**Request for Quotations (RFQ) for Land Transport from OROKOM’s warehouses at Nu’maniya distrcit-Wassit governorate to 111 schools located at Nu’maniya district and from OROKOM’s warehouses at A’na district-Anbar governorate to 34 schools located at A’na district.**

**REF: OROKOM/IRQ/2021/RFQ/Daily Transportation Services/003**

OROKOM Organization for Relief and Development (Herein referred to as OROKOM) is pleased to invite prospective bidders (Transportation companies) to submit a quotation for five-months agreement under OROKOM terms and conditions contained herein, for the provision of transportation services of the below described food commodities from OROKOM warehouses in Nu’maniya and Ana districts, Wassit and Anbar governorates to the targeted schools in those districts (The GPS coordinates of the schools are shown in the attached lists – Annex 1 & 2).

The below mentioned food commodities should be collected in big baskets and boxes from OROKOM warehouses and transported to the targeted schools within three hours only in each transportation day (i**.e. no later than 09:30 AM for the morning shift, and no later than 13:30 PM for noon shift**). The contractor will transport the food commodities three days a week (**Saturday, Monday, & Wednesday**) for five-month duration (**41 transportation days**).

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and conditions as set out in this RFQ and submit it to OROKOM in sealed envelope by the deadline for quotation submission set out in (Section 9: Submission). Sending a quotation in any way other than specified in (Section 9: Submission) shall result in disqualifying the bidder and may result in removal from the shortlist.

1. **Cargo**

Commodities will consist of Cheese, Biscuit, Water, Bread, Apple and Banana in big basket, the weights of baskets vary from school to school depending on the number of the targeted students in each school.

**Destination(s) & Allocation**

*THE TABLE OF THE TARGETED SCHOOLS WITH COORDINATES IS SHOWN IN ANNEX I & ANNEX II*

**Offer**

The bidder should guarantee the availability at least of **21 trucks in Nu'maniya district, Wasit governorate and 6 trucks in A'na district, Anbar governorate in each transportation day.**

Besides that, the offer should be in IQD mentioning the total cost per distribution day (inclusive of the **loading cost** of the food commodities from OROKOM warehouses, **Transportation cost**, and **unloading cost** at the targeted schools). Your offer (**Price**) should be valid for five months starting from the award of the contract.

1. **Services:**

The required transportation services include: Picking up the food commodities from OROKOM warehouse in Nu’maniya and Ana districts, Wassit and Anbar governorates and signing the required documentation, transporting the food commodities to the targeted schools (111 Schools in Nu’maniya district/ Wasit governorate – 34 Schools in A’na district / Anbar governorate -GPS attached) within 3 hours (no later than 09:30 AM for the morning shift, and no later than 13:30 PM for noon shift) in each transportation day, unloading the cargo at the final destination, and get the required receiving and delivery signed documents. The contractor shall guarantee the provision of the transportation services in timely and professional manner.

1. **Costs**

4.1. The total provided cost must be provided for the entire transportation service including but not limited to: loading of food commodities from OROKOM warehouses and the consequent waiting time, transportation to 111 schools in Nu’maniya district/ Wasit governorate and 34 Schools in A’na district / Anbar governorate (GPS location in the attached schools list), any delay in transportation due to any reason, unloading of food commodities at the targeted schools and the consequent delay time, the cost of loading and unloading workers and/or machines, the cost of any replacement transportation truck in case of emergencies (e.g. truck breakdown) and the fuel cost. No additional costs other than those specified in the offer will be accepted.

4.2. The contractor shall immediately notify OROKOM of any delays in transit due to breakdown, accidents or anything else. Where so required, replacement trucks shall be immediately made available.

4.3. Required delivery time: Your offer must indicate the estimated time required to complete daily delivery to all targeted schools. Performance within specified timeframe will influence future evaluation of offers.

4.4. The transportation of food commodities must be carried out safely and expeditiously; The contractor will be responsible for providing the required amount of trucks to complete the delivery within the agreed period and take all necessary steps to ensure that all trucks are in good operational condition at all times.

1. **Payments**

5.1 The total amount of this agreement will be divided into five payments (monthly payment)

5.2 In each payment, the Contractor will submit to OROKOM’s office in Wassit and Anbar the original Waybills as proof of delivery. The Waybills must be signed and stamped by the school administrative committee (at the targeted school) upon the receipt of food commodities and verified by OROKOM officials. If the waybill is not signed, OROKOM reserves the right to stop or delay the payment.

5.3 The required payment will be made within 15 working days after the receipt of the original invoice and detailed waybills signed by the administrative committee of the targeted school and verified by OROKOM officials

5.4 All Payments will be made in cheque form and paid to the name of the person indicated in the agreement unless agreed up during the signing of the agreement.

1. **Obligations**

6.1 The cargo shall be delivered at the destination in good condition and the contractor shall take all necessary precautions for the care of the cargo whilst under its responsibility. The contractor shall assume full responsibility for the cargo (quantity and condition).

6.2 All missing or damaged commodities and any excess spillage or leakage during the period under the contractor’s responsibility will be debited against transport invoices based on the arrived commodity value or the market value, whichever is greater.

6.3 The Contractor shall not be obliged to load damaged cargo from the warehouses, unless expressly requested by OROKOM, in writing, and agreed to by the contractor.

6.4 The Contractor is responsible to provide fuel for all his trucks for transport of the food allocated. The price fluctuation and/or shortage of fuel shall not affect the total price nor the provided transportation services.

6.5 In the event that commodities are forcibly taken from a truck by armed men, or any other person(s) with fire arms, the case will immediately be investigated in collaboration with the local authority in the area. The Transporter may or may not be held responsible for such a loss arising from armed attack.

1. **Award**

OROKOM reserves the right to award the agreement to one or more contractors. OROKOM reserves the right to withdraw the award in whole or in part should the successful contractor be unable to provide uptake capacity necessary or the delivery within the specific period and/or is unable to provide in full the agreed services.

1. **Duration and Termination**

8.1. The contract will be valid for five months from the date of award and may be renewed for an additional period of time subject to the consent of both parties.

8.2. OROKOM may terminate this Agreement at its option by giving the contractor not less than one week notice in writing.

8.3 An evaluation will be carried out at the mid of the month to review the performance of the Contractor. This evaluation will be used to determine the continuity of this contract. If the performance of the Contractor is considered below the expectation of OROKOM, OROKOM will reserve the right to terminate this contract based on the termination clause below and without any further reference to the transporter.

1. **Submission**

Your offer should be hand-delivered in a sealed envelope to the OROKOM Organization, Main Office at **Baghdad – Al-Mammon close to Eagles Square. By 12:00 pm on Saturday 08 January 2022 (OROKOM tender box).** If you experience any difficulties in locating the above address or submitting your offer, please contact **Mustafa Ameer (+964 770 915 2185)**

The envelope should be marked as follows:

* **REF: OROKOM/IRQ/2021/RFQ/Daily Transportation Services/003**
* **ATTENTION: OROKOM tender box (Not to be opened by registry)**

Only Offers received as advised above will be taken into consideration. All offers sent after the deadline for replies will be considered as invalid as well as those sent (timely or untimely) to any e-mail address of the organization.

Bidders may send questions for clarification purposes to bids@OROKOM.org

Replies to all questions will be sent to all short- listed companies, without revealing the identities of either the bidder asking the question or the other shortlisted companies.

ANNEX I: TABLE OF THE TARGETED SCHOOLS WITH COORDINATES