**Request for Proposal (RFP)**

**Ref №: ICRRP/RPA/70/MH2021/001**

*Date: 4th February 2021*

**Subject:** Provision of tools, materials and equipment for CfW rehabilitation activities

1. **Invitation to submit bids in response to solicitation**

You are invited to submit a bid for “provision of tools, materials and equipment for CfW activities.” The technical and financial offers must be **separate** (not mixed) and each should be placed in **its own** **sealed and stamped** envelope. These envelopes should then be placed in another sealed envelope and **delivered by hand** to Mercy Hands Office by the deadline of **15:00 PM on 20th April 2021,** in accordance with terms & conditions contained herein.

Bids must be submitted to the following Mercy Hands office:

Park View – Gulan Street

Building B6, Apartment 16

Erbil - KRI

*Bids received after the deadline will not be accepted.*

Queries must be submitted via email to: [procurement@mercyhands.org](mailto:procurement@mercyhands.org)

All envelopes should be sealed, stamped and labelled as follows:

**Subject: Bid for tools, materials and equipment for CfW rehabilitation activity.**

**Name and Address of Suppliers:**

Bidder shall provide written proposal, fully compliant with the instructions given. Failure to comply with requirements may result in the rejection of the proposal. Every proposal will be evaluated in accordance with the prior approved terms & conditions by Supplier for the provision of tools, materials and equipment.

1. **Terms & conditions**
2. **Terms**

The proposal must take into account the following:

1. All goods delivered must meet the quality and technical specifications mentioned in the attached Annex 1: BoQ.
2. Mercy Hands staff have the right to inspect all goods delivered and are not obliged to accept any damaged, malfunctioning equipment or incorrect items.
3. The companies applying to this tender need to have free access to both Shirqat and Baiji towns.
4. The companies applying to this tender must have adequate storage facilities for the requested tools and equipment in Shirqat and Baiji for the duration of 2 months, where Mercy Hands can have access when needed.
5. The companies applying to this tender must provide a copy of their company IDs and their Certificate of Registration in Iraq or KRI (or both).
6. The companies applying to this tender must provide their bank details (Annex 2: Financial Guarantee Letter).
7. The companies applying must sign the attached MH Code of Conduct (Annex 3)
8. **General Conditions**

* **Currency -** Tenders must be presented in USD.
* **Period of Validity –** Prices quoted in the tender must be valid for a period of at least 30 days from the deadline for the submission of tenders.
* The compliant tender that offers the best price-quality ratio will be chosen. *MH does not bind itself to award to the lowest offer.*

1. **Payment Terms**

* The Supplier will submit invoices after the provision and acceptance of all the items as per the BoQ.
* Payment will be by bank transfer within a period of 21 days.

**Read & Approved by:**

Supplier Name:

Supplier Address:

Supplier Signature and stamp: