



Invitation to Bid

Date: 27/06/2026

Subject: Framework Agreement for the Provision of Catering Services (Supply of Meals and Refreshments for Events)

Our Ref: IRQXXX-TLF-ITB-115

Note:

- Please ensure that this bidding document is completed in either Arabic or English.

Dear Mr. /Ms.

The Lotus Flower aids to conflict-affected people and returnees in Iraq. The Lotus Flower receives a grant from various donors for implementing of the humanitarian aid operation in Iraq. The Lotus Flower (Contracting Authority) seeks service providers for the Provision of Catering Services

This Invitation to Bid document contains the following:

- Cover Letter about The Lotus Flower
- Section 2: Instruction to Tenderers
- Section 3: The Lotus Flower General remarks and special conditions/requirements
- Section 4: Pre-Qualification of Bidder
- Section 5: Bidding form
- Section 6: Bidding proposal
- Section 7: Past Projects (previous experiences)

Sections 4,5, 6, and 7 must be completed by the bidder.

SECTION 2. – INSTRUCTIONS TO BIDDERS

By submitting a bid, Bidders fully and unreservedly accept the conditions of this Invitation to Bid, which will constitute the governing of the contract as the sole basis of this tendering procedure. The tenderers are expected to read carefully and comply with all instructions, forms, contract provisions and specifications contained in this file. Failure to submit a bid containing all the required information and documentation within specified deadline or extra remarks may result to rejection of the bid without further evaluation.

SCOPE OF SERVICE

| ITB No. | Location of the office | Description of service |
|----------------------|--------------------------------|----------------------------------------------------------------------------------------------------------|
| IRQXXX-TLF- ITB -115 | The Lotus Flower Office, Duhok | Framework Agreement for the Provision of Catering Services (Supply of Meals and Refreshments for Events) |

1. SCHEDULE AND DEADLINE FOR SUBMISSION

The deadline for submission of bids is **09/07/2026 at 14:30 Iraqi time**. Bids received after this date will not be accepted.

| Schedules | DATE | TIME* at local time of Iraq |
|---------------------------------------------------------|------------|-----------------------------|
| Tender published | 27-06-2026 | |
| Request for Clarification | 07-07-2026 | 13:00 |
| Closing date and time for receipt of Bids | 12-07-2026 | 14:30 |
| Bid Opening Date and Time | 13-07-2026 | |
| Sample/inspection request from shortlisted bidders only | 15-07-2026 | |

Please note LTF reserves the right to modify this schedule (dates), in such case, The Lotus Flower will accordingly notify all the bidders.

2. TENDER PROCESS

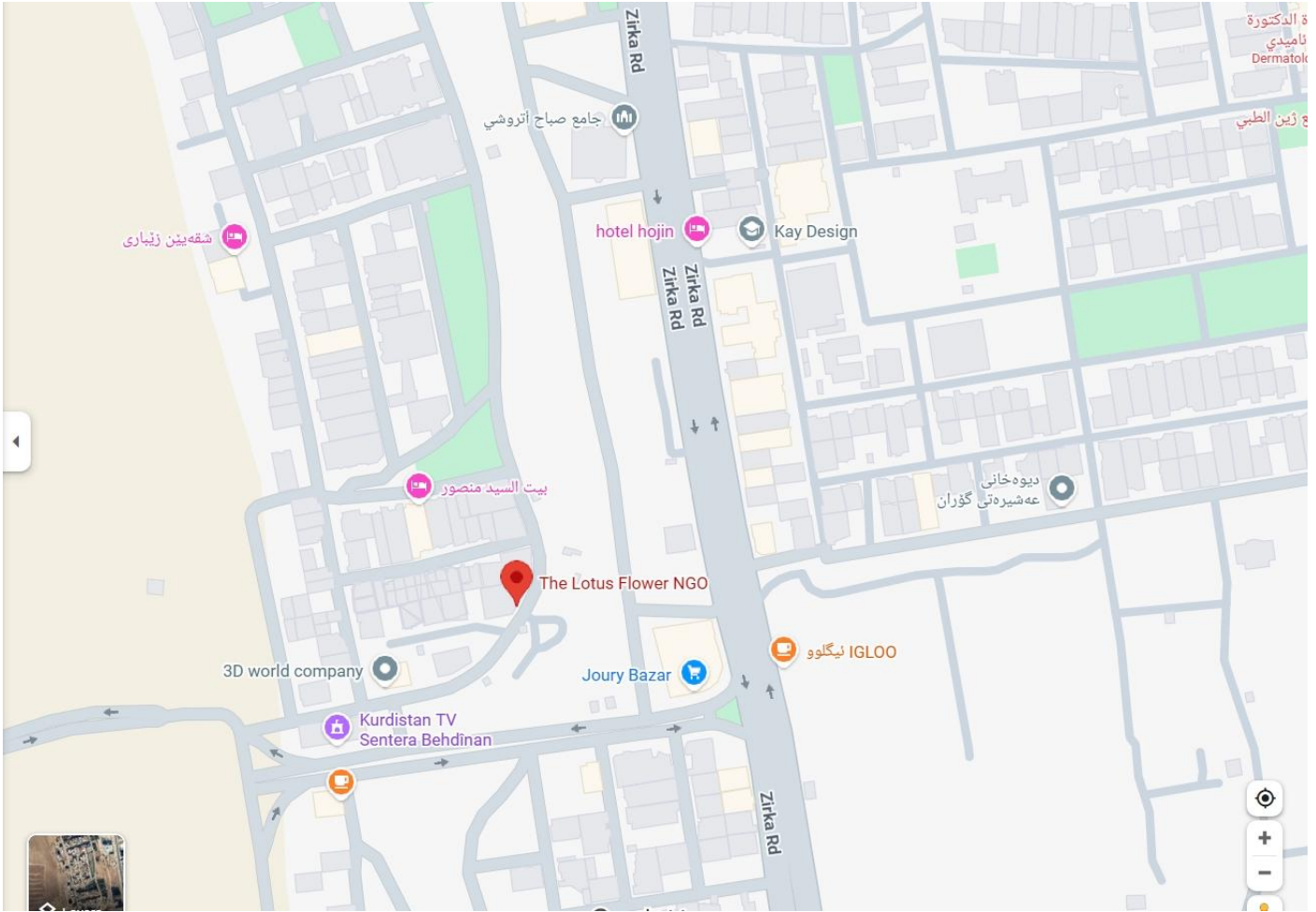
The following processes will be applied to this Tender:

- Tender Announcement
- Tender Closing
- Bids Opening
- Administrative Evaluation
- Financial Evaluation
- Technical Evaluation
- Contract Award
- Notification of Contract Award

3. SUBMISSION OF BID

Please submit your bids in accordance with the requirements detailed below:

The Lotus Flower, Zirka Rd, Post Code 42001, Duhok, Kurdistan Governorate, Iraq.



If you need support to find our address Call the Lotus Flower Logistics Department, on the following phone Number 07507632336.

Bids shall be submitted either by email to the secure address below or via a sealed envelope delivered to our office

Sealed Envelopes

bidders may choose to submit their bids in physical format. The bid must be submitted in a sealed envelope and delivered by hand directly to The Lotus Flower Office in Duhok (as per the map and address details provided above). The envelope must be clearly marked on the outside with the ITB reference number: IRQXXXX-TLF-ITB-115 and the name of the bidder. Envelopes that are unsealed, damaged, or do not clearly show the tender reference number may be subject to disqualification. All physical submissions must be received before the closing deadline.

Email

Bids shall be submitted by email to the following dedicated, secure email addresses: tenders@thelotusflower.org
Instructions for submitting by email:

The ITB number shall be inserted in the Subject Heading of the email as: IRQXXXX-TLF-ITB-115

1. Bid documents required, shall be included as an attachment to the email in PDF. Documents in MS Word or excel formats, will result in the bid being disqualified.
2. Please if possible compile all bid documents into a single PDF file. If the file is too large to send, you may compress it into a **ZIP folder**

3. The Lotus Flower is not responsible for the failure of the Internet, network server, or any other software, used by the Bidder in the processing of emails.
Queries and requests for clarification of the specification can be requested via e-mail. One full day may be required for response.

4. SELECTION AND AWARD CRITERIA STAGES

The Lotus Flower has conducted an assessment of local Iraq market and is aware of the prices other agencies are paying for similar items, award of the contract(s) will be based on the following:

Criteria that will be used to evaluate and score the bid is as following:

- 50% Price, 50 Points
- 15% Delivery, 15 points
- 35% Quality, 35 points

Based on the initial evaluation (price and delivery), shortlisted suppliers will be asked to provide samples for further quality evaluation, the location and timeline for delivery of samples will be communicated with shortlisted suppliers only.

- The Lotus Flower may wish to visit the bidder to view samples.
- All samples are at the cost of the supplier.

A) Administrative Evaluation

The bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected, Documents listed below shall be submitted with your bid:

- registration or work certificate.

B) Financial Evaluation

All bids that pass the Financial Evaluation will proceed to Award Procedure.

C) Technical Evaluation

A Technical Evaluation of all bids received will be performed taking into account all the shortlisted bidders that satisfy the criteria of Administrative Evaluation.

D) Exclusion criteria:

- Any of the documents in Section 4, Section 5, Section 6, missing sections can be considered a reason for exclusion (The Lotus Flower reserves the right not to exclude in certain cases as deemed appropriate)
- No Provision of a company/shop certificate of register in KRI or Iraq
- Submission of multiple bids for single Requisition

E) Award Procedure

The contract will be awarded to successful Bidder after The Lotus Flower committee members made a decision based on The Lotus Flower discretionary requirements and after evaluation process.

An initial order will be placed for the Provision of Catering Services (Supply of Meals and Refreshments for Events) stated on the subject line of the bid document; The Lotus Flower reserves the right to award additional contract for the Provision of Catering Services (Supply of Meals and Refreshments for Events) to another supplier if quality is not satisfactory.

5. ORDER OF PRECEDENCE OF DOCUMENTS

The following documents must be submitted before tender closing (submitted using The Lotus Flower templates):

| Description | To be filled by bidder | | To be filled by The Lotus Flower opening bid committee | | |
|----------------------------------------------------------------------------------------|------------------------|----|--------------------------------------------------------|----|----------|
| | Included? | | Complete? | | Comments |
| Document to be submitted <u>within</u> tender | Yes | No | Yes | No | |
| Duly filled, signed and stamped Pre-Qualification of Bidder (Section 4) | | | | | |
| Duly filled, signed and stamped Bidding form (Section 5) | | | | | |
| Duly filled, signed and stamped Bidding proposal (Section 6) | | | | | |
| Copy of company Certificate of Registration/ ID if it`s an individual submitting a bid | | | | | |

Following documents will be additionally requested from the selected Bidder:

- Original commercial invoice letter header clearly addressing the contractor details

| To be filled in by The Lotus Flower bid committee members only | Eligible or Ineligible (YES/NO) |
|----------------------------------------------------------------|---------------------------------|
| Outcome of administrative eligibility check | |

SECTION 3. - GENERAL REMARKS AND SPECIAL CONDITIONS/REQUIREMENTS

1. General Conditions/requirements

- 1.1 Payment will take place within 30 working days after receiving a verified invoice.
- 1.2 The Lotus Flower holds the right to change the technical description of the bid in writing. All Bidders will be informed if any changes occur.
- 1.3 The Lotus Flower reserves the right to split the contract between different Bidders but preferred consolidate contract for sole supplier.
- 1.4 **Bidders need to be registered and own Certificate of Registration in KRI and/or Iraq, attach copy of Certificate to the bid as described in " Order of precedence of documents".**
- 1.5 Bidder needs to have good reputation for the type of goods required. Having INGO or UN references will be an advantage. **Attach the summary of experience with other INGOs.**
- 1.6 Accept inspection by The Lotus Flower member staff to verify the quality of goods required or deliver samples if required by The Lotus Flower.
- 1.7 No sub-letting is allowed.

- 1.8 Bidder that is awarded the Contract at the end of the process will have to comply with The Lotus Flower policies on Prevention of Sexual Exploitation and Abuse and Code of Conduct/Anti-Fraud and Corruption policy
- 1.9 The supplier must obtain all delivery permissions from government authorities.
- 1.10 Consider participating in the bid is not award, you might not hear from The Lotus Flower if your application has not been successful.

2. Prices/service charge

The prices need to include, delivery (section14), all taxes and related costs. No additional charges of any kind are permitted after a signed Contract by both parties. Price validity period may differ depending on the size and nature of the Contract.

All prices must be indicated in IQD only unless otherwise stated.

3. Payment terms

The Lotus Flower will affect payments after the delivery of items is verified (or goods received) at the satisfaction of The Lotus Flower and having received an invoice/invoices. Payment will take place within 30 working days after submitting the invoice.

4. Bid Validity

4.1 The bid shall remain valid for a certain period of contract time (2 months) requested by The Lotus Flower after the date of bid submission deadline.

4.2 The Bidder shall indicate in writing the validity period based on length of Contract period (see section 6.2 supplementary information).

5. Amendment of bidding documents

The Lotus Flower may amend or cancel the Invitation to Bid document by informing the Bidders in writing no later than 24 hours before the deadline for submission of bids. To give Bidders reasonable time in preparing their bids, The Lotus Flower may extend the deadline for the submission of bids at its own discretion.

6. Joint Ventures, Consortia and Associations

Joint venture, consortium or association of two or more firms as partners will only be accepted through declaration by bidder containing the names and registrations of partners. All formal conditions of the contract shall apply for both Partners venturing into this bid.

7. Right to Select/Reject

The Lotus Flower reserves the right to select and negotiate with those companies it determines, at its own discretion, to be qualified for competitive evaluating and to repeal negotiations without incurring any liability. The Lotus Flower also reserves the right to reject any or all offers received without explanation as The Lotus Flower reserve the right to disqualify any offers based on Bidder failure to comply with solicitation instructions.

The Lotus Flower also has right to:

- Extend time of Bid responses to receive better deal on their demand after notifying all Bidders.
- Cancel or modify the Tender process at any time as appropriate to the needs of The Lotus Flower.
- Issue an award or multiple awards based on the initial evaluation of received bids.

8. Award Splitting

The Lotus Flower reserves the right to split awards.

9. Clarification of bidding documents

A potential Bidder shall be contacted in writing in some circumstances at discretion of The Lotus Flower, if the bidding documents are incomplete or miscalculated. In most circumstances the bid will be rejected.

10. Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with this process.

Breaking confidentiality rules by Bidders will result into rejection of their bids. There are also severe consequences for The Lotus Flower staff for breaching confidentiality.

11. Language of Tender

The bids, all correspondence and documents related to the tender shall be exchanged in English. Supporting documents that are part of the tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

12. Specific conditions

Bid must specify all details according to the Invitation to Bid text. Incomplete bids and bids that arrive later than the deadline for reply will be automatically excluded. All responses will be opened by The Lotus Flower tender committee. In the case of an error when writing the prices, discard the page. Any alterations, including the use of correction fluid, may render your offer invalid.

12.1 All the materials supplied must be according to specifications (Section 5 – Technical description of the Bid).

12.2 The price of goods includes all requirements as per specifications such delivery, road permission and government taxes (Section 5 – Technical description of the Bid).

13. Signing of Contract

Upon decision made by The Lotus Flower committee members, The Lotus Flower will notify successful Bidder to sign the Contract and return signed Contract to The Lotus Flower within agreed timeframe.

14. Delivery Terms and Supplier Responsibilities:

The selected supplier shall be fully responsible for the safe transport, timely delivery, and offloading of all cooked meals and refreshments directly to the Lotus Flower office located in Duhok. The scope of delivery extends beyond the building entrance; the supplier is required to deliver all items (Meals and Refreshments) inside the office premises up to the **third (3rd) floor**. All deliveries must be executed in full compliance with the exact, detailed address and location coordinates provided in **Section 3** of this ITB document.

15. Food Safety and Hygiene: The supplier must adhere to strict public health and hygiene standards during food preparation, packaging, and transport. The Lotus Flower reserves the right to reject food that arrives cold, spoiled, or poorly packaged

Note: Submission of a Bid form does not guarantee an award of a contract. Award of a contract is entirely at the discretion of the Contracting Authority, The Lotus Flower.

Bidders' who do not receive a written feedback within 15 days should consider their bid unsuccessful

SECTION 4. – Pre-Qualification of Bidder

We herewith _____ (company name) declare

- a. **CONDUCT.** Vendor and its employees shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials or The Lotus Flower staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Vendor employees or businesses or ventures related to Vendor or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. Vendor shall inform The Lotus Flower in writing of any violations relating to its obligations hereunder. Vendor certifies that it has not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism, or we have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- b. We are not bankrupt or being wound up, we are not having our affairs administered by the courts, our business has not been suspended by local government, are not the subject of proceedings concerning those matters, or are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations,
- c. We have not been convicted of an offence concerning our professional conduct by a judgement which has the force of claim preclusion.
- d. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed,
- e. We have not been subject of a judgement which has the force of claim preclusion for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities financial interests,
- f. We have not been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same contracting authority or another contract financed with Community funds,
- g. We do respect basic social rights and condemn exploitation of child labour and women.

Name and Date

Signature and Stamp

SECTION 5. – BIDDING FORM

5.1 Bidder business details:

| | |
|---------------------------------------------------------------------------------|--|
| Company/Shop name: | |
| Registered name of company/Shop (if different): | |
| Nature of primary business/trade: | |
| Primary contact name: | |
| Job title: | |
| Phone: | |
| Email: | |
| Address: | |
| Owner/ Manager Name: | |
| Business licence number: | |
| Country of registration | |
| Expiry date: | |
| Legal status of company (eg. Partnership, private limited company, etc.) | |

5.2 Employees

Indicate the name of employee(s) who will be involved with The Lotus Flower in the event of contract awarded:

| Employee name | Job title | Phone | Email if available |
|----------------------|------------------|--------------|---------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

5.3 Company bank account details:

| | |
|---------------------|--|
| Bidder name: | |
| Bidder account no.: | |
| Bidder Bank: | |
| Bank branch: | |
| SWIFT: | |
| IBAN: | |
| Bank address: | |

5.4 References

Please submit at least 2 (two) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts. Respondents should supply this information for each of the references in the following format:

| Client/company name | Contact person | Phone | Email | Approximate value of contract |
|---------------------|----------------|-------|-------|-------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Please provide details of goods/services supplied to referenced companies above and the quantities:

| Nature of supply | Quantity |
|------------------|----------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

Name and Date

Signature and Stamp

SECTION 6. – Bidding Proposal

Framework Agreement for the Provision of Catering Services (Supply of Meals and Refreshments for Events)

the order will be placed for the Provision of Catering Services (Supply of Meals and Refreshments for Events) as indicated in the BoQ, The Lotus Flower reserves the right to cancel the existing contract in case quality of the items are not satisfactory and not in accordance with the specification stated in the BoQ.

The prices submitted by the supplier must be fully inclusive of all delivery, transportation, handling, and offloading costs. No additional fees for delivery will be accepted. The supplier is entirely responsible for transporting and delivering all meals and refreshments directly inside the Lotus Flower office premises (up to the third floor), in accordance with the delivery terms specified in **Section 3 (Terms of Delivery)** of this ITB document. By submitting a bid, the supplier acknowledges and agrees to these delivery requirements.

6.1

| # | Items | تفاصيل المواد المطلوبة | Unit type | QTY | Unit price | Total Price | Note/Remarks |
|----|---------------------------------------------------------------------|----------------------------------------------|-----------|-----|------------|-------------|--------------|
| 1 | Dolma pot without meat fit for 6 individuals | قدر (جدر) دولمة بدون لحم ل 6 أشخاص | Pot | 70 | | | |
| 2 | Dolma pot with meat fit for 6 individuals | قدر (جدر) دولمة باللحم ل 6 أشخاص | Pot | 70 | | | |
| 3 | Bryani pot fit for 6 individuals | قدر (جدر) برياني ل 6 أشخاص | Pot | 100 | | | |
| 4 | Rice koba with chicken(50 piece) cooked one. | كبة تمن (أرز) بالدجاج مطبوخة جاهزة (50 قطعة) | Plate | 100 | | | |
| 5 | Rice koba with meat (50 piece) cooked one. | كبة تمن (أرز) باللحم مطبوخة جاهزة (50 قطعة) | Plate | 100 | | | |
| 6 | Givshik pot with meat fit for 6 individuals . | قدر (جدر) كفشيك باللحم ل 6 أشخاص | Pot | 100 | | | |
| 7 | Yogurt koba meat or relevant pot fit for 6 individuals cocked one . | كبة لبنية باللحم (قدر مطبوخ جاهز ل 6 أشخاص) | Pot | 100 | | | |
| 8 | Mansaf (Rice with meat and chicken) fit for 6 individuals . | منسف (تمن مع لحم ودجاج) ل 6 أشخاص | Mansaf | 100 | | | |
| 9 | Mini pizza hand made (each plate contains 20 pieces) | ميني بيتزا (كل طبق/ماعون يحتوي على 20 قطعة) | Plate | 80 | | | |
| 10 | Meat borak (each plate contains 20 pieces) | بورك باللحم (كل طبق/ماعون يحتوي على 20 قطعة) | Plate | 80 | | | |
| 11 | Coriander hand made(each plate contains 20 pieces) | كزبرية (كل طبق/ماعون يحتوي على 20 قطعة) | Plate | 80 | | | |

| | | | | | | | |
|----------------------------------------------|--------------------------------------------------------|----------------------------------------------------|--------|----|--|--|--|
| 12 | Chicken borak plate (each plate contains 20 pices) | طبق/ماعون بورك بالدجاج (كل طبق يحتوي على 20 قطعة) | Plate | 80 | | | |
| 13 | Mini cheese pizza (each plate contains 20 pices) | ميني بيتزا بالجبن (كل طبق/ماعون يحتوي على 20 قطعة) | Plate | 80 | | | |
| 14 | Mixed salad Plate Meduim Size | طبق/ماعون زلاطة (سلطة) مشكلة حجم وسط | Plate | 80 | | | |
| 15 | Home made potato pie (each plate contains 20 pices) | فطيرة بطاطا (كل طبق/ماعون يحتوي على 20 قطعة) | Plate | 80 | | | |
| 16 | Mixed klecha plate of 1 kg | طبق/ماعون كليجة مشكلة (وزن 1 كغم) | Plate | 80 | | | |
| 17 | Plain Sponge cake Circular Shape | كبيكة إسفنجية سادة (شكل دائري) | Pieces | 80 | | | |
| 18 | Coca Cola set off 24 pcs | سيت كوكا كولا (24 قطعة) | Set | 25 | | | |
| 19 | Ayran set of 24 pcs | سيت لبن (24 قطعة) | Set | 25 | | | |
| 20 | Sprite set of 24 pcs | سيت سبرايت (24 قطعة) | Set | 25 | | | |
| Total price in IQD الإجمالي بالدينار العراقي | | | | | | | |

Please note that items will be requested on an as-needed basis via official Purchase Orders rather than requiring all 70–100 pots delivered at once

Note:

TLF reserves the right to adjust the quantities specified in the BoQ (either increasing or decreasing them) based on project needs and budget availability

Supplier should maintain the price during the contractual period.

6.2 Supplementary information (for Bidder to fill in):

| | Answer |
|-------------------------------------------------------------------------------------------------------|--------|
| 1. Bid Validity Please confirm the validity of your bid below (in calendar days) | |
| 2. Indicate Delivery time to the Lotus Flower Office (in days) after signing individual orders | |

6.3 Instruction to Bidder (for The Lotus Flower use):

| Supplementary information To Bidder | Answer |
|--------------------------------------------------------------------------------------------|-------------------------------------------------|
| 1. Delivery Method (if applicable)/ Incoterm | Delivery location: Duhok, The TLF office DDP |
| 2. Kitting required: YES/NO | NO |
| 3. Sample Required: YES/NO | YES |
| 4. Shipment Packing / Labelling instruction & Individual packaging / kitting instructions: | N/A |

Name and Date

Signature and Stamp

SECTION 7. – Past projects

Past contracts and list of projects

Please give full details of at least 2 (two) relevant past contracts, starting from most recent. Respondents should supply this information for each of the contracts in the following format. Please do not supply any further supporting evidence, unless requested. If you have worked with The Lotus Flower in the past, you can also mention it here.

| Contractor/company name | Name of Project Manager | Nature of works completed | Date project completed | Approximate value of contract | Contracting Authority and place |
|-------------------------|-------------------------|---------------------------|------------------------|-------------------------------|---------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Name and Date

Signature and Stamp