the Procurement of Goods and the GIZ bidding Condition. I certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or executing any Contracts and has never been in any dispute with any Governmental Agency or international aid organization. I certify that the company has fulfilled its obligation relating to the payment tax (Income-tax and company tax) following the country's legal provisions.

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DECLARATION I/we, the undersigned, state that the above information is correct and that I/we give the right to GIZ to seek any references concerning my/our company from whatever sources deemed relevant.

Name of Bidder _____

Name of Authorized Signature _____

Function Title _____

Authorized Signature _____

Date _____

Company Stamp _____