

REQUEST FOR QUOTATION (RFQ) for Climate Change Consultancy services for INTERSOS Iraq Mission

In order to implement the activities of the INTERSOS Humanitarian Organization, INTERSOS Iraq mission kindly invites qualified and interested individuals to submit quotations for climate change consultancy services for INTERSOS Iraq, as detailed in Annex 1 (***Terms of reference***) and Annex 1a (***Consultant Profile***) of this RFQ.

When preparing your quotation, please be guided by the form attached hereto as Annex 2 (***Request for Quotation Form***)

Quotations may be submitted on or before 5:00 PM (UTC +03:00), November 10th, 2024, by email to **tender.iraq@intersos.org** with the subject line **“Quotation for Climate Change Consultancy Services (ref:29-01/10/2024-348829)- {Bidder’s Name}”**

Quotations submitted by email must be limited to a maximum of 25 MB (each transmission), and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline.

Quotations that are received by INTERSOS after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The related annexes and documentation can be downloaded from the [INTERSOS website](#)

Please take note of the following requirements and conditions pertaining to the above-mentioned services:

Exact Address/es of Delivery Location/s	<p>INTERSOS Office - 4 Towers, Block D First Floor – Ankawa, Erbil, Iraq</p> <p>INTERSOS Office - Mosul, Ninewa, Iraq</p> <p>INTERSOS Center – Sinjar, Ninewa, Iraq</p>
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by INTERSOS)	As per Terms of Reference (ToR) – Annex 1
Preferred Currency of Quotation	EURO
Deadline for the Submission of Quotation	November, 10th, 2024 17:00 H.
All documentation, including CVs, Employee / Reference certificates, samples of work and copies of diplomas	ENGLISH
Documents to be submitted	<ul style="list-style-type: none"> ● Duly completed Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 (<i>Terms of Reference</i>); ● CV of no more than 3 pages of the proposed consultant in accordance with the requirements in Annex 1a (<i>Consultant Profile</i>) ● Copies of Diplomas and Certificates mentioned in the CV ● certificates to evidence the successful completion of similar consultancy; (Previous experience which would have led to breach of contract and termination shall not be used as reference) ● Samples of previous work (Training material / Curriculum) ● Duly completed Organisation and Methodology in accordance with instructions provided in Annex 3 (<i>Organisation & Methodology</i>) outlining the overall approach to the

	<p>various tasks outlined in Annex 1 (Terms of Reference).</p> <ul style="list-style-type: none"> • Duly completed Work Plan outlining the timeline (including preparatory steps) for the various tasks. Annex 3A • Duly completed Budget breakdown, including all costs relating to the fees, insurance, international transportation, visas, and work tools (laptop, etc.). Annex 4
Period of Validity of Quotes Starting the Submission Date	90 DAYS
Partial Quotes	NOT ACCEPTABLE
Payment Terms	As mentioned in Annex 6 (Special conditions)
Evaluation Criteria	<ul style="list-style-type: none"> • Technical compliance / best price-quality ratio, established by weighing technical quality, against price as follows: <ul style="list-style-type: none"> ○ 35% proposal (Organization and methodology) ○ 35% interviews ○ 30% Financial offer
INTERSOS will award to:	One and only one service provider
Type of Contract to be Signed	Service Contract
Special conditions of Contract	Annex 6
Conditions for Release of Payment	As mentioned in Annex 6 (Special Conditions)
Annexes to this RFQ	<p>Annex 1: Terms of Reference Annex 1. A: Consultant Profile Annex 2: Request for Quotation (RFQ). Annex 3: Organization and Methodology Annex 3. A: Work Plan Annex 4: Budget breakdown Annex 5: General Conditions. Annex 6: Special Conditions. Annex 7: Supplier Declaration.</p>
Contact address for Inquiries (Written inquiries only)	<p>Supply Department: INTERSOS Iraq Email: tender.iraq@intersos.org</p>

Written inquiries must be submitted mentioning RFQ Ref:29-01/10/2024-348829, on or before 10 am, **November, 5th,2024,** INTERSOS shall respond to the inquiries through email within 2 days. Inquiries received after the above date and time shall not be entertained. Any delay in INTERSOS' response shall be not used as a reason for extending the deadline for submission unless INTERSOS determines that such an extension is necessary and communicates a new deadline to the Proposers

