

## Request For Quotation Provision of Strategic Communication Services for Reintegration in Iraq

**RFQ Reference No:** 30000029268

**Issuing/Publishing Date:**

**County:** Iraq

**Open for Response Date:**

International Organization for Migration kindly requests your quotation for the **Provision of Strategic Communication Services for Reintegration in Iraq** described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

**Please read, fill and sign the below attachments**

- Annex A-TOR Strategic Communication Approach 2026
- Annex B-Financial offer
- Annex C-Timeline
- Annex D-Declaration of conformity
- Annex E-Vendor Information Sheet\_WAVE
- Annex F-Code of Conduct for Suppliers

**Attendance at the pre-bid online meeting is optional; however, suppliers are strongly encouraged to participate to gain a better understanding of the requirements and to seek any necessary clarifications.**

**The meeting will be held on the date and time specified below, and suppliers may join using the link provided.**

**Date: Thursday, 16 July 2026**

**Time: 2:00 pm (GMT+3)**

**Platform: Microsoft teams**

**Link:** <https://teams.microsoft.com/meet/339390348300654?p=usSC8siSuVB2gwVwNA>

Issued by: Route des Morillons, 17Geneva Switzerland

Name:

Title:

Date:

*This document is considered valid if digitally authorized by the IOM Approver. This is system-generated and does not require any IOM signature.*

DRAFT

## 2

### Requirements

*\*Response is required*

#### **Provision of Strategic Communication Services for Reintegration in Iraq**

- **Method of bid submission**

The vendor needs to submit the offer in IOM supplier portal (WAVE) or through email to [iraqtenders@iom.int](mailto:iraqtenders@iom.int) (Please Put email subject "30000029268" otherwise the offer will not consider)

- The vendor need fill, sign and stamp the attached annexes.
- The vendor needs to attach all documents requested in the requirements sections.
- The tender closing date 22-Jul-2026 04:00 PM (GMT+3)
- Pre Bid online meeting on 16 July 2026 at 2:00 pm (GMT+3)

#### **Section 1. Administration requirements**

1. Valid Business registration certificate.

Please attach Valid Business/incorporation registration certificate  
*Response attachments are required.*

---

2. Valid TAX clearance or valid TAX ID

Please attach copy of Valid TAX clearance or valid TAX ID  
*Response attachments are required.*

---

3. Annex D-Declaration of conformity

Please attach signed copy of Annex D-Declaration of conformity  
*Response attachments are required.*

---

4. Bank account details

Please attach the company business bank account details letter from the bank  
*Response attachments are required.*

---

Proprietary and Confidential

## Section 2. Technical requirements

### 1. Annex A-TOR Strategic Communication Approach 2026

Please attach signed copy of Annex A-TOR Strategic Communication Approach 2026

*Response attachments are required.*

---

### 2. Annex C-Timeline

Please attach signed copy of Annex C-Timeline

*Response attachments are required.*

---

### 3. Demonstrate three years experience

- Minimum 3 years of demonstrated experience in strategic communication, media production, public information, or related communication services. (Pass / Fail)
- Required supporting documents: Company profile and a copy of the company registration (or equivalent document) indicating the business establishment date.

*Response attachments are required.*

---

### 4. Similar works/projects in the last three years

- Successfully implemented at least three (3) assignments of comparable scope and complexity within the last three (3) years. (Pass / Fail)
- Required supporting documents: List of relevant assignments supported by copies of contracts, purchase orders, completion certificates, or equivalent documentary evidence.

*Response attachments are required.*

---

### 5. Experience in implementing targeted communication campaigns

- Demonstrated experience in designing and implementing targeted communication campaigns in conflict-affected, post-conflict, or socially sensitive contexts. (Pass / Fail)
- Required supporting documents: Brief description of relevant assignments supported by copies of contracts, completion certificates, or equivalent documentary evidence.

*Response attachments are required.*

---

6. Demonstrated experience in social cohesion

- Demonstrated experience in strategic communication initiatives supporting social cohesion, reintegration, peacebuilding, community resilience, or stabilization. (Pass / Fail)
- Required supporting documents: Brief description of relevant assignments supported by copies of contracts, completion certificates, or equivalent documentary evidence.

*Response attachments are required.*

---

7. Demonstrated experience working with other entities

- Demonstrated experience working with UN agencies, international organizations, government institutions, or international development partners on communication-related assignments. (Pass / Fail)
- Required supporting documents: List of relevant clients and assignments supported by copies of contracts, purchase orders, completion certificates, or equivalent documentary evidence.

*Response attachments are required.*

---

8. Company portfolio

- Submission of a portfolio demonstrating relevant experience in documentary production, digital communication, social media management, graphic design, public information products, and communication campaigns. (Pass / Fail)
- Required supporting documents: Portfolio of previous work.

*Response attachments are required.*

---

\*9. Two (2) client references for similar assignments

- Submission of at least two (2) client references for similar assignments completed within the last three (3) years. (Pass / Fail)
- Required supporting documents: Contact details or reference letters from at least two (2) clients.

*Response attachments are required.*

---

10. Key personnel/staff

- Availability of a qualified multidisciplinary team with expertise in strategic communication, media production, digital communication, campaign management, graphic design, and project management.

(Pass / Fail)

- Required supporting documents: Proposed team composition and CVs of the key personnel.

*Response attachments are required.*

---

#### 11. Submission of a technical proposal

- Submission of a technical proposal demonstrating a clear understanding of the assignment, methodology, implementation approach, work plan, and quality assurance mechanisms. (Pass / Fail)
- Required supporting documents: Technical proposal covering the understanding of the assignment, methodology, implementation approach, work plan, and quality assurance measures.

*Response attachments are required.*

---

### Section 3. Financial offer

#### 1. Annex B: Financial offer

Please attach signed pdf copy of Annex B: Financial offer

*Response attachments are required.*

---

#### 2. RFQ No. **30000029268**

Please fill, sign and attach signed copy of RFQ **30000029268**

*Response attachments are required.*

---

**Lines**

**Delivery Requirements:**

<b>Currency of the Quotation:</b> IQD					
<b>INCOTERMS:</b>					
<b>Item No</b>	<b>Description</b>	<b>UOM</b>	<b>Qty</b>	<b>Unit price</b>	<b>Total price</b>
	Strategic Communication services as per the attached BOQ and timeline [ Phase #1 From Beginning of project implementation until 31 Dec 2026]				
<b>Total Price</b>					
	Strategic Communication services as per the attached BOQ and timeline [ Phase #2 From 1st of January 2027 until end of the project]				
<b>Total Price</b>					

DRAFT

**SECTION 2: INSTRUCTIONS TO PROPOSERS**

<b>Method of Submission</b>	Quotations must be submitted as follows:  E-tendering or email
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org).
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in Iraqi Dinar
<b>Duties and taxes</b>	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:  All prices shall:  <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation:  <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed  <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1  <input type="checkbox"/> Other
<b>Quotation validity period</b>	Quotations shall remain valid for days from the deadline for the Submission of Quotation.

<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input type="checkbox"/> Not permitted <input type="checkbox"/> Permitted (please specify, i.e. by LOTs only or by line item, etc)
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: E-mail address: Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than days before the submission deadline. Responses to request for clarification will be communicated by .
<b>Evaluation method</b>	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer. <input type="checkbox"/> Other
<b>Evaluation criteria</b>	<input type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	.
<b>Expected date for contract award.</b>	.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has

	implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.
--	---

DRAFT

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Technical Specifications for Goods:

Item No	Minimum technical requirements	Unit	Quantity

### Delivery Requirements:

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods After Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	
<b>Customs clearance (must be linked to INCOTERM)</b>	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	
<b>Distribution of shipping documents (if using freight forwarder)</b>	
<b>Packing Requirements</b>	
<b>Training on Operations and Maintenance</b>	
<b>Warranty Period</b>	
<b>After-sales service and local service support requirements</b>	
<b>Preferred Mode of Transport</b>	Choose an item.
<b>Other information</b>	

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:		Date: .

**VENDOR INFORMATION SHEET** [Vendor Information Sheet.xlsx](#)

**BIDDER'S DECLARATION OF CONFORMITY** This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name:

Title:

Date: .

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:		Date: .

Currency of the Quotation:					
INCOTERMS:					
Item No	Description	UOM	Qty	Unit price	Total price
1.					
2.					
3.					
4.					
5.					
Total Price					
Transportation Price					
Insurance Price					

Installation Price	
Training Price	
Other Charges (specify)	
<b>Total Final and All-inclusive Price</b>	

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**Other Information:**

Estimated weight/volume/dimension of the Consignment:	
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of the company</i> Company Name Address:  Phone No.: Email Address:	Authorized Signature:  Date: Name: Functional Title of Authorised Signatory: Email Address:

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No*

alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date: .

### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

### Currency of Quotation:

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
<b>Total Price</b>		

### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

### Compliance with Requirements

Proprietary and Confidential

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company Name Address:  Phone No.: Email Address:	Authorized Signature:  Date: Name: Functional Title of Authorised Signatory: Email Address:

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date: .

#### Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

#### Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price

<b>Total</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Address:  Phone No.: Email Address:	Authorized Signature:  Date: Name: Functional Title of Authorised Signatory: Email Address: