

Invitation To Tender

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

hereinafter referred to as the IRW Iraq, plans to execute a Cash Distribution Contract in different locations in Iraq. 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 Cash Distribution 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 service 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 Cash Distribution on the conditions set out here and in the other tender documents.

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

- The service provider operates in major cities across the Republic of Iraq, including but not limited to the Government and sub-districts of Erbil, Baghdad, Diyala, Thiqr, Dahuk, Kirkuk, Mousl and Halabja.
- The service provider can operate inside the Camps.
- The service provider has a reliable electronic consolidation system to handle its operations, provide the required documentation, and manage risks such as fraud and error.
- The service provider has solid security systems in place.
- The service provider will be responsible for providing sufficient security for their staff during the cash transfer and distribution services.
- The service provider has sufficient financial capacity to handle IRW requirements
- The service provider must provide approvals from Iraq Central Bank proving the company is authorized to transfer cash for internal and external purposes, exchange of money, and distribution of cash.

- IRW reserves the right to amend Cash transfer service quantities and amount based on their needs and operations.
- The money which will be distributed or transferred should be in good condition and with different denominations of the Iraqi banknotes based on IRW request.
- IRW reserve the right to inspect and reject any Iraqi banknotes.
- The service provider must have the capacity to work in (Iraqi – IQD) currency as it will be the official currency of transactions.
- All cash distribution staff must adhere to IRW code of conduct, ethical standards, and Declaration of Undertaking.
- The Service Provider will be expected to provide a full-time representative who will ensure constant follow-up with cash distribution staff to meet IRW requests and requirements.
- The service provider accepts to undergo IRW's counter-terrorism vetting and necessary checks due to diligence procedures. IRW reserve the right to accept or reject any of the cash transfer/ distribution staff.
- The service provider is expected to have a high level of flexibility and response by executing orders in minimum notice time
- The service provider will bear the cost of transportation, telecommunication, and any related costs to deliver the service.
- All formal written communication will be in the English language, including and not limited to; the delivery note, invoices, email writing ...etc.

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 Pricing Proposal.
 3. Annex B Previous experience for the provision of similar services
 4. Most recent copy of valid company registration in the republic of Iraq (Federal Iraq or Kurdistan)
 5. Most recent copy of valid tax registration/ clearance in the republic of Iraq (Federal Iraq or Kurdistan)
 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. Most recent copy of Iraq Central Bank approvals
 8. Supplier Code of Conduct (Summary of Company profile)
 9. Copies of Company Director(s) & owner Passport/ID
 10. Submission should be in PDF format.

All 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. Option one via tender box: 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 initiated and/or stamped.
- Option two: via email procurement.committee@ir-iraq.org.

- 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.

- The required services include the transfer of IQD cash to designated locations and all cash should be in good condition.
- The location of the implementation area that is mentioned in the solicitation is eligible
- Copy of valid registration with local government stamp and valid tax clearance document.
- The proposal price must be in (%). **Annex A**

4. Selection Criteria (Qualitative Criteria)

All proposal prices must be in (%) 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)

| المعايير CRITERIA | | النقاط SCORING |
|---|--|----------------|
| 1- SIMILAR WORKING EXPERIENCE المماثلة الأعمال Annex B | | 15% |
| WORKING EXPERIENCE FIELD | Supported Documents & Contracts with clients such as INGO, UN Agencies, Government & Others. Preferably (3) Three Similar Contracts. | |
| مجال العمل المطلوب | المستندات والعقود المدعومة مع العملاء (المنظمات الدولية / وكالات الأمم المتحدة والحكومة و أي جهات أخرى). يفضل تقديم (3) ثلاثة عقود مماثلة | |
| 2- OFFEROR PAST PERFORMANCE الأداء السابق للشركة Annex B | | |
| Past working experience with Clients (INGO/UN Agencies...etc)-Offeror provides satisfactory client references proving experience in implementation (Preferable for similar related filed work). | | 15% |
| خبرة الأعمال السابقة مع العملاء (INGO / وكالات الأمم المتحدة ... إلخ) - على مقدم العرض تقديم المراجع المرضية للعملاء تثبت الخبرة في التنفيذ و (يفضل التقديم يكون ضمن المجال). | | |

| 3- Technical Approach / التحليل التقني / الفني Annex A | | 70% |
|--|-----|------|
| A.3 What are the maximum amounts of funds you can disburse in a day? ما هو الحد الأقصى لمبالغ الأموال التي يمكنك صرفها في اليوم الواحد؟ | 10% | |
| A.2 How much lead time do you need in order to deliver? ما هي المدة الزمنية التي تحتاجها لتسليم المنتج؟ | 10% | |
| A.4 Ability to receive international wire transfer القدرة على تلقي التحويلات البنكية الدولية | 10% | |
| A.1 Rate of Price معدل السعر | 40% | |
| Total المجموع | | 100% |

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:
- The bids of interested companies and all required Tender Documents to be delivered in the following ways:
 - Option one via tender box, with subject tender reference number **IRI2025-0010 (J) Framework Agreement Tender for Cash Distribution** 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 **Monday 07/07/2025 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.
 - Option two: via email procurement.committee@ir-iraq.org with subject email **IRI2025-0010 (J) Framework Agreement Tender for Cash Distribution** and in the email state:
 - IRI2025-0010 (J) Framework Agreement Tender for Cash Distribution
 - Name of your company
 - Number of emails that are sent e.g., 1 of 3, 2 of 3, 3 of 3.
 - The bid should be prepared in the English language
 - 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

ISLAMIC RELIEF WORLDWIDE

الإغاثة الإسلامية عبر العالم

Branch of Foreign NGO (FNGO)
Erbil, ATCONZ, House No: R2/70

فرع منظمة اجنبية غير حكومية
اربيل، اتكونز، منزل رقم: R2/70

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 **1 working day 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

Submission Time:

| TASK | Completion date |
|---|------------------------------------|
| Send the ITB to the bidders | 22 June 2025 |
| Clarification for details via email tendering@ir-iraq.org | 06 July 2025 |
| Closing Date for submission | 07 July 2025 4:00 PM Iraqi Time |

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 documents 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.



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8. Annexes to Bid:

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

Annex A: Pricing Proposal

Annex B: Previous experience for the provision of similar services

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.

Name of Company: _____ اسم الشركة

Address: _____ العنوان

Name of Signatory: _____ اسم الممثل

Title of Signatory: _____ منصب الممثل

Date of Signing: _____ تاريخ التوقيع

Signature and Stamp:
التوقيع والختم



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