

# INVITATION TO PARTICIPATE IN AUCTION

## Sale of Microsoft Surface Pro Laptop and Keyboard

|                  |               |            |            |
|------------------|---------------|------------|------------|
| Auction Ref. No. | IRW-Iraq- 001 | Issue Date | 07/15/2026 |
|------------------|---------------|------------|------------|

**Islamic Relief Worldwide – Iraq** invites interested individuals and companies to participate in an auction for the purchase of one Microsoft Surface Pro laptop together with its Microsoft Surface keyboard.

The laptop and keyboard were purchased new and opened only for initial setup and installation of the organization's required applications. During the setup process, it was determined that the device was not compatible with certain applications required by the organization. Therefore, the organization has decided to offer the laptop and keyboard for sale through an auction.

**Both items are in excellent, open-box condition and were used only briefly during the setup and software installation process. No regular operational use has taken place. You can see the item's photo on Annex 1.**

### 1. DEVICE AND ACCESSORY DETAILS

| Category    | Specification       | Details                                                       | Remarks                     |
|-------------|---------------------|---------------------------------------------------------------|-----------------------------|
| Laptop      | Brand and Model     | Microsoft Surface Pro 11<br>Copilot+ PC,<br>SNAPDRAGON X PLUS |                             |
| Laptop      | Processor           | 11th Ed                                                       |                             |
| Laptop      | RAM                 | 16 GB Go RAM                                                  |                             |
| Laptop      | Storage             | 512 GB Go .GT                                                 |                             |
| Laptop      | Screen Size         | 13" OLED 120Hz<br>Touchscreen                                 |                             |
| Laptop      | Operating System    | Win 11                                                        |                             |
| Laptop      | Color               | Black                                                         |                             |
| Keyboard    | Brand and Model     | Microsoft Surface pro<br>Keyboard                             | Purchased separately        |
| Keyboard    | Color               | Black                                                         |                             |
| Accessories | Included Items      | [Charger) Only                                                |                             |
| Condition   | Laptop and Keyboard | New, open-box                                                 | Used briefly for setup only |

### 2. AUCTION INFORMATION

|                          |                                                                                                                   |
|--------------------------|-------------------------------------------------------------------------------------------------------------------|
| Inspection Location      | Ekhlas Empire Building, 2nd Floor, Apartment 8,100 Meter Street, Near Arjan Hotel, Erbil, Kurdistan Region – Iraq |
| Inspection Date and Time | Monday – Thursday (09:00 am – 03:00 pm)                                                                           |
| Bid Submission Deadline  | July 22, 2026 by 04:00 pm                                                                                         |
| Bid Submission Method    | Sealed envelope / email                                                                                           |
| Contact Person           | Procurement Department                                                                                            |
| Telephone Number         | +964 751 810 1101                                                                                                 |
| Email Address            | <a href="mailto:Procurement.committee@ir-iraq.org">Procurement.committee@ir-iraq.org</a>                          |




Address: Ekhlas Empire Building, 2nd Floor, Apartment 8,100 Meter Street, Near Arjan Hotel, Erbil, Kurdistan Region – Iraq

### 3. BID SUBMISSION INSTRUCTIONS



1. Interested bidders must submit their best financial offer before the stated deadline using the official Price Quotation Form attached to this invitation.
2. Each bid must clearly include the bidder's full name or company name, contact details, offered price, signature, and date.
3. The laptop and keyboard will be sold together as one package. Separate offers for individual items will not be accepted unless otherwise stated by the organization.
4. Late, incomplete, unsigned, or conditional offers may be disqualified.
5. The successful bidder will be notified using the contact information provided in the quotation form.

#### 6. Submission options:

- 1- By hand to IRW-Iraq Office located at (Ekhlas Empire Building, 2nd Floor, Apartment 8, 100 Meter Street, Near Arjan Hotel, Erbil, Kurdistan Region – Iraq)
- 2- or email to [Procurement.committee@ir-iraq.org](mailto:Procurement.committee@ir-iraq.org)

### 4. AWARD AND COLLECTION

1. The items will be awarded to the highest acceptable bidder, subject to the organization's internal review and approval process.
2. The successful bidder must complete full payment within 2-3 working days from the date of award notification.
3. The laptop and keyboard will be released only after full payment has been received and verified.
4. The successful bidder is responsible for collecting the items from the stated location and covering any related transportation costs.

### 5. TERMS AND CONDITIONS

1. The laptop and keyboard are sold together in their current condition on an "as-is" basis.
2. Interested bidders are strongly encouraged to inspect the items before submitting an offer.
3. Submission of an offer confirms that the bidder has accepted the condition of the items, whether or not an inspection was conducted.
4. The organization does not provide any additional warranty beyond any remaining manufacturer or supplier warranty that may be transferable.
5. The organization reserves the right to accept or reject any offer, cancel the auction, or repeat the process without obligation to provide justification.
6. The organization is not responsible for any costs incurred by bidders in preparing or submitting their offers.
7. Any taxes, fees, transportation, or other costs related to the purchase and collection shall be borne by the successful bidder.
8. The organization may reject an offer where there is evidence of collusion, misrepresentation, conflict of interest, or failure to comply with the auction requirements.

**We welcome all interested parties to participate in this auction.**

Islamic Relief Worldwide-Iraq  
Operations/Procurement Department



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# PRICE QUOTATION FORM

## Microsoft Surface Pro Laptop and Keyboard Auction



Auction Reference No. IRW-Iraq - 001  
Submission Deadline 07/22/2026 By 04:00 pm

### 1. BIDDER INFORMATION

|                                        |  |
|----------------------------------------|--|
| Full Name / Company Name               |  |
| Contact Person                         |  |
| Telephone Number                       |  |
| Email Address                          |  |
| Address                                |  |
| National ID / Company Registration No. |  |

### 2. PRICE QUOTATION

| No. | Item Description                                                                                                                                   | Condition     | Quantity | Offered Price (IQD) | Remarks  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|---------------------|----------|
| 1   | Microsoft Surface Pro laptop<br>(Snapdragon) X Plus<br>Model: 2085<br>16 GB Go RAM GT RAM<br>512 GB Go .GT<br>11th Ed<br>Photos attached (Annex 1) | New, open-box | 1        |                     | with box |
| 2   | Microsoft Surface pro 13 keyboard<br>Photos attached (Annex 1)                                                                                     | New, open-box | 1        |                     | with box |

TOTAL OFFERED PRICE 0 IQD

*Note: The laptop and keyboard will be sold together as one package. The item prices above are for price breakdown purposes.*

### 3. PAYMENT AND COLLECTION

|                                  |                  |
|----------------------------------|------------------|
| Proposed Payment Method          | Cash             |
| Collection Within (Working Days) | 2-3 Working Days |

### 4. BIDDER DECLARATION

I confirm that I have reviewed the auction invitation and understand the condition of the items. I understand that the Microsoft Surface Pro laptop and keyboard are sold together in their current condition on an "as-is" basis. I have inspected the items, or I have chosen to submit my offer without inspection. The stated price is my final offer. If my offer is accepted, I will complete full payment before collecting the items.

ولوحة المفاتيح يباعان معاً كحزمة واحدة، وبحالتهم الراهنة، وعلى أساس «كما هما». وقد قمت بمعاينة Microsoft Surface Pro أقر بأنني اطّلت على دعوة المزاد وفهمت حالة المواد المعروضة. كما أقر بأن جهاز المواد، أو اخترت تقديم عرضي دون إجراء المعاينة. ويعدّ السعر المذكور في عرضي سعري النهائي. وفي حال قبول عرضي، سأقوم بتسديد المبلغ كاملاً قبل استلام المواد.

|                              |  |
|------------------------------|--|
| Bidder's Full Name           |  |
| Signature                    |  |
| Date                         |  |
| Company Stamp, if applicable |  |

*[Handwritten signature in green ink]*

