

INSTRUCTIONS

TWO TOYOTA HILUX DIESEL VEHICLE TENDER

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

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 own 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:

TND4102023

The subject of the email **MUST** be **TND4102023** exactly, without any change or addition. You will receive an email for successfully submitting your bid, as follows:

A bid has been received for TND4102023

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:

iraqbids@shpt.samaritan.org

Financial Offer – EMAIL#1

- Total cost for all aspects of the RFQ (use provided form **RFQ Request for quotation**).
- 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).

- Company Experience Record (use provided form **Annex A**)
- List of References (use provided form **Annex B**)
- CV of the Company.
- Valid registration certificate issued by the National Communication Office of the Government of Iraq or a document demonstrating a joint venture with an authorized company.
- Latest Tax Clearance

Note: Your Email MUST be **LESS than 15MB**, 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 15MB**. 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: 11:55 p.m. Iraq Local Time on 04 – October – 2023

Note: Bids sent after 04 October 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 @ 0750 863 6742

If you, the supplier, suspect fraud from an SP employee, are asked to commit fraud, or witness an SP employee act in a deceitful way, please notify Samaritan's Purse leadership by calling our confidential hotline where Arabic and Kurdish speakers are ready to receive your call. Please call: 0750 863 6742.