

REQUEST FOR QUOTATION

Reference Number: 29-14/08/2024-339356

INTER SOS office in Erbil is asking to your Company to provide us with the best prices (**VAT excluded, including all possible costs and warranties**) for the items described as follows:

| # | ITEM DESCRIPTION and REQUESTED TECHNICAL SPECIFICATIONS | UNIT OF MEASURE | QUANTITY | UNIT PRICE IQD |
|----|---|-----------------|----------|----------------|
| 1 | A5 paper one side black and white | Pcs | 10 | |
| 2 | A5 paper one side colour | Pcs | 10 | |
| 3 | A5 paper two sides black and white | Pcs | 10 | |
| 4 | A5 paper two sides colour | Pcs | 10 | |
| 5 | A4 paper one side black and white | Pcs | 10 | |
| 6 | A4 paper one side colour | Pcs | 1000 | |
| 7 | A4 paper two sides black and white | Pcs | 10 | |
| 8 | A4 paper two sides colour | Pcs | 1000 | |
| 9 | A3 paper one side black and white | Pcs | 10 | |
| 10 | A3 paper one side colour | Pcs | 10 | |
| 11 | A3 paper two sides black and white | Pcs | 10 | |
| 12 | A3 paper two sides colour | Pcs | 10 | |
| 13 | Poster: A5 paper one side colour | Pcs | 50 | |
| 14 | Poster: A4 paper one side colour | Pcs | 1000 | |
| 15 | Poster: A3 paper one side colour | Pcs | 100 | |
| 16 | Poster: A2 paper one side colour | Pcs | 50 | |
| 17 | Poster: A1 paper one side colour | Pcs | 100 | |
| 18 | poster: A0 paper one side colour | Pcs | 50 | |
| 19 | Poster: A5 paper one side black and white | Pcs | 10 | |
| 20 | Poster: A4 paper one side black and white | Pcs | 10 | |
| 21 | Poster: A3 paper one side black and white | Pcs | 10 | |
| 22 | Poster: A2 paper one side black and white | Pcs | 10 | |
| 23 | Poster: A1 paper one side black and white | Pcs | 10 | |
| 24 | Poster: A0 paper one side black and white | Pcs | 10 | |
| 25 | Brochure A5 size colour one side | Pcs | 100 | |
| 26 | Brochure A5 size colour two side | Pcs | 1000 | |
| 27 | Brochure A5 size black and white one side | Pcs | 10 | |
| 28 | Brochure A4 size colour one side | Pcs | 10 | |
| 29 | Brochure A4 size colour two side | Pcs | 10 | |
| 30 | Brochure A4 size black and white | Pcs | 10 | |
| 31 | Printing A4 certificates with paper 300gr colour | Pcs | 100 | |

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|----|---|-------------------|------|--|
| 32 | Printing A4 certificates with paper 300gr black and white | Pcs | 10 | |
| 33 | Poster-coloured + metal rings (price per m2) | Pcs | 50 | |
| 34 | A5 PVC one side colour | Pcs | 10 | |
| 35 | A4 PVC one side colour | Pcs | 10 | |
| 36 | A3 PVC one side colour | Pcs | 10 | |
| 37 | A2 PVC one side colour | Pcs | 10 | |
| 38 | A1 PVC one side colour | Pcs | 10 | |
| 39 | A0 PVC one side colour | Pcs | 10 | |
| 40 | A5 PVC one side black and white | Pcs | 10 | |
| 41 | A4 PVC one side black and white | Pcs | 10 | |
| 42 | A3 PVC one side black and white | Pcs | 10 | |
| 43 | A2 PVC one side black and white | Pcs | 10 | |
| 44 | A1 PVC one side black and white | Pcs | 10 | |
| 45 | A0 PVC one side black and white | Pcs | 10 | |
| 46 | Alicobon Plate meter square | Mt | 10 | |
| 47 | Banners(roll-up) with printing and stand | Pcs | 50 | |
| 48 | Banners with printing 0,8x1,20m | Pcs | 10 | |
| 49 | Banners with printing 1x2 m | Pcs | 10 | |
| 50 | Banners with printing 2x3 m | Pcs | 10 | |
| 51 | Stickers with printing 17x50 cm | Pcs | 100 | |
| 52 | Stickers with printing 7x18 cm | Pcs | 10 | |
| 53 | A5 stickers with printing | Pcs | 100 | |
| 54 | A4 stickers with printing | Pcs | 150 | |
| 55 | Calendar A4 (200 gr + divider) price per sheet | Pcs | 100 | |
| 56 | Calendar A3 (200 gr + divider) price per sheet | Pcs | 100 | |
| 57 | Mug with handle, white with colour print | Pcs | 25 | |
| 58 | Business Card, lamination, one side colour | Set of 100 PCs | 100 | |
| 59 | Business Card, lamination, two sides colour | Set of 100 PCs | 1000 | |
| 60 | Cardboard covers for books - A4 | Pcs | 10 | |
| 61 | Cardboard covers for books - A5 | Pcs | 10 | |
| 62 | A5 lamination | Pcs | 10 | |
| 63 | A4 lamination | Pcs | 10 | |
| 64 | A3 lamination | Pcs | 10 | |
| 65 | A2 lamination | Pcs | 10 | |
| 66 | A1 lamination | Pcs | 10 | |
| 67 | A0 lamination | Pcs | 10 | |
| 68 | Logbook logo (Notebook 100 Pg.) | Pcs | 25 | |

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|-------|--|------|-----|--|
| 69 | Translation service English-Kurdish OR Kurdish-English (Legal Translation) | Page | 100 | |
| 70 | Translation service English-Arabic OR Arabic-English (Legal Translation) | Page | 100 | |
| 71 | Photocopy from Physical documents (one side, black and white) A4 | Page | 10 | |
| 72 | Photocopy from Physical documents (two sides, black and white) A4 | Page | 10 | |
| 73 | Photocopy from Physical documents (one side, coloured) A4 | Page | 10 | |
| 74 | Photocopy from Physical documents (two sides, coloured) A4 | Page | 10 | |
| Total | | | | |

Name and position of INTERSOS Manager: Sarbast Rashid-Country Supply Chain Manager (0774 084 8224)

- The prices must include the delivery of items to the INTERSOS office in Erbil.
- This Request for quotation is in order to establish a Framework Agreement for Printing and translation services.
- This Request for quotation is not a financial commitment.
- The Offers need to be submitted via email to (tender.iraq@intersos.org).
- The requested samples should be submitted in a sealed box to the INTERSOS Office in Erbil, Ankawa, 4 towers Building D, First floor.
- The publication of the request for quotations is January, 14th, 2025.
- The submission deadline is the **19th of Jan 2025 at 16:00 H.**
- Eligibility criteria: In order to be considered suppliers are required to meet the following conditions;
- The supplier must provide a duly **completed Request for Quotation** (this document)
- Supplier must be a registered company and must provide a **copy of the company registration**
- Supplier must be tax compliant and must provide a copy of a **valid tax certificate** or a no contest letter from the relevant tax authority.
- The supplier must have relevant documented experience in the provision of the requested goods and services (Printing and Translation services). The supplier must provide evidence of such experience through the following:
 - Up to **Three (3) purchase orders and/ or Contracts** for Printing and or Translation services carried out **between January 2022 and December 2024**
 - The **combined value** of the purchase orders/contracts must be **equal or greater than 50,000,000. 00 IQD (Fifty-million Iraqi Dinar)**
- The supplier must provide the requested samples. The sample list is Annex I of this document
- The Selection criteria will be as follows:
 - Price = %60
 - Samples %40

NAME OF THE COMPANY _____

REGISTRATION Nr. _____ **TEL.** _____

NAME OF THE MANAGER _____

ADDRESS _____

DELIVERY LEAD TIME _____ **PAYMENT TERMS AND CONDITIONS** _____

DATE _____ **VALIDITY OF THE QUOTATION** _____

STAMP AND SIGNATURE OF THE COMPANY _____