

INVITATION TO TENDER AND SPECIFICATION OF BIDDING (SOB)

TENDER DOSSIER: **SoB/EBL/2023/2313**

Title: **Medical Equipment for Physical Rehabilitation Center & of Al-Intisar PHCC- Mosul City -
Nineveh Governorate**

*in the framework of **project BMZ-2602-13***
Tendering procedure number: **SoB/EBL/2023/2313**

Dear Sir/Madam,

Doctors Aid for Medical Activities (DAMA) organization herewith invites your company in the framework of DAMA's project **BMZ-2602-13** to submit an offer for the mentioned item as per the quantity and technical specifications described herein. The full tender dossier consists of:

- This Letter of invitation to Tender and the Specification of Bidding
- Administrative and Technical Compliance Criteria Grid;
- **Annex A – Tender Letter**
- **Annex B – Bill of Quantities**
- **Annex C – Mandatory Principles of Humanitarian Aid Procurement**
- **Annex D – Special Condition of the contract.**
- **Annex E – Questionnaire for Tender**

Your Tender offer should be submitted in a **sealed Envelope** bearing only the words:

- Do not open before **November 28th 2023** at 12:00 hours, Erbil time
- Tender Process: **SoB/EBL/2023/2313**
- Offers Delivery Address: DAMA office, Italian Village 2, Villa (709), Erbil, Iraq.
- your offer must contain the following items:
 - o The offer shall be typed or written signed and stamped by the legal representative of the supplier
 - o The price of the tender must be expressed in IQD.
 - o The unit price will be considered fixed.
 - o No additional change of whatsoever nature or type will be accepted by DAMA organization.

Complete tender (in one sealed envelope) must reach the following address no later than
November 28th 2023 at 12:00 hours, Erbil time
DAMA office, Italian Village 2, Villa (709), Erbil, Iraq

Requests for clarifications are to be sent to:

Khalid Zebari – Logistic Officer

khalid.zebari@dama-health.org

+9647716098922

The contract will be a unit price contract, where **price is fixed** and not open for review.

The price includes taxes and custom duties.

The language of the contract will be English, and the currency of the contract is **Iraqi Dinar IQD**.

Tenderers are bound by their tenders for a period of sixty **(60) days at least** following the deadline for submission.

By submitting an offer, the bidder accepts the terms set out in this tender.

1) **DESCRIPTION OF THE ORGANIZATION AND ITS ACTIVITIES**

Doctors Aid for Medical Activities (DAMA) is a non-profit, non-governmental local Iraqi organization founded in Erbil-Kurdistan region of Iraq, based on serving, supporting, and motivating the surrounding community and the internally displaced people in Kurdistan region and Iraq.

DAMA organization aims to provide high-quality medical care to disadvantaged individuals along with spreading awareness on healthy living and disease prevention.

2) **INFORMATION ABOUT THE PROJECT**

The Project is financed by the German Ministry of Economic Cooperation and Development – (BMZ) and in partnership with Malteser International MI organization aims through supporting and Intervention for More Durable Assistance and Development (IMDAD).

3) **TENDER OPENING PROCESS**

The opening will take a place after the deadline for submission mentioned above. The opening session is not opened to the public. The presence of the main required documents will be stated during the opening session.

4) **Evaluation & Selection Criteria**

After the opening session, tenders will first be reviewed by an Evaluation Committee to verify the administrative compliance of the tenders and that they do contain all required documents. Incomplete or non-compliant tenders may be rejected by the Evaluation Committee. Thereafter, the Evaluation Committee will verify the technical compliance of the tenders. This Committee will possess the technical expertise required to give an informed opinion of the tenders. Tenders

which are evaluated as technically not substantially compliant against the technical evaluation criteria will not be considered for the award of the contract.

The selection criteria will be based on the following:

- Price offer provided, [in any cases if two price offers were mentioned/submitted the offer will not be evaluated and will be eliminated by the committee].
- Technical specification for all the items set in the BoQ including catalog and pictures of the items.
- Company experience for similar works accomplished.
- Company registration documents including approval from the ministry of health for trading of medical equipment.
- Delivery of the items to be within the requested duration set by DAMA.
- Previous work experience with other organization.
- Filling, signing, and stamping all of the requested annexes within this SoB.
- Providing letter of guarantee of the medical devices and equipment for the mentioned items in Annex B (BoQ for PRC & PHCC) and according to the minimum guarantee period mentioned in the BoQ.

Also, the committee will take into consideration during the evaluation the terms & conditions set by the Medical Devices Management Dept. in Iraqi Ministry of Health as the minimum specifications:

- A committee will be formed from the relevant department in DoH to receive the equipment from the departments (Technical dept., engineering & maintenance dept, and auditing member.)
- It is preferable that the medical device made with newly produced technology, and that it should not be used or remanufactured.
- It is preferable that the medical device made of the type available in health institutions, and the manufacturer that has an authorized agent in Iraq for after-sales services.
- The medical devices must have one of the following quality certificates - the American FDA or the European CF - and the quality certificates must be submitted to the Medical Devices Management Department for the purpose of approvals according to the adopted procedures.
- Only the medical equipment can have common standards or local national Iraqi standards according to the availability in the market.

The Evaluation Committee reserves the right to request any additional information that seems necessary from the tenderers. The tenderers' responses must be received before the deadline set by the Committee.

If less than 2 administratively and technically compliant tenders from 2 different suppliers have been received, the Committee reserves the right to seek additional tenders through re-advertisement.

5) **CONTRACT AWARD**

The Contract will be awarded to **the substantially conform economically and technically most substantially compliant offer**, thus, the Contracting Authority reserves the right not to award the contract to the lowest bid.

This contract does not include any complementary or additional acquisition of items other than this listed in the BoQ.

6) **CANCELLATION OF THE TENDER**

Under any circumstances, DAMA organization will not be responsible for any damages whatsoever their nature, even if DAMA has been advised of the possibility of damages.

The publication of the procurement notice does not commit DAMA organization to implement the project announced nor to procure the item. Nothing will be due to the supplier in case this procurement needs to be cancelled due to whatsoever reason.

On behalf of DAMA Organization:

Khalid Zebari
Logistic Officer
November 8th 2023
DAMA Organization

CRITERIA FOR ADMINISTRATIVE COMPLIANCE OF TENDERS

No.	REQUIRED DOCUMENTS	COMPLIANT	
		Yes	No
1.	Annex A – Tender Letter		
2.	Annex B – Bill of Quantities		
3.	Annex C - Mandatory Principles of Humanitarian Aid Procurement		
4.	Annex D – Special Condition of the contract		
5.	Annex E – Questionnaire for Tender		

The absence or the non-compliance of any above item may result in the rejection of the tender, should any other items or information be missing or not compliant, the Evaluation Committee may decide to request the tenderer to provide the missing document or information within a set deadline. If this deadline should expire without satisfactory reply for the tenderer, the tender shall be considered non-compliant.

In all cases, provision and compliance of all the above items is a condition to the award of the contract.

The Evaluation Committee reserves the right to request any additional information it seems necessary to the bidders to be provided within a set deadline.

ANNEX A – TENDER LETTER

To: DAMA Organization
Erbil, Iraq

Dear Madame/Sir,

Having examined the tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to do the provision of the medical equipment in conformity with the said tender documents for the sum of IQD _____
[total tender amount in words and figures].

We undertake, if our tender is accepted, we will provide the medical equipment with the delivery schedule specified in the tender process.

We agree to abide by this tender for a period not less than two months from the deadline for tender submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

We certify/confirm that we comply with the eligibility requirements as per requirements of the tender documents.

Date ____/____/2023

:

____ [Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of:

Company name

ANNEX B – BILL OF QUANTITY

Timeframe:

I confirm that my company will be able to provide the medical equipment set in the BoQ for both location and attached to this “Annex B” within:

_____ **Days.**

I, the representative of the company submitting the offer, by signing here, confirm that my company will be able to provide the medical equipment with the specification set by my company within the timeframe presented in Annex B.

Date: _____

Name,
Company
and
Signature

: _____

Item No.	Description	Quantity	Unit	Unit Price (To be filled by supplier) IQD
1	Medical equipment for the Physical Rehabilitation Center in Telafar Hospital in Telafar city, details per the attached BoQ.	1	L.S	
2	Medical equipment for Al-Intisar PHCC in Mosul city, details per the attached BoQ.	1	L.S	

Annex C – Mandatory Principles of Humanitarian Aid Procurement

DAMA organization is obligated to observe and apply the following Procurement Principles. DAMA organization also expects its partners and contractors to note these principles and act in accordance with them during the execution of the contracts signed with DAMA organization. The partner or contractor agrees to the adherence of following principles by signing the contract and annexes.

1. Principle of Ethical Procurement

- Avoidance of child labour,
- Respect of basic social rights and working conditions based on international labour standards,
- Avoidance of any connection with a party to a conflict, involvement in the supply or transport of illicit arms and land mines and unethical exploitation of natural resources.

2. Principles of Equal Treatment, Non-Discrimination, and Untied Aid

- No discrimination or unjustified differentiation between legal or natural persons, regardless of the origin or the nationality.

3. Right of Access

- Right of Access: the donor has full access to premises and documents referring to procurement procedures, documents, evaluations, award recommendations and contracts (regardless of whether these belong to the DAMA organization or to the partner or contractor)
- DAMA organization is obliged to immediately inform the donor if it becomes aware of any corrupt, fraudulent or coercive practice, the breach of the principles or a situation that is likely to constitute a conflict of interest.

4. Principle of Avoiding Conflicts of Interest

- Measures must be taken to prevent any conflict of interest (impartial and objective implementation is compromised for reasons involving on economic interest, political or national affinity, or familiar or emotional ties).

5. Principle of Supporting the Local Economy

- Whenever it is possible local human or material resources must be used. Before it must be ensured that this will not distort the local market, increase prices or unduly burden the local natural resources or the environment.

6. Principle of Due Diligence

- Timely delivery and satisfactory quality of the received supplies, works or services must be followed up and in case this is not fulfilled appropriate measures have to be taken to mitigate negative consequences for the beneficiaries.

I, as the representative of the company submitting this offer, confirm that I have read and understood, and I agree to respect all the principles set out in this Annex C.

Date: _____.

Name, company and Signature:

Annex (D)
Special Condition of the contract

A- Documents to be submitted with the priced BOQ:

- 1- Company registration.
- 2- Contractor valid ID/s.
- 3- Approval letter/registration from the ministry of health for trading of medical equipment.
- 4- CV of the company with mentioning in details all the similar projects that was implemented by the company.
- 5- Company Bank account information.
- 6- Tax clearance/exemption from the General Tax Authority office for 2022/2023.

B- Delivery location, Installation & Timeline:

The contractor will insure safe delivery of the medical equipment to:

- 1- Physical Rehabilitation Center (PRC) in Telafar City – Nineveh governorate.
- 2- Al-Intisar PHCC in Mosul City – Nineveh governorate.

The medical equipment shall be delivered in one shipment separately to each of the above locations according to the details of the purchase order (PO).

The contractor will ensure installation for all the items that requires to be installed at the site, and receipt of the item will be done upon its functioning.

C- Terms of delivery:

Failure to comply with the delivery plan applies a sanction of 0.1% of the tender amount per delay day.

D- Terms of Payments:

DAMA intends to award a firm fixed-price contract as a result of this tender with payment terms being within 30-45 days from the delivery and acceptance of the good ordered with the Invoice at the location specified.

The payment will be paid by cheques or bank transfer.

E- Corresponding:

- 1- All the corresponding letters, Emails and documents should be in English.
- 2- If the contractor faced any challenges or concerns during the provision, he should inform DAMA immediately in written.

G- Guarantee:

All the medical equipment should be provided with a guarantee letter (between 2 – 5) years or what time suits the item's nature and functionality lifetime from the supplier company or contractor and to be confirmed with its validation with the relevant authorities.

General Condition of the Contract

This contract will be included with the Iraqi General Specification of contract.

ANNEX E – Questionnaire for Tender

All requested information will be treated confidentially.

Company name			
Address	Street + house number	City / District	Zip code
Owner(s)	First Name	Last Name	
Tax and registration no.	Tax number	registration number	
Bank Account Information			
Legal form of Company	Ltd., Inc.,..		
Contact person	First Name	Last Name	Contact information Phone: E-Mail:
Which goods or services does the company offer?			
Have you already worked with NGOs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes: Mention Name(s) of NGO's
Annual Turnover for the last 12 months			
Number of employees			
Average delivery time of services/goods			
Standard terms of payment			

<p>Do you offer support services for the goods provided</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>If yes, please specify:</p>
<p>Do you give a guarantee for your goods /services?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>If yes, how long and in which scale:</p>
<p>How do you ensure the quality of the products/services offered?</p>	<p> <input type="checkbox"/> Sample inspection <input type="checkbox"/> Quality agreements <input type="checkbox"/> Product know-how <input type="checkbox"/> Supplier visits <input type="checkbox"/> Reference check <input type="checkbox"/> Work trials <input type="checkbox"/> If Others Please specify: </p>		
<p>Do you offer a standard price list for your goods/services?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>Attached to file <input type="checkbox"/></p>
<p>Are there ties between you and any employee of DAMA Organization?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>If yes, whom and in which relationship:</p>

WE DECLARE, that.

- the information given above is correct.
- our products and/or services are produced without the labor of children below age 18.
- we fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided.
- we have received the document “Humanitarian Procurement Principles”, and we - and any applicable subcontracted parties - will respect the principles of humanitarian aid procurement.
- there are no international sanctions against the owner/s and or company in place.

Date

Signature