

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	

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	

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 _____