

## Invitation To Tender

Azadi New Villa Number R02-70, Erbil, Iraq.

hereinafter referred to as the IRW Iraq, plans to execute a framework agreement for renting vehicles with drivers including insurance, maintenance, and fuel in different locations in Iraq including but not limited to Erbil, Ninawa (Sinjar), Anbar, etc.

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 vehicles with the driver 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 purchasing 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 the vehicle with a driver on the conditions set out here and in the other tender documents.

In the case of establishing Framework Agreements with several suppliers, the purchasing 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:

- a) Those entitled to carry out business activities, in compliance with the legal rules and regulations of their country, and who possess the necessary permissions or licenses required to carry out their business activities.
- b) Those possessing the experience, knowledge, and technical potential, as well as the personnel necessary to deliver the order.
- c) Those with residence in the territory of Iraq and KRG
- d) Those whose financial and economic condition guarantees the delivery of the order.
- e) The framework agreement is only for companies with validated registration and **not individual persons.**



## 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 Bid Submission Form.
  3. Annex B Technical Specification
  4. Annex C Works of a Similar Nature and Volume
  5. Certificate of entry in the commercial register (the certificate of registration), issued not earlier than 3 months before the expiry date, within which the bid is to be made.
  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. Company Tax Clearance
  8. Submission is in the format provided
  9. Supplier Code of Conduct

All of 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. 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 initialed and/or stamped.
- 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.

- Vehicles must not be older than 6 years, **Annex A**
- Third-party insurance for the vehicle is a must, it is the responsibility of the contractor, **Annex A**
- At least 2 airbags are functional, working seatbelts and head supporters, **Annex A**
- The offer price must be in IQD. **Annex A**



#### 4. Selection Criteria (Qualitative Criteria)

All 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):

Score vendor = maximum score x (price in / price vendor)

- Price (50 Points)
- Car Condition (Model, mileage, (will be assessed based on the information provided in **Annex A (20 Points)**)
- Relevant Experience will be assessed based on the information provided in **Annex C (10 Points)**
- Explain what is your, capacity to provide additional vehicles, replace the vehicle in case of damage, replace the driver in case of absence, and/or in case the driver breaches the contract terms and conditions or in case of below performance the driver **Annex A, (10 Points)**
- the ability to provide the services in different governorates, and in how many locations **Annex A, (10 Points)**

#### 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:

- a) The bids of interested companies and all required Tender Documents to be delivered in the following ways:
  - Submit in a sealed envelope marked, **IRI2024-0008 (G), tender number IRW IRAQ/ IRI2024-0008 (G) (Vehicle Framework Agreement Tender)** vehicle rental 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, Azadi New **Sunday 19/05/2024 4:00 PM Local 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.**
  - Electronically to [tendering@ir-iraq.org](mailto:tendering@ir-iraq.org) and in the subject field state:
    - **IRI2024-0008 (G) (Vehicle Framework Agreement Tender),**
    - **Name of your company**
    - **Number of emails that are sent e.g., 1 of 3, 2 of 3, 3 of 3.**

**Not later than Sunday, 19/05/2024 4:00 PM Local time**

- b) The bid should be prepared in the English language
  - c) 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 **5 working days 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](mailto:tendering@ir-iraq.org).

#### 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 materials received of importance for the tender procedure are untrue.

7.3. The IRW Iraq reserves the right to invalidate the tender at any stage, without further explanation.

**8. Annexes to Bid:**

8.1. Together with its bid, the company needs to submit the Checklist of Annexes.

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

- a) Invitation to Tender
- b) Annex A
- c) Annex B Technical Specification
- d) Annex C Works of a Similar Nature and Volume

**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.