



Invitation to Bid

Cooperative for Assistance and Relief Everywhere, Inc. ("CARE"), Iraq

Date: 16-09-2026

Subject: Framework Agreement for Provision of Hotel Accommodation Service and Conference Venue Services.

Locations: **Mosul**

Our Ref: **FWA/CARE/2026/004**

Dear Bidders,

CARE DE in Iraq, together with its local partners provides assistance to conflict-affected people and returnees in Iraq. CARE receives a grant from **various** donors for implementing of the humanitarian aid operation in Iraq. CARE (Contracting Authority) seeks service providers for Framework Agreement for Provision of Hotel Accommodation Service and Conference Venue Services.

This Invitation to Bid document contains the following:

- Cover Letter about CARE
- Section 2: Instruction to Tenderers
- Section 3: CARE General remarks and special conditions/requirements
- Section 4: Pre-Qualification of Bidder
- Section 5: Bidding form
- Section 6: Bidding proposal

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

This is a Framework Agreement and may be put in place with one or more.

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 Agreement as the sole basis of this tendering procedure. The tenderers are expected to read carefully and comply with all instructions, forms, Agreement 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	Description of service
FWA/CARE/2026/004	Mosul	Framework Agreement for Provision of Hotel Accommodation Service and Conference Venue Services.

2. SCHEDULE AND DEADLINE FOR SUBMISSION OF BIDS

The deadline for submission of bids is **27/09/2026 at 16:00 Iraqi time**. Bids received after this date will not be accepted.

Schedules	DATE	TIME* at local time of Iraq
Tender published	16-09-2026	
Closing date and time for receipt of Bids	27-09-2026	1600 Hrs.
Bid Opening Date and Time	28-09-2026	10:00 am

Please note CARE reserves the right to modify this schedule (dates).

3. TENDER PROCESS

The following processes will be applied to this Tender:

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

4. SUBMISSION OF BID

For more information about submissions, call this phone number: 07508023842 Idress Ahmed.

4.1 Email: Bids should be submitted by email to the following dedicated, secure email addresses: offer@care.de

Instructions for submitting by email:

1. The ITB number shall be inserted in the Subject Heading of the email as: **Framework Agreement for Provision of Hotel Accommodation Service and Conference Venue Services in (Mosul)**.
2. Bid documents will be sent to advertisement in MS word, download documents, after finishing from editing convert to PDF, JPEG, TIF Format ...etc.
3. Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, may result in the bid being disqualified.
4. Email attachments; if size does not allow you to send in one attachment; the Bidder shall send his bid in multiple emails but try to combine your documents into one PDF scan all your files and attached for only one click printing out.
CARE 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. Two full days may be required for response.

5. SELECTION AND AWARD CRITERIA STAGES

CARE has assessed the local market and is aware of the prices other agencies are paying for similar services, award of the Framework Agreement(s) will be based on the following:

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

60% - Technical – Essential criteria/Preferred Criteria, 60 points

40% - Price, 40 points

Technical - Essential/Preferred Criteria – this may be verified with a physical visit:

#	Essential Technical Criteria	Point
1	24/7 staffed reception desk with trained personnel?	3
2	Availability of Wi-Fi in bedrooms and common areas	3
3	Smoke detectors and fire extinguishers/sprinklers throughout the hotel?	3
4	Availability of Laundry Service	3
5	Unlocked and accessible fire exits?	3
6	Can book via email?	3
7	Availability of breakfast with hotel booking?	3
8	Is there a gym in the hotel?	3
9	CCTV availability and monitoring?	3
10	Is/are there an onsite security personnel member in the hotel?	3
11	Does the hotel depend more on the glassware products (cups, dishes, etc.)?	3
12	Are guest rooms equipped with air conditioning and heating systems?	3
13	Are first aid kits available onsite?	3
14	Is parking available for guests?	3
15	Are pest control measures regularly implemented?	3
16	Are beds hygiene standards regularly monitored?	3
17	Does the hotel use eco-friendly or biodegradable cleaning products?	3
18	Is there 24/7 electricity supply without interruption?	3
19	Is daily housekeeping service provided?	3
20	Are rooms equipped with safes for valuables?	3

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:

- Bid Form (Technical, Financial), Hotel Profile and Registration.

B) Technical Evaluation

A Technical Evaluation of all bids received will be performed considering all the shortlisted Bidders that of Administrative Evaluation.

C) Financial Evaluation

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

D) Exclusion criteria:

- Any of the documents in **SECTION 4**, **SECTION 5** or **SECTION 6** missing can be considered a reason for exclusion (CARE reserves the right not to exclude in certain cases as deemed appropriate)
- Submission of multiple bids for single Requisition

E) Award Procedure

The Framework Agreement will be awarded to successful Bidder after CARE committee members decide based on CARE discretionary requirements and after evaluation process.

CARE reserves the right to award the Framework Agreement to more than one Bidder.

6. ORDER OF PRECEDENCE OF DOCUMENTS

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

Description	To be filled by bidder		To be filled by CARE 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 Hotel Registration in Federal Iraq					

Following documents will be additionally requested from the selected Bidder:

- Original commercial invoice letter header clearly addressing the Bidder details
- Stamp

SECTION 3. - GENERAL REMARKS AND SPECIAL CONDITIONS/REQUIREMENTS

1. **GENERAL CONDITIONS/REQUIREMENTS**

- 1.1 Payment terms are within 30 days of certifying completion of hotel stay or conference room use from CARE staff by cheque or bank transfer.
- 1.2 CARE holds the right to change the technical description of the bid in writing. All Bidders will be informed if any changes occur.
- 1.3 CARE reserves the right to reward this Framework Agreement with more than one bidder, especially to cover more than one city.
- 1.4 **Bidders need to be registered and own Certificate of Registration in FI, please attach copy of the Hotel Registration Certificate to the bid as described in "Order of precedence of documents".**
- 1.5 Accept inspection by CARE member staff to verify the safety and security standards and possibly for technical assessment as well if needed.
- 1.6 No sub-letting is allowed.
- 1.7 No weapons are allowed during work or monitoring. CARE permits state-authorized actors to be present at the work site.
- 1.8 Bidder that is awarded the Framework Agreement at the end of the process will have to comply with CARE policies on Prevention of Sexual Exploitation and Abuse and Code of Conduct/Anti-Fraud and Corruption policy
- 1.9 Considering participating in the bid is not award, you might not hear from CARE if your application has not been successful.

2. **PRICES/SERVICE CHARGE**

The prices need to include all taxes and related costs. No additional charges of any kind are permitted after a signed Agreement by both parties.

The price will be fixed for the period of the Agreement, unless the nature of the services provided are subject to high market price volatility as deemed reasonable by CARE. In the case where significant currency valuation on market prices causes a significant and frequent change, based on a written agreement by both parties, prices can be renegotiated every 3 months, otherwise they are fixed for one year.

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

3. **PAYMENT TERMS**

CARE will affect payments after the completion of services are verified at the satisfaction of CARE and having received an invoice/invoice. Payment will take place within 30 working days after submitting the invoice. Payment will be made by cheque or bank transfer.

4. **BID VALIDITY**

The bid shall remain valid for certain period of **one year** requested by CARE for the period of the Agreement.

5. **AMENDMENT OF BIDDING DOCUMENTS**

CARE may amend or cancel the Invitation to Bid document by informing the Bidders in writing no later than 48 hours before the deadline for submission of bids. To give Bidders reasonable time in preparing their bids, CARE 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 Agreement shall apply for both Partners venturing into this bid.

7. **SOLE BID FROM SINGLE BIDDER**

Each Bidder shall submit only one Bid. A Bidder who submits or participates with more than one bid form may cause disqualification of all their bids.

8. RIGHT TO SELECT/REJECT

CARE 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. CARE also reserves the right to reject any or all offers received without explanation as CARE reserves the right to disqualify any offers based on Bidder failure to comply with solicitation instructions.

CARE has the 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 CARE.
- Issue an award or multiple awards based on the initial evaluation of the bids received.

9. AWARD SPLITTING

CARE reserves the right to split awards, sharing the order between more than one Bidder.

10. CLARIFICATION OF BIDDING DOCUMENTS

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

11. CONFIDENTIALITY

Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of Agreement 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 CARE staff for breaching confidentiality.

12. 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.

13. 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 may be automatically excluded. All responses will be opened by the CARE 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.

14. SIGNING OF THE FRAMEWORK AGREEMENT

Upon decision made by CARE committee members, CARE will notify successful Bidder to sign the Agreement and return signed Agreement to CARE International within agreed timeframe.

Note: Submission of a Bid form does not guarantee the award of a Framework Agreement. Award of an Agreement is entirely at the discretion CARE DE.

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

SECTION 4. – PRE-QUALIFICATION OF BIDDER

We herewith _____ (Hotel name) declare

- a. **CONDUCT.** Bidder 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 CARE staff, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives of Bidder employees or businesses or ventures related to Bidder or its employees; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. The Bidder shall inform CARE in writing of any violations relating to its obligations hereunder. The Bidder 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 CARE 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:

Hotel name:	
Registered name of hotel (if different):	
Primary contact name:	
Primary Contact Job Title:	
Phone:	
Email:	
Address:	
Owner/ Manager Name:	
Business Licence Number:	
Hotel Registration in FI (Yes/No) Please Attach	
Will accept payment by bank transfer after check out/completion of workshop (Yes/No):	

5.2 Hotel bank account details:

Bidder name:	
Bidder account number:	
Bidder Bank:	
Bank branch:	
SWIFT:	
IBAN:	
Bank address:	

Name and Date

Signature and Stamp

SECTION 6. – Bidding Proposal

6.1 Price Sheet for Framework Agreement for Provision of Hotel Accommodation Service and Conference Venue Services

Notes: Lunch and coffee break and water bottles inside the training venues for workshop participants shall be served using eco-friendly materials. The use of single-use plastic items, including cups, spoons, forks, plates, and similar products, is not permitted.

ملاحظة: يجب تقديم وجبة الغداء للمشاركين في الورشة باستخدام مواد صديقة للبيئة. ولا يُسمح باستخدام المنتجات البلاستيكية أحادية الاستخدام، بما في ذلك الأكواب والملاعق والشوك والأطباق وقناني الماء الخ.

Service line #	Description of Goods / Services	Unit	Quantity	Price in IQD
1	Double bed with breakfast	Night	1	
2	Single bed with breakfast	Night	1	
3	Twin Room (2 persons sharing) with breakfast	Night	1	
4	Day uses up to 4 hours	Day use	1	
5	Laundry Service per piece of large clothing	Piece	1	
6	Late Check-out, up to two hours	Hour	2	
7	Venue suitable to fit 25 persons (including projector, internet, flip chart/notebooks, pens, tables, chairs) Price shall include water in glass bottles at the venue. يجب أن يشمل السعر توفير الماء في قناني زجاجية.	Day	1	
8	Venue suitable to fit 50 persons (including projector, internet, flip chart/notebooks, pens, tables, chairs) glass water bottles for the venue. Price shall include water in glass bottles at the venue. يجب أن يشمل السعر توفير الماء في قناني زجاجية.	Day	1	
9	Lunch meal for participants during workshop.	Meal	1	
10	One coffee break for participants during training.	One time	1	
11	Two coffee break cost per day for participants who attend the training	Two time	1	
12	Taxi Service from the Mosul Airport to the Hotel	Trip	1	
13	Taxi Service from Hotel to the Airport Mosul	Trip	1	
14	Conference room sound system	One time	1	
15	Taxi Service from the Erbil Airport to the Hotel	Trip	1	
16	Taxi Service from Hotel to the Airport Erbil	Trip	1	

6.2 Essential Technical Criteria (for Bidder to fill in) – An additional site visit may take place:

#	Essential Technical Criteria	Answer (Yes/ No)	Comment
1	24/7 staffed reception desk with trained personnel?		
2	Availability of Wi-Fi in bedrooms and common areas		
3	Smoke detectors and fire extinguishers/sprinklers throughout the hotel?		
4	Availability of Laundry Service		
5	Unlocked and accessible fire exits?		
6	Can book via email		
7	Availability of breakfast with hotel booking		
8	Is there a gym in the hotel?		
9	CCTV availability and monitoring?		

10	Is/are there onsite security personnel in the hotel?		
11	Does the hotel depend more on the glassware products (cups, dishes, etc.)?		
12	Are guest rooms equipped with air conditioning and heating systems?		
13	Are first aid kits available onsite?		
14	Is parking available for guests?		
15	Are pest control measures regularly implemented?		
16	Are beds hygiene standards regularly monitored?		
17	Does the hotel use eco-friendly or biodegradable cleaning products?		
18	Is there 24/7 electricity supply without interruption?		
19	Is daily housekeeping service provided?		
20	Are rooms equipped with safes for valuables?		

6.3 Supplementary information (for Bidder to fill in):

Question	Answer
1. What is your cancellation policy? - Is the cancelation free of charge? - How much notice must be given to cancel (24 hours/48 hours)?	
2. In which city of the Federal Iraq is the hotel located? 3. If you have another branch in the same city, mention the location?	

Name and Date

Signature and Stamp