

INVITATION TO BID (ITB)

For

Provision Providing 1000 food baskets for Retardates, Down syndrome, cerebral palsy in Duhok

Governorate.Iraq, Erbil

Reference No: EBL 2022 006



Date: November 06, 2022

Introduction:

Rwanga Foundation is a non-governmental organization, which envisages a world where quality education is accessible for all. Its mission is to provide services, build capacities, and design policies to ensure easy access to education for all and improve the overall educational standards in KRI, Iraq, and the greater global community.

Rwanga Foundation's Headquarters is based in Erbil. It officially launched its activities in September 2013 to conduct projects and activities all over Iraq through its four main sectors of education, youth, environment, and vulnerable groups.

For further information on Rwanga Foundation, please refer to the Rwanga website at www.rwanga.org.

Purpose and details of this ITB:

The purpose of this ITB is to procure food items (1000 food baskets) to be distributed in Duhok city. This specification is issued so that Rwanga Foundation may obtain financial offers based on the specifications detailed below. Bidders can submit their offers and only bidders officially registered in the Kurdistan region and Iraq are eligible for bidding.

List of the food items with specifications:

Rice (bag 9 kg) -11/21

Oil – 1 liter

Tomato pastes 800 gm

Sugar 5 kg

Tea 200 gm

Lintel 600 gm

Salt 500 gm

Macaroni 150 gm

White bean 900 gm

Bulgur 600gm.

Packing, Shipment and Delivery:

All items above are for delivery at a number of (1000 food baskets) addresses in the Duhok governments. Packing must be included in the offer with the packing boxes given to the bidders by Rwanga Foundation. Service Delivery is required to be Two days from the date of selection by the bidder after signing a purchase order or service contract. In contrast, shipping and Delivery are optional for the bidders to include it in the offers.

Bidding process

The offer must be sent using the provided template in a sealed envelope by hand in English, Kurdish, or Arabic language to the following address:

Erbil Headquarters

Floor 16, Tower 4, Empire Business Towers, Erbil

+964 750 815 5550, 0750 271 0222

Duhok office

[Rojvin Road, House NO (31) Takhy Botan of KRO Street, Kurdistan Iraq].

Or send the offer by email to(supplychain@rwanga.org)

Late submissions will not be accepted. The Proposal prepared by the bidder, and all correspondence and documents relating to the Proposal exchanged by the bidder shall be written in English, Kurdish, or Arabic language.

Selection criteria:

Rwanga Foundation attaches particular importance to the following criteria:

- Compliance with requirements specified in the Request for quotation template at. All specifications must be met.
- Pricing conditions

Rwanga Foundation will examine the Offers to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the offers are generally in order

Please note that Rwanga Foundation may use the information other than that provided by the bidder in its Evaluation. Rwanga Foundation is not obliged to disclose such information to bidders.

Please note that Rwanga Foundation is not bound to select any of the bidder's company submitting offers. Furthermore, Rwanga Foundation does not bind itself in any way to select the bidder offering the lowest price.

Please note the following with regards to your offer:

- Rwanga will contract for a fixed price only.
- Rwanga is exempt from paying VAT.
- The quote must cover all aspects of the costs, such as packing
- Products: must be the same as requested in the attached table and must not expire by at least six months after receiving requested items by Rwanga Foundation.

Rwanga Foundation may, at its discretion, ask any bidder for clarification of any part of its offer to assist in the examination, evaluation, and comparison of offers. The request for clarification and the response shall be in writing. The response shall be construed as an integral part of the original proposal.

Reference RFQ ERL 2022 006

[Floor 16, Tower 4, Empire Business Towers, Erbil, Erbil, 4400, Kurdistan]

Date 01/11/2022

To: [.....]

Request for Quotation No. RFQ ERL 2022 006 Providing 1000 food baskets for Retardates, Down syndrome, cerebral palsy in Duhok Governorate.

Dear Sir/Madam:

The Rwanga Foundation requests you to submit price quotation(s) for the supply of the item(s) listed on the attached Bidding Form titled 'RFQ No. RFQ ERL 2022 006 Providing 1000 food baskets for Retardates, Down syndrome, cerebral palsy in Duhok Governorate.

- **Quantity of Packages: 1000 carton boxes that contain all the items in the attached table (the carton boxes will be provided by Rwanga Foundation to be filled by the supplier).**
- **Products: must be exactly the same as requested in the attached table and must not be expired by at least six months after receiving the requested items by Rwanga Foundation.**

You should submit one original of the attached Bidding Form. On the same form, you also have to indicate your present stock and the delivery period. Your quotation should be sealed in an envelope, clearly marked 'Reference Number of the subject of purchase and delivered to the address above.

The deadline for receipt of your quotation is **10/11/2022 before 12:00 PM** at the address above.

Your quotation should be submitted as per the following instructions.

- Prices: The prices should be quoted in USD for supply and delivery to Rwanga Foundation as given in the attached Bidding Form.
- Evaluations of Quotations: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices
- The delivery lead time: will be **21/11/2022** from the selection date. The bidder also be a consideration in the contract award.
- Award of Purchase Order: The contract award will be made to the bidder offering the best value for money with considering technical aspects (lowest acceptable evaluated price). The successful bidder will sign a purchase order or Service Contract as per the attached General Conditions of the Contract for Procurement of Goods and must also sign and uphold the Rwanga Code of Ethics.
- Validity of the Offer: Your quotation should be valid for [30] days from the deadline for receipt of the quotation. Rwanga will attempt to notify all suppliers of the outcome of their Quotation.
- Payment terms: Rwanga intends to award a firm-fixed-price contract as a result of this RFQ, with payment terms being within 5 days from the delivery and acceptance of the goods ordered with the Invoice at the location specified. If this is not possible, please quote your best payment terms.

All inquiries and questions should be addressed to the [Floor 16, Tower 4, Empire Business Towers, Erbil, Erbil, 4400, Kurdistan] or Duhok office [Rojvin Road, House NO (31) Takhy Botan of KRO Street, Kurdistan Iraq].

Under Rwanda's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. Rwanda will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.

Yours sincerely,

Khalat Ahmed

Director of Operations & Finance

Department: Operations & Finance

Rwanga BID FORM – Request for Quotation No: RFQ ERL 2022 006

Item	Description of goods/services	No.	Quantity	Unit Price USD	Total Cost USD	Remarks
1	رز (برنج) هیندی (11) 21 (9 کیلو	کیس	2000			
2	زیت 1 لتر	بوتلی پلاستیک	5000			
3	معجون طماطة 900 غرام	قوتو	4000			
4	سکر (شکر) 5 کیلو	کیس	1000			
5	شاي 200 (چای) غرام	کیس	5000			
6	برغل (ساوار) 600 غرام	کیس	4000			
7	ملح 500 (خوی) غرام	کیس	4000			
8	عدس (نيسك) 900 غرام	کیس	4000			
9	معکرونة 150 غرام	کیس	4000			
10	فاصولیا 900 غرام	کیس	4000			
11	تعینة السلات (له کارتون کردن)		1000			
Total Cost USD						

Hint: offers can be written in the below spot in case they have an additional offer/facility after filling the table above (optional):

.....
.....
.....

I certify that I have read and understood the Rwanga General Conditions of Contract for the Procurement of Goods and the Rwanga Code of Ethics. I further certify that the company mentioned above has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, and Contracts.

Print name: _____

Company name: _____

Position: _____

Date: _____

Service provider signature: -

Stamp: -



RWANGA
DECIDE.COMMIT.SUCCEED.