



IRAQ

Invitation To Tender (JRS Iraq/2025/001)

Background

Jesuit Refugee Service (JRS) is a faith based International NGO that has been working in Iraq for the past ten years. Our mission is to accompany, serve and advocate on behalf of refugees and other forcibly displaced persons. JRS Iraq belongs to JRS Middle East and North Africa Regional Office coordinating the work in Lebanon, Jordan, Syria, and Iraq. In 2025, fourteen people work in the CO and JRS Iraq runs programmes mostly in Qaraqosh, Sharya and Sinuni for an approximate total of 180 staff members.

Due to phasing down of the activities of JRS in Iraq, JRS is ought to sell 6 of its vehicles mentioned with specification below.

1. Invitation to Tender (ITT); Selling of JRS Iraq Vehicles (JRS Iraq Vehicles, LOT 1)

Dear supplier/Company/Individuals

Jesuit Refugee Service Iraq invites qualified suppliers for sealed envelope contains quotation for the sale of 6 used vehicles on an "as-is, where is" basis through bidding. The vehicle details are provided in LOT 1. The technical report of the vehicles is included in the announcement. Interested bidders are encouraged to inspect the vehicles as per their wish and submit their sealed offers according to the instructions outlined below.

This is purely information on business opportunities and does not constitute a commitment to sell or purchase or any other form of contractual commitment with JRS Iraq.

The request for quotation and all Annexes (LOT 1/Vehicles technical certificates/annual card of the vehicles) are attached to this call for tender and can be downloaded by the candidates.

For more information, and schedule for technical inspections, candidates can contact JRS procurement team members via phone number 07503020324

2. Location, Address

JRS Iraq Country Office: Erbil, Ankawa, Qassil Rustom, Opposite to Shamaeil Sportsground, House No. 240/8/398.

Coordinate

36.23750965359506, 43.99379736441817 / 36°14'15.075"N 43°59'37.74"E

3. General Instruction

By submitting a sealed envelope, the supplier fully and unreservedly accepts the conditions of this call for tender. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation

4. General remarks, eligibility and special conditions

The Company/supplier needs to be officially registered in KRI and Iraq and provide a copy of the registration and up to date tax clearance.

Individuals are eligible for this tender but provide offers for all vehicles included.

Communication and documentation must be performed in English.

The sealed envelope must be clearly marked with the Tender Reference (JRS Iraq Vehicles, LOT 1) and Supplier's Name (Refer to Article 8 for more details). Any unsealed envelope will be automatically disqualified.

Offer must be based on the current market value of the vehicle. Unrealistic offers will be disregarded.

The bidders must use JRS templates for "Request Quotation".

The vehicles will be sold in their current condition. The inspection certificate for each vehicle is available with this tender and JRS will not take any repairs, maintenance, or any guarantee on the condition of the vehicles on its sale date. It will not be returnable, nor will the payment be refundable. The selected supplier is responsible for reimbursing JRS with the fee of inspection certificate of the vehicles.

Candidates can request to view the vehicles at the office for inspection purposes. This will be conducted through communication with JRS focal point and appointments during the specific days announced in the tender timetable. Any financial fee for this inspection will be the responsibility of the candidate.

More conditions in article 12 of this tender.

5. Vehicles details and obligations

All vehicles were purchased within Cihan Motors Erbil and have valid annual cards under registration of JRS Iraq. The vehicles are maintained properly and periodically at a rate of 5,000 km through Cihan Service in Erbil and Duhok.

The vehicles will be sold with the explicit understanding that any government duties or taxes applicable to the sale will be the sole responsibility of the purchaser. JRS will provide the tax clearance from Directorate of Tax of Erbil and will be responsible for presenting in Directorate of traffic Police of Erbil for transferring of the ownership and re-imburse the fines if any up to date of sale, but JRS Iraq will not assume any liability for any other costs mentioned above.

6. Timetable

Item	ITT Announcement	Candidate schedule for inspection	End of Announcement	Tender Committee Evaluation	Announcing of winning Supplier
Date	05 July 2025	From 9th to 17th July	21 July 2025	22 July 2025	23 July 2025

7. Required documents to be submitted

The following documents must be submitted before tender closing date:

- Signed and stamped Invitation to Tender Document (This document)
- Filled, signed, and stamped Supplier Registration Form
- Filled, signed and stamped Quotation in the form of BoQ (RFQ).
- Signed and stamped Quotation from supplier
- Copy of company registration in Iraq/KRI and National ID for individuals.
- The valid letter of tax clearance of the company.

8. Delivery of the sealed envelope of tender package

The Tender Package must be submitted in a sealed and stamped envelope with the following information:

- a) To Jesuit Refugee Service Iraq (JRS)
- b) Sub. Selling of JRS vehicles (JRS Iraq Vehicles, LOT 1)
- c) The company/individual name
- d) Phone number of person to be contacted at the company/individual

The tender to be submitted in person to JRS Iraq Country Office: Erbil, Ankawa, Qassil Rustom, Opposite to Shamaeil Sportsground, House No. 240/8/398.

9. Validity of bids

The offer should be valid for 30 days after the deadline.

10. Ownership of bids

JRS Iraq reserves ownership of all offers received. Therefore, bidders will not be able to stipulate requirements that their bids are to be returned.

11. Bids opening and evaluation

JRS Iraq shall perform the bid opening through an internal bid opening committee and there is NO public bid opening.

JRS Iraq shall inform the bid process through the email address that will be indicated on the bidder's submission document. No telephone communication is allowed.

The evaluation and selection of the bidder will be based on the highest price and upfront payment.

JRS Iraq is open to select more than one winning bidders based on the highest price offer.

12. Award and Wining

The awarded Bidder/s shall be informed through email and an official call through the phone No. indicated on the bidding document.

If winner/s do not submit their payment within indicated time interval, JRS Iraq will pass the winning to the next higher bidder. The evaluation and selection of the bidder will be based on the highest price and upfront payment.

After the announcement of the Winning bid, the payment for vehicle/s must be available and paid in cash in JRS office or deposited/wire transferred in 7 working days to JRS bank account and the winner can collect the vehicles from JRS Iraq office immediately after the payment or wire transfer confirmed.

The winner should fulfil the legal transfer of ownership of the vehicle in a period of one month after the payment in coordination with JRS focal point for presenting in the traffic police.

The winning bidder will be requested to pay the full price upfront in 7 working days from selection.

The winning bidder will be requested to pay the full fee of vehicle certificates. The winning bidder will be responsible for all the fees in the Directorate of Traffic Police of Erbil regarding the transfer of the ownership of the vehicle, except the fines, if any up to the date of sale of the vehicle/s.

The vendor bears financial and legal responsibilities for any delay.

JRS Iraq reserves the right to accept or reject any bid, or to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.



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13. Terms of payment

The payment will be done in USD in cash to JRS main cashier in JRS Country Office

or bank transfer or deposit to the following bank account of JRS Iraq:

BBAC, Erbil Branch,

IBAN: IQ72 BBAC 0013 6862 5600 005

Account number: 62 5600 005

Account Name : JESUIT REFUGEE SERVICE

Swift Code : BBACIQBA

14. Code of Conduct

"No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted - neither directly or indirectly - as an inducement or reward in relation to winning the tender. Any such practice will be grounds for the immediate cancellation of this agreement/contract and for such additional action, civil and/or criminal, as may be appropriate.

"JRS staff are not permitted to submit offers. Members of the JRS Selection Committee must sign a Conflict of Interest declaration, confirming that no favoritism or personal relationships will influence the selection process."

15. Clearance of reading and acknowledging

I, the undersigned hereby acknowledge the reading and understanding of the invitation to tender and its Conditions and requirements, a copy of which has been provided to me.

Full name:

Position:

Signature/stamp