

INTERSOS - PROVISION OF THE PRINTING AND TRANSLATION SERVICES OF

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Tender Title: Provision of the Printing and Translation Services of	
Tender No: 365236	Location: Sulaymaniyah
Tender Package Available from: 2025-01-13	
Deadline for Offer Submission: 2025-01-18 at 16:00 (Iraqi Time)	

Dear Supplier

INTERSOS office in Sulaymaniyah 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 attached.

- The prices must include the delivery of items to the INTERSOS office in Sulaymaniyah
- 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 Sulaymaniyah—Shary Daik (A5 -01).
- The publication of the request for quotations is January, 13th, 2025.
- The submission deadline is the **18th 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

Regards,

INTERSOS Supply Unit