

TENDER PACKAGE.

INVITATION TO TENDER FOR

**supply and delivery of best-quality sewing and overlock machines to
(Mosul, Kirkuk, Tikrit, Ramadi, Rawa, and Aana.)**

Reference:

**Tender Reference:
ITT-ERB-25-022**

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INSTRUCTIONS TO TENDERERS

1 PURPOSE OF THE TENDER PACKAGE

The purpose of this Tender is to obtain competitive offers for

- HRF have a tender process for

supply and delivery of best-quality industrial sewing and overlock machines to (Mosul, Kirkuk, Tikrit, Ramadi, Rawa, and Aana.)

, within their requirements, for: ITT-ERB-25-022

HRF invites your submission of a tender to provide services in accordance with the conditions detailed in the attached documents. HRF intends to issue a contract for the following services: **supply and delivery of best-quality sewing and overlock machines to (Mosul, Kirkuk, Tikrit, Ramadi, Rawa, and Aana.)**

2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Tender Package Available from:	9 th Oct 2025 11 th May 2025	02:30 AM - 01:00 PM
Submit Questions Deadline:(To send Questions by email to address: Ahmed.Aziz@hrf.co.uk)	29 th Oct 2025	01:00 PM
Deadline for submission of tenders	30 st Oct 2025	1:00 PM

3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this TENDER PACKAGE.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

3.1 Supplier Application

The application must be submitted in an envelope entitled:

“Supplier Application “Supplier name” response to tender: ITT-ERB-25-022

All of which must be initialled and signed by an authorised person, with powers to represent the company.

Selection criteria for eligibility:

This part concerns the information given in the supplier questionnaire, each tenderer Should also include the bellow documents, otherwise the tender will be excluded, the bellow document will assist us in judging their suitability according to the below criteria:

- 1- **Registration of company or Shop**
- 2- **Valid Tax letter update 2025**
- 3- **Company Profile or CV**
- 4- **Experience in similar service**
- 5- **Provide a copy of business bank account**

Awarding Criteria Summary (Points allocation)

Evaluation Criteria	Description	Weight (%)
Technical Specifications Compliance	How well the offered machines meet the required technical specifications (power, speed, durability, brand reputation, warranty, etc.).	40%
Price / Cost	Total cost of the machines including delivery, installation, and any accessories. Lower cost scores higher, provided technical compliance is met.	25%
Delivery Time & Terms	Ability to deliver machines within the requested timeline and terms of delivery.	15%
After-Sales Service & Warranty	Quality and duration of warranty, availability of spare parts, service support.	10%
Supplier Experience & Past Performance	Proven experience supplying similar industrial machines, references from previous clients, reliability.	10%
TOTAL SCORE		100%

3.2 Tender Proposal

Tenderers are invited to submit their best technical and economic tender in English to the exact formats and specifications required by HRF. Tenders not respecting these formats and specifications will be rejected.

The tender must be submitted in an envelope entitled:

“Tender proposal “Supplier name” to tender: ITT-ERB-25-022

This contains:

- Tender Technical offer
- Price proposal

Price proposal must be initialled and signed by an authorised person.

3.2.1 Currency

All prices shall be expressed in **IQD** not including VAT. This is to allow for a fair comparison of prices, following the award of the contract; the working currency will be decided between HRF and the contracted party. Where exchange rates have been used to arrive at a USD figure this should also be provided.

3.2.2 Tender validity

Tenders shall remain valid for a period of minimum 12 calendar months after the deadline for receipt of tenders, however HRF will welcome any longer validity period for the tender.

3.2.3 Tender Presentation

Tenderers may submit a tender for **supply and delivery of best-quality sewing and overlock machines to (Mosul, Kirkuk, Tikrit, Ramadi, Rawa, and Aana.)**

Mentioned according with the list of stock shown clearly in the response.

Prices and lead times, presented in the tender, should be firm and valid **for a period of Twelve months (1 year)** from the date of its signature by both Parties.

3.2.4 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the:

- Appendix A : Technical specification
- Appendix D : Price proposable.

Award of the contract is based on the criteria listed at paragraph 4.12 Tender Process

3.2.5 Technical Offer

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principals and values of HRF.

3.2.6 Price proposal

- Clear breakdown of costs related to goods/services requested, and
- A detailed **price list** for all the services linked to the technical requirement (e.g. equipment service, beneficiaries training)
This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list

can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this price list, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.

- Additional services that the service provider would be willing to provide [HRF](#) at no cost.

4 CONDITIONS OF TENDERING

4.1 Questions / Request for clarification

Any requests for clarification may be submitted by email to Ahmed.Aziz@hrf.co.uk before 29th October 2025 @ 01:00 PM.

4.2 Clarification meeting / site visit: Compulsory

4.3 Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

4.4 Costs of preparing tenders

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

4.5 Late Proposal

Tenders must be received before 11st May 2025 at **1:00** PM Iraqi time. Tenders received after the closing date will not be considered, unless in HRF sole opinion there are exceptional circumstances which have caused the delay.

4.6 Eligibility

Participation in tendering is open on equal terms to any company.

4.7 Compliance

HRF reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

4.8 Right to reject all tenders

HRF are under no obligation to accept lowest offer.

4.9 Power to accept part of a tender

HRF reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

4.10 Specification

If the tenderer wishes to propose modifications to the specification (which may provide a better way to achieve HRF objectives) these must be considered as an alternative offer. The Tenderer must make alternative offers in a separate letter to accompany the tender. HRF is under no obligation to accept alternative offers.

4.11 Confidentiality

Tenderers must treat the invitation to tender and all associated documentation supplied by HRF as confidential.

4.12 Tender Process

HRF reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. These requests can only be for clarification purposes, not for the correction of major details.

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence HRF in its decision concerning the award of the contract will result in the immediate rejection of his tender.

4.13 Notification award and contract signature

The successful tenderer will be informed by email or phone from the Logistic team their tender has been chosen (notification of award). HRF will agree with the selected tenderer on the final contract version and will send the signed documents in two original copies to the successful tenderer.

Within **7 working days** following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within **7 working days**, HRF can consider (after notification) the award as null and void.

4.14 Ownership of tenders

HRF retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

HRF guarantees that tender offers shall remain confidential.

4.15 Type of contract

The contract that will be concluded between the successful tenderer and (HRF) is done according to (HRF) standard contract.

By submitting an offer to this Invitation to Tender, the tenderer accepts HRF's contract terms. If any remark or reserve were to be raised by the tenderer, they should be clearly written down in a free format document included in the tender. Such documents should include the tenderer's proposal to replace the discussed sections of the contract.

4.16 Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by HRF.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to HRF.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will HRF be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if HRF has been warned of the possibility of damages.

Tenderers are requested not to contact HRF during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing HRF supplier, and then only in pursuit of existing HRF business.

APPENDIXES

Appendix A: Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Supplier Questionnaire

Appendix D: Price proposable

Appendix A: Technical Specifications

The Human Relief Foundation (HRF) is inviting qualified suppliers to submit bids for the supply of high-quality industrial sewing machines and overlock machines (3-4 threads maximum). These machines will be used to support vocational training programs and income-generating activities for beneficiaries across multiple locations in Iraq.

The objective of this tender is to procure reliable, durable, and professional-grade machines that meet the needs of our beneficiaries while ensuring efficient operation and long-term usability. Suppliers are expected to provide machines that adhere to the technical specifications outlined in this document, along with warranty and after-sales support.

The machines will be distributed to the following locations based on the number of beneficiaries in each area:

Location	No of BNFs/ Machines	Machine Type	Required Quality
Mosul	26	Industrial Sewing Machine & Overlock Machine (3-4 threads max)	High-quality, durable, reliable, suitable for continuous professional use

Tikrit	26	Industrial Sewing Machine & Overlock Machine (3-4 threads max)	High-quality, durable, reliable, suitable for continuous professional use
Rawah	10	Industrial Sewing Machine & Overlock Machine (3-4 threads max)	High-quality, durable, reliable, suitable for continuous professional use
Anah	17	Industrial Sewing Machine & Overlock Machine (3-4 threads max)	High-quality, durable, reliable, suitable for continuous professional use
Ramadi	33	Industrial Sewing Machine & Overlock Machine (3-4 threads max)	High-quality, durable, reliable, suitable for continuous professional use
Kirkuk	17	Industrial Sewing Machine & Overlock Machine (3-4 threads max)	High-quality, durable, reliable, suitable for continuous professional use

Note 1: The total requirement for this tender is 126 Industrial Sewing Machines and 126 Overlock Machines.

Note 2: While overlock machines with 3–4 threads are acceptable, we prefer 3-thread overlock machines to best meet the needs of our beneficiaries.

Key Technical Requirements:

1. Industrial Sewing Machines

- Heavy-duty, capable of handling thick fabrics
- Minimum speed of 4,500 stitches per minute
- Durable motor with low maintenance requirements
- Foot pedal and automatic thread cutter included
- One-year minimum warranty with service support

2. Overlock Machines (3-4 threads maximum)

- Adjustable stitch width and differential feed
- Suitable for continuous professional use
- Durable and stable construction
- One-year minimum warranty with service support

Appendix B: TENDERER'S DECLARATION

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this TENDER PACKAGE including the contract template with its annexes and the HRF Ethical and Environmental Policy. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at HRF discretion.

We hold no reservation in regard to the TENDER PACKAGE; and are aware that any reservation may result in the rejection of the tender by HRF.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform HRF in writing.

We declare that are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform HRF in written.

Company name and address:
Company's Representative name:
Title of Representative in the Company:
Representative's signature and stamp:
City, date:

Appendix C: SUPPLIER QUESTIONNAIRE

1) Company Profile

Name of Company	
Registered Office address	
Ordering Address (if different)	
Payment Address (if different)	
Telephone Number	
Email	
Website	
Company Registration number	
Year established	

3) Experience & Subcontracting

Please provide details of 3 customers/clients for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Customer/Organisation			
Contact name			
Telephone No			
Email			
Year of contract			

Declaration (to be completed by Senior Authorised Manager. Please insert electronic signature or type name):

I confirm that all the information given is accurate. For and on behalf of the supplier:

Name:	Position:
Date:	Signature:

Appendix D: PRICE and DISCRPTION PROPOSAL

The supplier is requested to fill attached BOQ based on the unit price and add the total price of each BOQ in below table:

#	Description	Unit	Quantity	unit price USD
1	Quotation	-	1	
	Total Cost by IQD			

Supplier Name:

Contact Person:

Telephone Number:

Email Address:

Office Address:

Signature/Stamp:

Date:

PRIVATE & CONFIDENTIAL

AGREEMENT FOR GOODS AND SERVICES

N/A