

Call for Letter of Expression of Interest for Service Request
“Supply & Delivery of IT Equipment “

The services offered by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH are based on a wealth of regional and technical expertise and tried and tested management know-how. We are a German federal enterprise and offer workable, sustainable, and practical solutions in political, economic, and social change processes. Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad. These include governments of other countries, the European Commission, the United Nations, and the World Bank. We are equally committed to helping our clients in the private sector attain their goals.

GIZ has a country office in Baghdad and implements projects in Central Iraq and the Kurdistan Region of Iraq.

Summary of the requested service:

The purpose of this call for expression of interest is to identify potential experienced IT companies with the required knowledge of IT equipment supply and delivery.

A list of the qualified shortlisted companies will be recorded for each tender, and they will be contacted to submit the “technical and financial” package.

It's recommended that specialized IT companies apply for the expression of interest.

There might be a physical check of items and stock of the IT equipment by GIZ technical staff.

Interested IT companies are kindly requested to express their interest in the agreement mentioned above by submitting the following documents. Interested companies will be evaluated per attached detailed “**Bidder's Pre-Selection Table**”.

✓ **For Interested IT Companies, Please Submit:**

• **Administration Required Documents:**

- The company's profile.
- The business details (the company, established date, location, phone numbers, and email addresses).
- Provide scanned copies of original Iraqi/KRI legal registration documents; all documents should be updated.
- Bank data with all details from a local bank (Bank Name, Account Holder, IBAN, SWIFT). The Bank account must be under the company name.

- **Technical Eligibility Required Documents:**

- Description of business and the company services (Reference of similar services minimum 5 references). With full name and contact details of the references.
- Copy of the signed contract/orders for the supply of IT equipment minimum 5 Orders for at least 50,000 USD or above.
- At least 5 years of experience in IT services.
- Licensed retailer
- Range of goods and brands offered and in store
- Maintenance capacities
- Branches and selling points in different areas of Iraq
- Language skills (English, Arabic, Kurdish)
- Experience with international agencies/NGOs
- Communication and collaboration
- Flexibility and scalability

This expression of interest is a market search for qualified IT companies. GIZ keeps the right to the appropriate selection of the best qualified. After this expression of interest, the IT companies might be asked for more detailed information. The selection criteria will be shared with all selected for future demand.

Interested companies shall submit above mentioned documents via email to:

procurement.iraq@giz.de

The email subject must be named as below:

“EOI-Supply and Delivery of IT Equipment- Company Name”

The deadline for submission is:

Sunday 18.6.2023

Before 2:00 PM local time.

Yours Sincerely,
Procurement and Contracting Unit
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
E procurement.iraq@giz.de
I www.giz.de

Bidders Pre-selection Table (Restricted procedure)

Criterion (1)	Weighting %	Point max 10	Result	Point max 10	Result	Point max 10	Result	Point max 10	Result	Point max 10	Result	Point max 10	Result	Point max 10	Result	Point max 10	Result	Point max 10	Result	Point max 10	Result
Technical design and personnel requirements																					
1 IT expertise and experience	25%		0		0		0		0		0		0		0		0		0		0
2 Licensed retailer	10%		0		0		0		0		0		0		0		0		0		0
3 Range of goods and brands offered and in store	20%		0		0		0		0		0		0		0		0		0		0
4 Maintenance capacities	10%		0		0		0		0		0		0		0		0		0		0
5 Branches and selling points in different areas of Iraq	10%		0		0		0		0		0		0		0		0		0		0
6 Language skills (English, Arabic, Kurdish)	10%		0		0		0		0		0		0		0		0		0		0
7 Experience with international agencies/NGOs	5%		0		0		0		0		0		0		0		0		0		0
8 Communication and collaboration	5%		0		0		0		0		0		0		0		0		0		0
9 Flexibility and scalability	5%		0		0		0		0		0		0		0		0		0		0
10			0		0		0		0		0		0		0		0		0		0
11			0		0		0		0		0		0		0		0		0		0
Total	100%																				