

BIDDING DOCUMENT FOR Purchase brand new SUV vehicle

01753

INTRODUCTION:

Emma Organization invites bids from eligible bidders for the supply of the following:

Subject Of ITB:	Purchase a brand-new vehicle
Procurement Reference Number:	01753
Procurement Method:	COMPETITIVE BIDDING
Date Of Issue:	28th of August 2023
Questions/Clarification End Date:	11 of September 2023
Bid Submission End Date:	11 of September 2023@ 4:00 PM Iraqi local time
Bid Opening Date:	11 th of September 2023
Official Contact	PDO Logistic Officer
Contact detail:	To: Mustafakhismael@gmail.com

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1 INSTRUCTION:

1.1 BID SUBMISSION:

- 1.1.1 **Bids are required to be submitted physically to PDO office no later than 4:00 PM / Iraq local time on 11th of September 2023. To address (Sulaymaniyeh City- Sulaymaniyeh - Grdi Andazyaran – Street no.37 – – House no.16). Bids can be submitted starting from 09:00 AM to 4:00 PM from Sunday to Thursday.**
- 1.1.2 Bids must be submitted in the English language in a sealed envelope.
- 1.1.3 The bid shall be **typed electronically** and shall be signed by a person duly authorized to sign on behalf of the bidder. All pages except for unamended printed literature shall be initiated by the person signing the bid.
- 1.1.4 Any alterations, erasures or over writing shall be initialled by the person signing the bid.
- 1.1.5 All quotations, costs, prices, charges, discounts and other shall be indicated in **USD/IQD currency, the supplier shall submit two envelopes as one for (financial offer) and (technical specification offer).**
- 1.1.6 Bids received after the above-mentioned closing time will not be accepted.
- 1.1.7 Bids that are incomplete or illegible will not be accepted
- 1.1.8 Opening of bids will take place on the date indicated above by the approved PDO bid opening committee ONLY. No award will be announced at the time of the opening.

1.1.9 The outer of envelope shall be marked clearly with:

- The ITB number
- The PDO delivery address for bid submissions
- The name and address of the bidding company

1.1.10 For queries or questions related to this ITB, please contact the PDO Official Contact as indicated above.

1.2 CONTENTS OF BID:

1.2.1 **Acknowledgement form:**

The acknowledgement form is **required** to be completed by the bidder. If the form is downloaded, please return via E-Mail to **Mustafakhismael@gmail.com**

1.2.2 **Requirement and comparative data form:**

The requirement and comparative data form shall be completed by the bidder and returned as part of the bid.

Bid submission form:

The bid submission form shall be completed by the bidder and returned as part of the bid

The values entered into the bid submission form shall be the same as indicated in the accompanying official company pro forma invoice.

1.2.3 **Suppliers registration form**

The supplier registration form shall be completed by the bidder and returned as part of the bid.

2 SPECIAL LINES AND CONDITIONS:

2.1 BIDS:

2.1.1 Bidders must provide all requisite information under this ITB and clearly and concisely respond to all points set out in this ITB.

2.1.2 Any Bid which does not fully and comprehensively address this ITB may be rejected.

2.1.3 PDO reserves the right to keep unsuccessful bids after the evaluation process is complete.

2.1.4 It is the bidder's responsibility to clearly identify any confidential information contained in the bid so that it may be handled in the proper manner.

2.2 VALIDITY OF BID:

- 2.2.1 The bid shall be valid for a minimum 30 Calendar Days from the closing date.

2.3 TECHNICAL SPECIFICATION OF REQUIREMENT:

- 2.3.1 Bidders must adhere strictly to all requirements of this ITB. No changes, substitutions or other alterations to the technical specifications of the requirement stipulated in this ITB document will be accepted unless approved in writing by PDO.

2.4 NO COMMITMENT:

- 2.4.1 This ITB does not commit PDO to award a contract or to pay any costs incurred in the preparation or submission of bids.
- 2.4.2 PDO reserves the right to reject any or all bids received in response to this ITB.
- 2.4.3 In cases where more than one lot is indicated in the ITB, PDO reserves the right to award any subsequent contract either jointly for all lots or individually per lot.
- 2.4.4 PDO reserves the right to increase or decrease the unit quantity in any subsequent order.

2.5 NEGOTIATIONS:

- 2.5.1 PDO reserves the right to negotiate further with any or all of the proposers in the event that additional information is required, bids are equal in all lines, or for any other reason that is deemed to be in the best interests of PDO.

2.6 PAYMENT LINES:

- 2.6.1 PDO will pay in full amount to the supplier by bank transfer only.

2.7 BIDS EVALUATION:

The evaluation shall be conducted in three sequential stages

2.7.1 *Stage one:*

Preliminary examination to delineate the eligibility of the bidder and the administrative compliance and responsiveness of the bids received. Eligibility will be delineated by the proper submission of all requested documentation. This will be on Pass/Fail basis

2.7.2 *Stage two:*

Bids that pass stage one will then be subject to a technical evaluation which shall delineate the technical compliance of the goods/services offered in the bid compared with the stated requirements as detailed in the ITB. In the case that the ITB stipulates strict technical specification, this will be on Pass/Fail basis.

In the case that only general or no technical specifications are stipulated in the ITB, the goods or services offered in the proposal shall be evaluated in comparison to a known common standard.

2.7.3 *Stage three:*

Bids that have reached this stage will be subject to a formal, substantive and financial assessment. Although price is an important factor it is not the only consideration in evaluating responses to this ITB.

Detailed evaluation will include the following criteria and a decision leading to a final selection or award may take several weeks. The evaluation will consider, but is not limited to the following:

- Price
- Specification
- Delivery duration

3 STATEMENT OF REQUIREMENTS & BID SUBMISSION FORMS

3.1 ITB DATA SHEET:

Procurement Reference Number:	01753
Subject of ITB:	Purchase brand new vehicle
Lots:	1
Questions/Clarifications:	PDO Logistic Officer
Mode Of Communication:	Mustafakhismael@gmail.com
Bid Language:	English
Bid Currency:	USD
Additional Documentation Required:	Company registration and tax clearance
Bid Validity:	30 calendar days from the bid closing date

Authorisation:	The written confirmation of the authorisation to sign on behalf of the proposer shall consist of Power of Attorney or equivalent
Legal:	Any disputes arising from this process shall be settled according to and by means of the Laws and judicial system of Iraq.

3.2 STATEMENT OF REQUIREMENTS AND COMPARATIVE DATA FORM

*** Price should be quoted as a total amount including the private white plate number price in USD .**

#	Description of Good / Service for bid	Total Price in USD	Total Price in IQD
Lot1	Brand new vehicle similar to “Mitsubishi Pickup with plate number as below specification: - White color - Manufacture year 2022 or newer - Five seats - Fuel type : Petrol - 4*4 manual transmission		

- Delivery duration of the vehicle: **within seven days.**
- Bid is valid for: _____ (Minimum 30 days).
- Payment terms: full amount via bank transfer after receiving the vehicle.

3.3 BID SUBMISSION FORM:

ITB Ref No: 01753

To: PDO

Bid Submission Date.....

We, the undersigned, declare that:

- (a) We understand and accept without reservation all lines, conditions and instruction as described within this ITB.
- (b) We undertake to abide by the Code of Ethical Conduct for Bidders and Providers during the ITB process and the execution of any resulting contract.
- (c) Neither ourselves nor any affiliates are involved in the manufacture or distribution of Landmines.
- (d) Neither ourselves nor any affiliates are engaged in the exploitation of child labour.
- (e) We understand that PDO is not bound to accept the bid which includes the lowest price.
- (f) We understand that PDO is not bound to accept any bid resulting from this process.

Name: Position held: Signature:

Duly authorised to sign the bid for and on behalf of:

.....

Dated on _____ day of _____, _____

3.4 SUPPLIER REGISTRATION FORM:

Section 1: Company Details and General Information	
1. Name of company:	
2. Street address: City: Post code: Country:	3. PO Box and mailing address
4. Tel:	6. Fax:
5. E-mail	7. Website: