

Invitation To Tender

Islamic Relief Worldwide - Iraq, Erbil, Ekhlas Empire Building, 100 Meter Street, 2nd Floor, Apartment 8, Near Arjan Hotel. Plans to execute a **Hygiene Kits for Families and Schools in Hassan Sham, U2, U3, Khazer and Dibaga IDP camps Contract in Erbil Governorate Camp - IRI2026-0002 (B)**

The bids of interested companies are to be delivered as stated in clause 4

TYPE OF CONTRACT

This procurement aims to put in place a framework agreement with the identified **Hygiene Kits** provider. A framework agreement (FWA) is an agreement with a single supplier (or group of suppliers) to establish terms governing contracts that may be awarded during the period of the FWA. IRW IRAQ, as a contracting authority, does not guarantee any volume of orders under FWAs as all purchases will be based on the needs and activities of IRW IRAQ.

The FWA will set prices for the FWA duration (initially for 1 year with the possibility to review on an annual basis up to a maximum of 2 years). Prices and the quality of the service received will be reviewed jointly on an annual basis by IRW IRAQ and framework suppliers to make sure it's satisfactory and within the current market value.

To participate in the FWA, respondents will need to be successful in this tender exercise. When an FWA is established with a supplier, the service mechanism will be based on a Purchase Order/ contract depending on the duration of the service required - so when IRW IRAQ requires a supply or service provision, a Purchase Order/contract will be sent to the supplier to contract each specific order and confirm terms. Each Purchase Order/contract will be an individual contract based on the agreed terms in the FWA.

The winning tender(s) will be required to enter into a Framework Agreement with IRW IRAQ for providing **Hygiene Kits** on the conditions set out here and in the other tender documents.

In case of establishing Framework Agreements with several suppliers, the service mechanism will be based on a rotation or priority system, with individual orders placed according to IRW IRAQ's internal priorities at the time of order.

1. Conditions for Participation in Tender:

Only companies that meet the following conditions may participate in this tender:

- The provider operates in Erbil Governorate (IDP Camps).
- The service provider will operate inside the Camps.
- The service provider has a reliable electronic consolidation system to handle its operations, provide the required documentation, and manage risks such as fraud and error.
- The service provider has solid security systems in place.
- The service provider has sufficient financial capacity to handle IRW requirements
- The service provider accepts to undergo IRW's counter-terrorism vetting and necessary checks due to diligence procedures. IRW reserve the right to accept or reject any of the items if its not according to the specification.
- The service provider is expected to have a high level of flexibility and response by executing orders in minimum notice time

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- The service provider will bear the cost of transportation, telecommunication, and any related costs to deliver the kits to the camps.
- All formal written communication will be in the English language, including and not limited to; the delivery note, invoices, email writing ...etc.

2. Formal Criteria of Tender Documents:

2.1. The indispensable documents that must be attached to the Bid Submission Form, for it to be considered valid, are:

1. Invitation to Tender
2. Annex A Pricing Proposal.
3. Annex B Previous experience for the provision of similar services
4. Most recent copy of valid company registration in the republic of Iraq (Federal Iraq or Kurdistan).
5. Most recent copy of valid tax registration/ clearance in the republic of Iraq (Federal Iraq or Kurdistan).
6. Power of attorney or any other document that grants the power to represent the Company and to assume financial obligations on behalf of a company.
7. Supplier Code of Conduct (Summary of Company profile)
8. Copies of Company Director(s) & owner Passport/ID
9. Submission should be in PDF format.

All the above are jointly referred to as “**Tender Documents**”.

2.2. All blank spaces in the Tender Documents must be filled in by the company submitting the bid. Erasing or omitting is not permitted.

2.3. Option one via tender box: All Tender Documents, where required, must be sealed, and signed by an authorized representative of the company, and the certificate of such authorization must be attached to the bid (in accordance with Clause 2.1(h)). Any pages that do not require a signature must be initiated and/or stamped.

Option two: via email procurement.committee@ir-iraq.org.

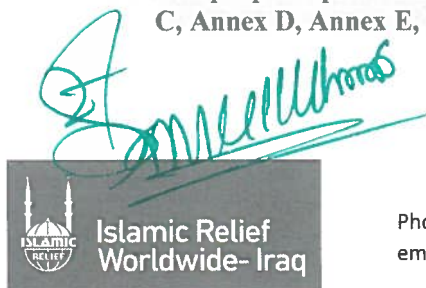
2.4. No Tender Document is to be copied. Any Tender Document will be considered private and confidential.

3. Minimum Requirement

Tenderers will be considered for participation in the Contract subject to the following qualification process:

This stage will determine whether the tender has been submitted and meets the minimum requirement. Only those tenders meeting the minimum requirement will go forward to the second phase of the evaluation.

- The requirements is to provide **Hygiene Kits** as outlined in the attached annex – A to the camps inside Erbil Governorate.
- The location of the implementation area that is mentioned in the solicitation is eligible
- Copy of valid registration with local government stamp and valid tax clearance document.
- The proposal price must be in (IQD). Annex DWA, provide according to (Annex A, Annex B, Annex C, Annex D, Annex E, Annex F), attached within package.



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4. Selection Criteria (Qualitative Criteria)

All proposal prices must be in (IQD) and a comprehensive and clear breakdown of prices must be shown as part of the financial offer **Annex A**

Prices offered will be evaluated on a full-cost basis (including all fees and taxes).

Marks for cost will be awarded on the inverse proportion principle (shown below):

المعايير CRITERIA		النقاط SCORING
1- SIMILAR WORKING EXPERIENCE الاعمال المماثلة		10%
WORKING EXPERIENCE FIELD	Supported Documents & Contracts with clients such as INGO, UN Agencies, Government & Others. Minimum (3) Three Similar Contracts.	
مجال العمل المطلوب	المستندات والعقود المدعومة مع العملاء (المنظمات الدولية / وكالات الأمم المتحدة والحكومة و أي جهات أخرى). الحد الأدنى (3) ثلاثة عقود مماثلة.	
2- OFFEROR PAST PERFORMANCE الأداء السابق للشركة		10%
Past working experience with Clients (INGO/UN and government...etc.) proving experience in implementation (similar related filed work). minimum (3) Three Similar Contracts. خبرة الأعمال السابقة مع العملاء (INGO / وكالات الأمم المتحدة ... إلخ) - على مقدم العرض تقديم المراجع المرضية للعملاء تثبت الخبرة في التنفيذ و (يفضل التقديم يكون ضمن المجال). الحد الأدنى (3) ثلاثة عقود مماثلة.		
3- Sample Evaluation/Quality تقييم العينة Sample will be requested after companies technically passed and shortlisted		20%
4- Price سعر		60%
المجموع Total		100%

Note: Bid price will remain same through contracting period of framework agreement



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5. Requirements for Bid Submission:

- 5.1. The bid should include comprehensive subject matter and should be drawn up by the following terms and conditions:
- The bids of interested companies and all required Tender Documents to be delivered in the following ways:
 - Option one via tender box, with subject tender reference number **Hygiene Kits for Families and Schools in Hassan Sham, U2, U3, Khazer and Dibaga IDP camps Contract** tender with the documents required in clause 2.1 stating "not be opened before the deadline mentioned below by the tender commission" to the Private Tender Box which will be placed in IRW IRAQ office in Erbil, **29 January 2026 4:00 PM Iraqi Time** as a deadline.
Envelopes may be delivered by hand and placed in the private tender box. You need to register your company name in the tender delivery sheet. Please note that the IRW IRAQ office will not be open during weekends or public holidays.
 - Option two: via email procurement.committee@ir-iraq.org with subject email **Hygiene Kits for Families and Schools in Hassan Sham, U2, U3, Khazer and Dibaga IDP camps Contract - IRI2026-0002 (B)** and in the email state:
 - Hygiene Kits for Families and Schools in Hassan Sham, U2, U3, Khazer and Dibaga IDP camps Contract - IRI2026-0002 (B)**
 - Name of your company**
 - Number of emails that are sent e.g., 1 of 3, 2 of 3, 3 of 3.**
 - The bid should be prepared in the English language
 - The bid and all the annexed documents should be signed and numbered. Pages that do not require a signature must be initialed and/or stamped.
- 5.2. The IRW Iraq shall in no case cover any expenses incurred while preparing the bid, irrespective of the outcome of the tender procedure (also in case of the cancellation of the tender procedure or a delay in bid acceptance).
- 5.3. Bids submitted upon expiration of the submission date and time shall not be considered.
- 5.4. Tenderers must write sums in figures as well as in words. Where the amount given in figures differs from the amount in words, the amount in words shall be taken as correct. However, if the amount expressed in numbers and words differs from each other significantly, the bid may be rejected. If no amount is stated in words, the bid may be rejected.
- 5.5. Clarification and Query Handling
IRW IRAQ has taken care to be as clear as possible in the language and terms it has used in compiling this Invitation to Tender. IRW IRAQ will not accept responsibility for any misunderstanding of this document or any others relating to this tender.
Requests for additional information or clarifications can be made up to **1 working day before the deadline**, and no later. Any queries about this tender document should be addressed in writing to IRW IRAQ via email to tendering@ir-iraq.org



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Submission Time:

TASK	Completion date
Send the ITB to the bidders	18 January 2026
Clarification for details via email tendering@ir-iraq.org	28 January 2026
Closing Date for submission	29 January 2026 4:00 PM Iraqi Time

6. Bid Acceptance:

- 6.1. Bids will be opened after the deadline for bid submission. The criteria for bid acceptance are as explained in clauses 2 and clause 3
- 6.2. The bid process will be comprised of two stages. The first stage involves the evaluation of the bids about formal requirements, minimum requirements, and completeness, while the second stage is the substantive evaluation according to the Selection Criteria defined by the Tender Commission.
- 6.3. The winning bid shall be chosen by the IRW Iraq within 90 days after the opening of bids.

7. Notice of Invalidation of Tender or Rejection of Bid:

- 7.1 Only bids fulfilling the criteria outlined in Clause 1 (Conditions for Participation in Tender), Clause 2 (Formal Criteria of Tender Documents), clause 3 (minimum requirement), and Clause 4 (Requirements for Bid Submission) of this document will be considered eligible for tender. Non-conformity with such clauses may result in bid rejection.
- 7.2 Other reasons for the invalidation of the tender or rejection of the bid are:
 - a- The IRW Iraq shall decline any bid of a firm or cancel the contract if it finds out that the firm used corrupt, fraudulent, collusive, or coercive practices.
 - b- The IRW Iraq shall exclude from the procedure companies that do not conform to the tender requirements or if it is found that documents received of importance for the tender procedure are unrealistic.
- 7.3. The IRW Iraq reserves the right to invalidate the tender at any stage, without further explanation.



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8. Annexes to Bid:

The forms of the Annexes to this Contract Notice are as follows:

Annex FWA: Hygiene Kits for Families and Schools in Hassan Sham, U2, U3, Khazer and Dibaga IDP camps

Annex A: Hygiene Kits for IDP Families in IDP camps (Hassan Sham U2, U3 and Khazer)

Annex B: Hygiene Kits for Families in Dibaga, Hassan Sham U2, U3 and Khazer camps

Annex C: Hygiene and Cleaning Kits for School inside Khazer, Dibaga, Hassan Sham U3 and U2 camps

Annex D: PWD Hygiene kits for People with Disability in Dibaga, Khazer and Hassan Sham U2, U3 Camp

Annex E: Latrine chairs for people with disabilities in Hassan Sham U2 U3 and Khazer IDP camps

Annex F: Garbage Bin for School and vulnerable IDP household in Dibaga and Hassan sham U3 camps

Supplier Code of Conduct

9. Winning Tenderer:

- 9.1. In case of winning the tender, the Tenderer shall be obliged to conclude the contract within 20 working days from receipt of the Letter of Selection under the threat of the bid being declined.
- 9.2. The delivery of services shall be executed within 2 days from the day of signing of the contract.
- 9.3. The bid is valid until the final selection is made by the Tender Commission.

Name of Company: _____ اسم الشركة

Address: _____ العنوان

Name of Signatory: _____ اسم المخول

Title of Signatory: _____ منصب المخول

Date of Signing: _____ تاريخ التوقيع

Signature and Stamp:
التوقيع والختم



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