

# 1. INVITATION TO TENDER

##### **Ref: (CASH FOR WORK Tools)**

Date of Advertisement: June 7, 2022.

Deadline for queries: June 15, 2022, at 12:00.

Deadline of submission: July 4, 2022 at 14:00 *bid shall be valid for no less than 1 year from the date of submission.*

Delivery timeframe: ( ) Days after signing each Purchase Order.

About CARE International

CARE is an international humanitarian aid organization fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organization, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief.

CARE invites eligible bidders to submit sealed bids for the supply of ***Cash for work tools***, in compliance with specific criteria for quality, origin, delivery set forth in the technical specifications below.

The organization is soliciting sealed bids to award a fixed-price contract for annual purchases, on as-needed basis, of the **Cash for work tools**.

By responding to this RFQ, the bidder agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award regardless of whether award is made in whole or part and whether award is made as a primary or secondary contract source.

CARE is looking to contract a Vendor to supply the mentioned goods through a period of 1 year. Vendor will ensure that the quantities required by the organization are available and stored in Vendor`s warehouse, to be delivered according to distribution plans and Purchase Orders agreed between CARE and Vendor. There will be multiple deliveries to multiple locations during the course of the Contract.

##### **SUBJECT OF THE TENDER: Cash for work tools**

**Tender documents and samples should be submitted in a sealed envelope to Al Hassakeh office (Al Tayr roundabout – Al Mofti street) no later than July 4, 2022 @ 14:00.**

Sealed bids must, at the very least, exclude VAT (Vat should be calculated separately), and include payment terms, delivery time, customs clearance, transportation from the vendor Warehouse to distribution points (Unit cost to be provided has to be unit cost including transportation/delivery up to distribution point as Potential distribution areas are among Der Al Zour, Raqqa and Hassakeh governorates, Also that in addition to custcustomsarance, all HAO or other authorizations needed to move items within NES will be managed by the supplier directly), and any other value-added considerations. Issuance of this tender does not constitute a commitment on the part of CARE, nor does it commit CARE to pay for costs incurred in the preparation and submission of a response. Furthermore, *CARE reserves the right to reject any or all tenders received and/or change the number of units required within each category, also have the right to choose items separately from each Kits.*  CARE reserves the right to waive any informality in proposals received, deemed to be in the best interest of CARE. No officer or employee of CARE shall have a financial interest, direct or indirect, in any contract with CARE.

All sealed bids and samples should be addressed to CARE International office at Hassakeh no later than **July 4, 2022** @ 14:00.

Notes:

* **Transportation and custom clearance should be part of the financial offer, it could be added separately, but should come as a full package to have a clear unit cost per kit whatever is the delivery point/situation.**
* **The minimum expected quantity is 500 Kits.**
* **Signing the contract does not mean that the supplier is obligated to deliver the materials. The delivery of the materials will be based on the purchase order that will be issued later, according to the need and according to the distribution plan that is shared with the supplier once the Purchase Order (PO) is signed.**
* **All items description provided in the attached file - 2. Detailed Specification and Quantity (BoQ)**
* **All materials should be transported from vendor warehouse to projects locations as per the distribution plan that will be shared upon signing the PO. Cost of the transportation should be included in the unit cost and no additional budget is available to cover the transport cost.**
* **All the bidders have to provide samples of offered goods. The bidders who do not provide samples will be excluded from evaluation.**
* **Origin of products must not be from OFAC-sanctioned countries (Iran, North-Korea, Cuba, GoS owned entities).**
* **The whole quantities are consolidated in below BoQ. The kits will be ordered in separate packages as per the sheets attached with tender docs (winter family individual kits – full winter family clothes kits – HH winter children clothes kit).**
* **Samples should be well described, there should be explaining the measurement and specifications. The sample will be refused if the trademark is removed.**

***Bids received after July 4, 2022@ 02:00 pm will not be considered in addition to any bids received by email.***

Any question regarding this tender should be submitted in writing to CARE Procurement team at [nes.tenders.2020@gmail.com](mailto:nes.tenders.2020@gmail.com) no later than June 15, 2022. CARE reserves the right not to respond to questions that undermine the competitive bidding process.

**Bid Opening:** Bids will be opened on July 5, 2022.

## 2. Detailed Specification and Quantity

**Bill of Quantity**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject: BOQ CFW Tools** | | | | | | | |
| **#** | **Items** | **Description** | **الوصف** | **Unit** | **QTY** | **Unit Price / USD** | **Total Price / USD** |
| 1 | **Gloves** | thick gloves, soft cloth gloves, painted with plastic, flexible for hand movement. | قفازات ، قماشية ، مطلية بالبلاستيك ومرنة لحركة اليد | Pair | 1 |  |  |
| 2 | **Gloves** | thick gloves, very thick linen cloth. | قفازات قماشية ,مصنوعه من الكتان | Pair | 1 |  |  |
| 3 | **First Aid Kit** | First Aid Kit contents: 1.cotton Gauze different sizes (large , medium , small) one PCs each (3 PCs )  2.elastic bandage (2 PCs)  3.sissors (1 PCs) 4.disposable gloves (2 PCs)  5.Medicated sterols wipes (5 PCs)  6.Tweezers (1 PCs)  7.Medical Disinfectant (1 PCs)  8.Transparent PE surgical tap (1 PCs )  9.the small cloth first aid Kit bag (to put items in ) (1PCs ) | حقيبة إسعاف أولي :حقيبة إسعاف أولي : 1 - قطن أحجام مختلفة من الشاش (كبيرة ، متوسطة ، صغيرة) لكل قياس (3 قطع) (اي 9 قطع بالكامل )  2 . ضمادة (قطعتين 2 )  3. مقص (قطعة 1)  4 . قفازات للاستعمال الواحد (قطعتين 2) 5. مناديل معقمة مخصصة ( خمس قطع 5 ) 6 .ملقط (قطعة 1) 7. مطهر طبي (قطعة 1) 8. لاصق شفاف طبي (قطعة 1) 9. حقيبة إسعافات أولية قماشية صغيرة (لوضع المعدات فيها ) (1 قطع) | PCs | 1 |  |  |
| 4 | **Thermos** | Thermos, plastic, for drinkable water, with 16-liter storage capacity. | الترمس ، مصنوع من البلاستيك ،لحفظ لمياه الشرب ، بسعة تخزين 16 لتر. | PCs | 1 |  |  |
| 5 | **Water drinking cups** | water drinking cups, plastic one, with handle, storage capacity 250-350 m. | أكواب الشرب المياه ، البلاستيك منها ، مع مقبض ، سعة التخزين 250-350 م | PCs | 1 |  |  |
| 6 | **Pitchfork** | pitchfork (used for gathering things), made of metal not painted and with metal don’t go rusty and long polished wooden hand. | خماشة (تستخدم لتجميع الأشياء) ، مصنوعة من المعدن الذي لا يصدأ, مع يد خشبية صلبة وطويلة مصقولة مصنوعه من خشب الزان | PCs | 1 |  |  |
| 7 | **Hoe (Qazma)** | Metal sharp edge, and polished wooden long hand the wood called Zan in the local accents, and the metal part weight 2 Kg | فاس (قزمة)، مع حافة حادة معدنية ، والعصا خشبية طويلة من خشب يسمى زان في اللهجة المحلية ، والجزء المعدني 2 كيلوجرام | PCs | 1 |  |  |
| 8 | **Hoe** | Metal sharp edge, and polished wooden long hand the wood called Zan in the local accent. The. | فاس، مع حافة حادة معدنية ، مع عصا خشبية طويلة مصنوعة من خشب الزان | PCs | 1 |  |  |
| 9 | **Straw pitchfork** | straw pitchfork (used for gathering things), made of metal not painted and with metal don’t go rusty and long polished wooden hand. | مذراة ، تستخدم لجمع الاشياء مصنوعة من المعدن الذي لا يصدأ, مع عصا خشبية صلبة وطويلة مصقولة مصنوعه من خشب الزان | PCs | 1 |  |  |
| 10 | **Digging shovel** | thin digging shovel made of metal not painted and with metal don’t go rusty and long polished wooden hand. | مجرفة الحفر المقعرة (المصنوعة من المعدن غير المطلي الذي لا يصدا , مع ذراع خشبية و طويلة مصقولة من خشب الزان | PCs | 1 |  |  |
| 11 | **Wide shovel** | wide shovel made of metal not painted and with metal don’t go rusty and long polished wooden hand. | مجرفة الحمل المقعرة المصنوعة من المعدن غير المطلي الذي لا يصدا , مع ذراع خشبية و طويلة مصقولة من خشب الزان. | PCs | 1 |  |  |
| 12 | **Wheelbarrow** | wheelbarrow, with wheel, and the wheel should be rubber. Painted and colored and made locally | يجب أن تكون عربة اليد ، ذات العجلة ، والعجلة من المطاط. مطلي وملون ومصنوع محليًا | PCs | 1 |  |  |
| 13 | **Plastic basket** | plastic basket 7 liter, usually with black color and, flexible plastic | سطل بسعة 7 لتر ، وعادة تكون باللون الأسود ومصنوعه من البلاستيك المرن | PCs | 1 |  |  |
| 14 | **Women socks** | women long socks. | جوارب نسائية طويلة | Pair | 1 |  |  |
| 15 | **Men Socks** | men long socks | جوارب رجالية طويلة | Pair | 1 |  |  |
| 16 | **Traditional men scarf (Shmakh)** | Traditional men scarf used to cover the head and face during the work. | الشماخ وهو وشاح رجالي تقليدي يستعمل لغطار الراس والوجه اثناء العمل , نوعية ممتازة | PCs | 1 |  |  |
| 17 | **Traditional women scarf** | A traditional women's scarf used to cover the head and face during work. It is made of gauze (or pure white cotton), the color is white exclusively, or light colors such as beige or light pink | وشاح نسائي تقليدي يستعمل لغطار الراس والوجه اثناء العمل هو مصنوع من الشاش (أو القطن الابيض الصافي ) اللون ابيض حصراً أو الألوان الفاتحة مثل البيج او الزهري الفاتح . | PCs | 1 |  |  |
| 18 | **Mask cloth** | Mask \_Hand sewn from 100% cotton mélange. Available in two sizes for men and women. Over-the-head elastic bands. | قناع ؛ مخيط يدويا من مزيج قطني 100 % متوفر بمقاسين للرجال والنساء مع اربطة مطاطية فوق الرأس | PCs | 1 |  |  |
| 19 | **Plastic workable** | Plastic workable boots with different sizes (men sizes (40-45) with 50 % of boots amount and with women sizes (37-42)50 % of boots amount | بوط بلاستيكي, عملي ,مريح , بقياسات مختلفة , مقاسات للرجال (40-45) لتشكل نصف العدد المطلوب من البوط , و مقاسات نسائية (37-42) لتشكل النصف المتبقي منى العدد المطلوب | Pair | 1 |  |  |
| 20 | **Wheelbarrow rubber wheel** | Wheelbarrow rubbery wheel with best quality with its nuts and bolt. | عجلة مطاطية للعربة اليدوية مع البراغي و الصامولات اللازمة لتركيبها على العربة | PCs | 1 |  |  |
| 21 | **Waste bags (khish)** | waste bags, plastic straw bags, white color, size is 115cm\*70 cm | أكياس نفايات ، أكياس قشية (خيش) بلاستيكية ، اللون الأبيض ، حجم 115 سم \* 70 سم | PCs | 1 |  |  |
| **NOTE** | | The supplier should deliver the tools to distribution locations in Der Ez Zor and Hasakah Governates according to CARE distribution plan | | | | | |
| **ملاحظة** | | يجب ان يقوم المزود بتوصيل الادوات الى مواقع التوزيع في محافظتي دير الزور والحسكة وفقا للخطط المقررة من قبل المنظمة | | | | | |

# 3. General Conditions for Tender

1. **Scope**

CARE invite bidders for **Cash for work tools** described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the tender documents. CARE reserve the right to vary the quantity of goods specified in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

1. **Source of Financing**

CARE has received funds from various donors.

1. **Origin of Goods**

* All Goods and all related services under this contract can be from any country (except from OFAC-prohibited countries such as Iran, North Korea, Cuba or produced by GoS-owned entities) in which the Bidder intends to source, or as specified in the Technical Specifications.
* The term "origin" means the place where the goods are mined, grown or produced, and from which the services. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, we obtain a marketable product, the basic characteristics, purpose or utility are substantially different from those of components.
* The origin of supplies and services can be distinct from the nationality of the Bidder.

1. **Eligibility of Applicants**

All economic operators are eligible to submit a tender provided:

1. They are duly registered companies;
2. they have the legal capacity to enter into the procurement contract;
3. They are not bankrupt or in the process of going bankrupt;
4. They have not been convicted for an offense concerning professional conduct;
5. They have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify);
6. They are not guilty of serious misinterpretation in supplying information;
7. They are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission);
8. They are not declared at serious fault of implementation owing to a breach of their contractual obligations;
9. They are not on any list of sanctioned parties issued by the United States Government, United Nations and European Union.
10. **Language**

As determined by CARE, the working languages of this tender is English. Other languages will not be accepted.

1. **Qualifying and Conditions**

The Bidder shall provide, as an integral part of its bid, documents establishing that he/she is eligible and qualified to perform the contract if its bid is accepted:

1. Certificate of registration
2. Occupation license
3. Track-record and references from previous clients;
4. **Tender Basis**

* All Tender Documents must be completed in full, or the application will be disqualified.
* All bids shall meet the criteria detailed in section 4, or the application will be disqualified.
* All bids shall be made in accordance with the Tender Documents including all specifications.
* All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition on original papers.
* If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid. However, it is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing and signed by the Representative of CARE.
* Each applicant may make one bid only but can apply for one or more lot all in one bid.
* Each bid shall be valid for no less than 1 year from its date of submission.
* Bids shall be made in writing calculated in USD only (rounded to 2 decimals or nearest dollar), clearly stated on the appropriate forms.
* All prices must include the cost of custom clearance taxes, transportation from the vendor WH to Distribution points where the items will be received and EXCLUDING VAT.
* The Bill of Quantities must include all information requested, including origin, producer and product name.
* The applicant shall attach a detailed delivery time and propose ways and means for delivery.
* Clarifications regarding the bid must be raised in writing to CARE. The answer to any question raised in writing by any applicant will be issued to that applicant by email. Any new information will be then shared with all participant bidders.

1. **Scope of Works**

The scope of works concerns all works related to purchase, delivery, and clearance of **Cash for work tools** as specified in this tender.

1. **Performance Standards**

The delivery must be undertaken in accordance with all relevant rules, regulations and statutes currently in force in NES in line with the rules and regulations of the donor.

1. **Bid Delivery**

All tenders will be delivered in standard format to CARE in a sealed bid, address to the Procurement Department and submitted before the deadline as stated in Tender Documents.

The envelope will be clearly marked with the precise reference of the invitation to which it is a response, the delivery address and the name of the applicant.

Tenders delivered after the specified time will not be accepted.

Tenders can be submitted by hand to the CARE Office address mentioned above.

1. **Bid Opening**

The bids will be opened only in the presence of CARE, at the address and on the date specified in the Tender Documents.

**Bid Evaluation**

CARE will check the offers to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, CARE may, at its discretion, request clarification from the CARE technical department.

**Financial and Delivery Evaluation**

The financial and delivery evaluation is based on the cost of **Cash for work tools** and the lead time provided by the bidder in the submission. This evaluation will take place first, taking into consideration any reason for exclusion as mentioned within this document. Three best-scored Bidders shall be contacted by CARE Procurement Committee to arrange sample pickup and proceed to Technical evaluation.

**Technical Evaluation**

This evaluation will also focus on the technical specifications and quality of the proposed items. For this purpose, certificates may be requested before the order confirmation.

1. **Selection of Tender**

Selection of the successful applicant will be based on the ranking of companies according to financial and technical criteria, as well as any other criteria suggested by the procurement Committee. Based on this CARE will then make a decision and award the Contract.

1. **BID AWARD**

Award of contract shall be made to the lowest responsible bidder or to the bidder who provides goods or services at the best value for CARE. CARE reserves the right to be the sole judge as to whether items bid will serve the purpose intended. CARE reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of CARE. CARE reserves the right to award based upon individual line items, sections or total bid.

1. **BEST VALUE**

In determining best value, CARE may consider: 1) purchase price; 2) reputation of the bidder and of the bidder’s goods or services; 3) quality of the bidder’s goods or services; 4) extent to which the goods or services meet CARE’s needs; 5) bidder’s past relationship with CARE; 6) impact on the ability of CARE to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities; 7) total long-term cost to CARE to acquire the bidder’s goods or services; and 8) any relevant criteria specifically listed in this document.

1. **BEST VALUE EVALUATION CRITERIA AND FACTORS –**

Award of contract shall be made to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality taking into consideration the relative importance of price and other factors set forth below. Best value evaluation criteria will be grouped into percentage factors as follows:

* 40% PRICE INCLUDING CONSIDERATION OF ANY MINIMUM QUANTITIES PER DELIVERY
* 60% QUALITY OF ITEMS AGAINST CARE MINIMUM REQUIREMENTS

1. **Acceptance of Successful Tender**

Taking into consideration the recommendation of the Procurement Committee, CARE will make the final choice of the awarded company. CARE will then send a letter of acceptance to the successful applicant. After all verifications, the company will then be asked to sign the Contract. Any amendment to the awarded tender will be documented as an “Annex” to the Contract and will be determined by CARE.

1. **Notes**

* Vendors may be asked by CARE to submit additional information during the quotation evaluation.
* CARE has the right to reject all offers.
* CARE has the right to negotiate the offers received.
* CARE has the right to increase the quantities requested in the offer in 180 calendar days from the date of signing the Contract, without changing in the offered price.

1. **Schedule of delivery and storage**

## All required items and quantities specified in Section 2 – Detailed Specification and Quantity should be ready for delivery to final destination based on the delivery schedule provided by CARE. CARE anticipates that the first delivery time frame is one week after the official awarding.

## STORAGE – Bidder agrees to provide storage of ordered materials, if requested, not to exceed 30 calendar days.

* If the Vendor continuously fails to meet the delivery deadlines that will be stipulated in the Contract based on this offer, penalties may apply, up to and including Contract termination.

# 4. Special Conditions for Tender

**SPECIFIC TERMS OF PAYMENT / Cost of Cash for work tools**

The Vendor agrees to submit a final and total fixed price for all items mentioned in the attached BoQ, depending on quantities required, regardless to the evolution of market prices in the weeks and months following the signing of the Contract up to 1 year after the Contract signature. This means that the Vendor expressly agrees to buy the total (minimum specified) quantity of items, after the signing of the Contract to secure the proposed price in the offer. This also means that the Vendor agrees to store the total amount of Items, and cover all costs associated with storage, in order to deliver the quantities required by CARE as demanded, or in connection with the delivery schedule.

1. CARE will not be held responsible in any way for any increased costs to purchase items and accessories corresponding to this tender after the signing of the Contract, in case the Vendor has failed to secure the entire quantity. Any increase in costs that would be associated with this situation will be fully and entirely the responsibility of the Vendor and therefore is not covered by CARE, but by the Vendor.
2. The company also agrees to provide a certificate of origin for each item s/he has bought and will deliver if requested by CARE. In addition, CARE reserves the right to contract an independent agency for external control and to perform additional quality control during delivery**. If it appears that the quality and technical specifications do not conform to the contract, part of or all items may be rejected. The Vendor will be fully responsible to replace the related quantity in question in the shortest possible time and at its own expense.**
3. CARE has no obligation, under any circumstances, to receive or pay for items that do not meet the minimum quality standards as required by CARE and the Donor(s).

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**For and on behalf of the company For and on behalf of CARE**

# 5. Declaration of Eligibility

Name of Company:

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I, the undersigned *(Name and address of representative)*

Representative of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name and address of company)*

Declare that the following conditions are applicable to us;

* We are registered companies.
* We are not bankrupt or in the process of going bankrupt.
* We have not been convicted for an offense concerning professional conduct.
* We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
* We have fulfilled obligations related to payment of social security and taxes.
* We are not guilty of serious misinterpretation in supplying information.
* We are not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission).
* We were not declared as serious fault of implementation owing to a breach of their contractual obligations.
* We do not employ personnel below the legal working age.
* We provide basic social rights and fair working conditions to our employees.
* We are not on any list of sanctioned parties issued by the United States Government, United Nations and European Union.

In the presence of Declared

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*(Signature) (Signature)*