



Cooperative for Assistance and Relief Everywhere, Iraq

Ref: **PR #003**

Date: 12-08-2026

Subject: One-Year Framework Agreement for Legal Services in Iraq and the Kurdistan Region

Dear Vendor,

CARE International in Iraq provides assistance to conflict-affected populations in Iraq. CARE receives a grant from **various** donors to implement the humanitarian aid operation in Iraq. CARE (Contracting Authority) seeks service providers for a **One-Year Framework Agreement for Legal Services in Iraq and the Kurdistan Region**.

This Invitation to Bid document contains the following:

- Cover Letter about CARE
- Section 2: Instruction to Bidders
- Section 3: CARE General remarks and special conditions/requirements
- Section 4: Pre-Qualification of Bidder
- Section 5: SERVICE PROVISION: Technical description of the bid
- Section 6: Supplier Information
- Section 7: Bidding Proposal

Sections 4, 6 and 7 must be completed by the bidder.

SECTION 2. – INSTRUCTIONS TO BIDDERS

By submitting a bid, Bidders fully and unreservedly accept the conditions of this Invitation to Bid, which will constitute the governing of the contract as the sole basis of this procurement procedure. The bidders are expected to read carefully and comply with all instructions, forms, contract provisions and specifications contained in this file. Failure to submit a bid containing all the required information and documentation within the specified deadline or extra remarks may result in the rejection of the bid without further evaluation.

1. SCOPE OF SERVICE

Requisition No.	No	Location	Description of service
003	1	Iraq	One-Year Framework Agreement for Legal Services in Federal Iraq.
003	2	Kurdistan of Iraq	One-Year Framework Agreement for Legal Services in Kurdistan Region

1.1. Compliance with standards - lack of standards

- The Contractor must know the KRI and Iraq rules.
- Similarly, to the extent that the Contractor applies different standards and deviates from those referenced, the bidder will be required to specify the standards adopted.

1.2. Contact Focal Point

The contractor must provide a contact list of the focal points in charge of all official communication to and with CARE. The communication will include but is not limited to:

- Contract management to the Operations Department.
- The follow-up of the services to the CARE HR Team.

2. SCHEDULE FOR SUBMISSION

Please note that CARE reserves the right to modify this schedule if needed.

Schedules	DATE	TIME* at the local time of Iraq
Invitation to Bid	12-08-2026	1000 hrs.
Closing date and time for receipt of Bids	27-08-2026	1600 hrs.
Bid Opening Date and Time	31-08-2026	1100 hrs.

Bidders may submit proposals as either an **individual legal** or a **law firm/legal services agency**, in accordance with the tender instructions.

3. BID PROCESS

The following processes will be applied to this procurement:

- Invitation to Bid
- Bid Closing
- Bids Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

4. SUBMISSION OF BID

Bid submissions are accepted by email only

Bids can be submitted by email to the following dedicated, secure email address. Instructions for submitting by email:

Procurement_Iraq@care.de

1. The ITB number shall be inserted in the Subject Heading of the email as ITB #003
2. The required bid documents shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file.
3. Email attachments: if size does not allow you to send in one attachment, the Bidder shall send their bid in multiple emails. CARE is not responsible for the failure of the Internet, network server, or any other software used by the Bidder in the processing of emails.

Queries and requests for clarification of the specification can be requested via e-mail at "Procurement_Iraq@care.de". Two full days may be required for response.

5. SELECTION AND AWARD CRITERIA

CARE has assessed the local Iraq market and is aware of the prices other agencies/individuals are paying for similar services. The award of the contract(s) will be based on the following:

For Government of Iraq areas GOI and KRI

Criteria that will be used to evaluate and score the bids are as follows:

- 50 Points for Technical Stage.
- 50 Points for Financial Stage.

Technical Stage:

#	Information	Points	Comment
1	Legally registered and duly authorized to practice law in the Central and Southern Regions of Iraq, or the Kurdistan Region of Iraq, or both.	10	Individuals: Valid lawyer's license or legal identification authorizing the applicant to practice law. Law Firms: Valid company registration certificate and any required licenses authorizing the firm to provide legal services.
2	Proven work experience with INGOs. e.g. Labor issues, procurement contracts, partnership agreements, staff visa and access permits, and gov of Iraq relationship.	25	The bidder shall complete Section 6 – Supplier Information, demonstrating a minimum of five (5) years of experience in providing legal advisory services.
3	Provide the CV of the individual lawyer or the CVs of the proposed key legal personnel (for law firms), demonstrating fluency in both Arabic and English.	5	
4	Demonstrate the capacity to provide legal representation across the relevant jurisdictions in Iraq, either directly (for individual lawyers) or	5	Individual applicants shall provide a written declaration confirming that they have the

	through the firm's qualified legal personnel and offices/associates (for law firms).		capacity to provide legal representation across the relevant jurisdictions in Iraq.
5	Proficient in legal translation/authorized legal translator	5	Submit a valid legal translator certificate or other official certification demonstrating authorization to provide legal translation services.

a) Administrative Evaluation

The bid shall pass the administrative evaluation stage before being considered for Technical and Financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid:

Companies: Bid Form (Technical, Financial), Company Qualification, Company Profile if requested by CARE, Contractor registration.

b) Technical Evaluation

A Technical Evaluation of all bids received will be performed considering all the shortlisted bidders that satisfy the criteria of Administrative Evaluation.

c) Financial Evaluation

All bids that pass the Technical Evaluation will proceed to consideration with the Financial Evaluation.

d) Exclusion criteria:

- Any missing of the documents in Section 4, Section 6, or Section 7 can be considered a reason for exclusion (CARE reserves the right not to exclude in certain cases as deemed appropriate)
- No provision of references
- No provision of past experience
- No Provision of an Agency/Individual certificate of registration in KRI or Federal Iraq or ID (Individual).
- Submission of multiple bids for a single Requisition

e) Award Procedure

The contract will be awarded to the successful Bidder after CARE committee members make a decision based on CARE discretionary requirements and after the evaluation process.

6. Submission Checklist

The following documents must be submitted before Bid closing (submitted using CARE templates):

Description	To be filled by the bidder		To be filled by the CARE opening bid committee		
	Included?		Complete?		Comments
Document to be submitted <u>within</u> the tender	Yes	No	Yes	No	

Duly filled, signed and stamped Pre-Qualification of Bidder (Section 4)					
Duly filled, signed and stamped Bidding form (Section 6)					
Duly filled, signed and stamped Bidding proposal (Section 7)					
Copy of Agency Registration in KRI or/and Federal Iraq					
Individual: ID, CV and Valid lawyer's license or legal identification authorizing the applicant to practice law.					

The following documents will be additionally requested from the selected Bidder:

- The header of the original commercial invoice letter clearly addresses the service provider details.
- Agency stamp

SECTION 3. - GENERAL REMARKS AND SPECIAL CONDITIONS/REQUIREMENTS

1. General Conditions/requirements

- 1.1 CARE holds the right to change the technical description of the bid in writing. All Bidders will be informed if any changes occur.
- 1.2 CARE reserves the right to split the contract between different Bidders.
- 1.3 Bidders need to be registered and own Certificate of Registration in KRI or federal Iraq, attach copy of Certificate to the bid as described in "Order of precedence of documents".
- 1.4 The bidder needs to have a good reputation for this type of service.
- 1.5 Subcontracting or subletting of the services under this Framework Agreement is not permitted without the prior written approval of CARE Iraq.
- 1.6 The Bidder that is awarded the Contract at the end of the process will have to comply with CARE policies on the Prevention of Sexual Exploitation and Abuse and the Code of Conduct/Anti-Fraud and Corruption policy.

2. Prices/service charge

The prices need to include all taxes, transportation, shipping and other relevant costs and the currency should be IQD. No additional charges of any kind are permitted after a signed Contract by both parties. The price will be fixed for the period of the Contract (one year) unless the nature of the services provided is subject to high market price volatility as deemed reasonable by CARE. Price validity period may differ depending on the size and nature of the Contract.

3. Payment terms

CARE will issue payments after the completion of services is verified CARE finance team. Payment will take place within 30 days after submitting the invoice.

4. Bid Validity

- 4.1 The bid should be valid for one year.

5. Amendment of bidding documents

CARE may amend or cancel the Invitation to Bid document by informing the Bidders in writing no later than 48 hours before the deadline for submission of bids. To give Bidders reasonable time in preparing their bids, CARE may extend the deadline for the submission of bids at its own discretion.

6. Joint Ventures, Consortia and Associations

Joint venture, consortium or association of two or more firms as partners will only be accepted through declaration by bidder containing the names and registrations of partners. All formal conditions of the contract shall apply for both Partners venturing into this bid.

7. Sole bid from a single Bidder

Each Bidder shall submit only one Bid form. A Bidder who submits or participates with more than one bid form will cause disqualification of all their bids.

8. Right to Select/Reject

CARE reserves the right to select and negotiate with those companies it determines, at its own discretion, to be qualified for competitive evaluating and to repeal negotiations without incurring any liability. CARE also reserves the right to reject any or all offers received without explanation as CARE reserve the right to disqualify any offers based on Bidder failure to comply with solicitation instructions.

CARE also has right to:

- Extend time of Bid responses to receive better deal on their demand after notifying all Bidders.
- Cancel or modify the Bid process at any time as appropriate to the needs of CARE.
- Issue an award or multiple awards based on the initial evaluation of received bids.

9. Award Splitting

CARE reserves the right to split awards.

10. Clarification of bidding documents

A potential Bidder shall be contacted in writing in some circumstances at discretion of CARE, if the bidding documents are incomplete or miscalculated. In most circumstances the bid will be rejected.

11. Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with this process. Breaking confidentiality rules by Bidders will result into rejection of their bids. There are also severe consequences for CARE staff for breaching confidentiality.

12. Language of Procurement

The bids, all correspondence and documents related to the bid shall be exchanged in English. Supporting documents that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

13. Specific conditions

Bid must specify all details according to the Invitation to Bid text. Incomplete bids and bids that arrive later than the deadline for reply will be automatically excluded. All responses will be opened by the CARE bid committee. In the case of an error when writing the prices, discard the page. Any alterations, including the use of correction fluid, may render your offer invalid.

14. Signing of Contract

Upon decision made by CARE committee members, CARE will notify successful Bidder to sign the Contract and return signed Contract to CARE International within agreed timeframe.

Note: Submission of a Bid form does not guarantee an award of a contract. Award of a contract is entirely at the discretion of the Contracting Authority, CARE International.

Bidders' who do not receive written feedback within 15 days should consider their bid unsuccessful.

SECTION 4. – Pre-Qualification of Bidder

We herewith _____ (company name) declare

- a. **CONDUCT.** Contractor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or CARE staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Contractor employees or businesses or ventures related to Contractor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. Contractor shall inform CARE in writing of any violations relating to its obligations hereunder. Contractor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism, or we have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- b. We are not bankrupt or being wound up, we are not having our affairs administered by the courts, our business has not been suspended by local government, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations,
- c. We have not been convicted of an offence concerning our professional conduct by a judgement which has the force of claim preclusion.
- d. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed,
- e. We have not been subject of a judgement which has the force of claim preclusion for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities financial interests,
- f. We have not been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same contracting authority or another contract financed with Community funds,
- g. We do respect basic social rights and condemn exploitation of child labour and women.

Name and Date

Signature and Stamp



SECTION 5. – SERVICE PROVISION: Technical Description of the Bid

- 1- Annex A - As per the attached Terms of Reference (ToR) for the Federal Government of Iraq (GoI) areas.
- 2- Annex B - As per the attached Terms of Reference (ToR) for the Kurdistan Region of Iraq (KRI).



SECTION 6. – SUPPLIER INFORMATION

6.1 Bidder business details:

Agency / Individual name:	
Registered name of company (if different):	
Nature of primary business/trade:	
Primary contact name:	
Job title:	
Phone:	
Email:	
Address:	
Owner/ Manager Name:	
Business licence number:	
Country of registration	
Expiry date:	
Legal status of company (e.g. partnership, private limited company, etc.)	

6.2 Company bank account details:

Bidder name:	
Bidder account no.:	
Bidder Bank:	
Bank branch:	
SWIFT:	
IBAN:	
Bank address:	

6.3 Similar work carried out in the last five years:

#	Client organization	Work carried out	Period (mm/yy to mm/yy)	Contract value (IQD)	Contact person: name, position, phone and email
1					
2					
3					
4					
5					



6.4 Registration and compliance documents:

#	Document	Issuing authority	Document number	Expiry	Copy attached (Y/N)
1	National ID or passport (individual applicants)				
2	Registration certificate, Kurdistan Region (Companies Only)				
3	Registration certificate, Federal Iraq (Companies only)				
4	Tax registration or tax clearance (Companies only)				
6	Professional license or accreditation for this field of work				
7	Any other document required by the ToR				

6.5 Applicant details:

Profession or field of expertise		Years of relevant experience	
City and governorate		Number of staff (companies)	
Mobile number		Email address	
Working languages		Areas where you can work	

6.6 Related Education, professional qualifications and training

#	Degree, certificate or training	Institution or issuing body	Certificate number	Year	Copy attached (Y/N)
1					
2					
3					
4					

Name and Date

Signature and Stamp



SECTION 7. – Bidding Proposal

7.1 Bidding Proposal for Federal Government of Iraq (Gol) areas:

#	Services	Unit	Cost in IQD – Financial offer for each service
1	Legal Review of policies, contracts	Page	
2	Legal Translation services (per page)	Page	
3	Legal opinion/advice (per case)	Case	
4	Legal Counsel (per hour)	Hour	
5	Represent CARE in employee related disputes or in court	Case	
6	Advise on visa and residency-related matters for CARE international staff.	Advice	
7	Advise on the renewal of administrative orders and Power of Attorney (POA).	Advice	
8	Submission of DNGO report or Tax/Social Security related issues follow up.	Report	

9	Other legal services (optional)	Specify	Bidders may propose additional legal services not listed above. Any additional services and their corresponding unit rates shall be submitted on a separate letter or document attached to the Financial Proposal.
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7.2 Bidding Proposal for the Kurdistan Region of Iraq (KRI):

#	Services	Unit	Cost in IQD – Financial offer for each service
1	Legal Review of policies, contracts	Page	
2	Legal Translation services (per page)	Page	
3	Legal opinion/advice (per case)	Case	
4	Legal Counsel (per hour)	Hour	
5	Represent CARE in employee related disputes or in court	Case	
6	Advise on visa and residency-related matters for CARE international staff.	Advice	
7	Advise on the renewal of administrative orders and Power of Attorney (POA).	Advice	
8	Submission of DNGO report or Tax/Social Security related issues follow up.	Report	

9	Other legal services (optional)	Specify	Bidders may propose additional legal services not listed above. Any additional services and their corresponding unit rates shall be submitted on a separate letter or document attached to the Financial Proposal.
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If the offeror is eligible for both, they may submit an offer for both the KRI and GOI.

7.3 Supplementary information (for Bidder to fill in):

<u>Question</u>	Answer
1. Bid Validity	Offer should be valid for One Year
2. Payment 30 days after certified completion accepted (Yes / No)	
3. Earliest date you can start	

Name and Date

Signature and Stamp