

INSTRUCTIONS

Green Fodder Seeds and drip irrigation accessories provision – Al Hasakah Governorate - Syria

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

Questions and Answers

1. Questions and answers (QA) will be allowed for two days, as per the following:
 - a. All questions are to be submitted within two (3) business days. All questions must be sent to SPI on **18,19 and 20 April 2023**. No questions will be received after 23:59 Iraq local time on **20 April 2023**.
 - b. All questions must be submitted by email to the following email address:
spitender@samaritan.org
 - c. At the close of the QA, no additional questions will be accepted.
 - d. Samaritan's Purse (SP) is required to respond to the submitted questions within one (1) business day. Subsequently, SPI will upload a "QA Addenda" on 24 April 2023, onto the websites:
 - 1- NCCI - <https://www.ncciraq.org/en/opportunities/for-individuals/bids-tenders>
 - 2- NGOs Jobs & Bids - <https://ngosjobs-bids.com/bids>
 - 3- IBN - <https://www.iraq-businessnews.com/tenders/>
 - 4- NES Jobs - <https://nesjobs.works/category/12/>

Tender Bid Submission

1. Your proposal/bid should be prepared in **English** (all supporting documents should also be in **English or translated into English**)
2. Please fill in the Request for Quotation (RFQ) with the required information. "No field should be left empty". Submit the RFQ on your company letterhead.
3. Stamp and sign each page of the filled RFQ and all the documents received
4. The title/subject of the email must be: "**Green Fodder Seeds & DIA – Syria**".
5. Please scan and submit your bid and documentation listed below and any other relevant documents ELECTRONICALLY in two or more separate emails to the following email address: spitender@samaritan.org

Financial Offer – EMAIL#1

- Total cost for all aspects of the RFQ (use provided form **RFQ Request for quotation**).
- All technical information needed (**Brand, Manufacturing date, Manufacturing country, Germination rate, Physical purity**) is a must.
- Provide **both** the electronic (MS Excel) version of the completed document as well as a PDF version containing the signature/stamp of the company on each

page.

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

- Illustrated pamphlets containing all the technical details, Specifications, and Pictures of the tendered items.
- CV of the Company.
- List of details (use provided form **Annex A – List of Details**)
- Delivery plan (use provided form **Annex B – Delivery Plan**)
- Company Experience Record (use provided form **Annex C - Company Experience Record**)
- List of References (use provided form **Annex D - References Form**).
- Folder of actual sample pictures (use provided folder **Annex E- Actual Samples pictures**).
- Valid Registration.
- Latest Tax Clearance.

Note: Your Email MUST be **LESS than 18MB**, kindly send the attachments in a ZIP file OR it may be necessary to send more than one email, the size limit of the attachments (including the email) should be **LESS than 18MB**. If you have more than one (1) email, please number each email appropriately (Example: 1/3, 2/3, 3/3, etc.).

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

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

Incomplete packages may not be taken into consideration.

Closing Date: 23:59 Iraq Local Time on 26th – April – 2023

Note: Bids sent after January 26th, 2023 will NOT be considered and will be immediately and automatically rejected.

WE PRACTICE PROCUREMENT WITH INTEGRITY

The integrity of the Public Tender procurement process is of the utmost importance. Unethical procurement conduct will not be tolerated and will result in immediate dismissal from the Public Tender procurement process. All bids are received directly by the Tender committee. It is not possible to influence the decision or outcome of the Tender. Submit your best value proposal for the first and only time. No Samaritan's Purse employee will solicit you outside of this tender. REPORT ALL UNETHICAL BEHAVIOR, FOR CONFIDENTIALITY REPORT TO THE Samaritan's Purse HOTLINE (**Phone Call/ WhatsApp/ Signal**) (**Iraq +964 750 863 6742 / Syria +964 750 078 4354**).

If you, the supplier, suspect fraud from an SP employee, are asked to commit fraud or witness an SP employee act deceitfully, please notify Samaritan's Purse leadership by calling our confidential

hotline where Arabic and Kurdish speakers are ready to receive your call. Please **(Phone Call/ WhatsApp/ Signal) (Iraq +964 750 863 6742 / Syria +964 750 078 4354).**