



CCR IRAQ MISSION- Erbil

Our reference: CCR/IRQ/IR23/Tender 001/2021

**SUBJECT: INVITATION TO TENDER FOR DELEVIRING OF SKILLS
DEVELOPMENT TRAINING TO SELECTED CASH FOR WORK PARTICIPANTS
IN ANBAR GOVERNORATE / HEET DISTRICT**

Dear Suppliers / Service Providers

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by CCR in an email at iraq.tender@caritas.cz at least 7 days before the deadline for submission of tenders. CCR will reply to bidders' questions at least 3 days before the deadline for submission of tenders.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender at the address specified in the Instructions to Bidders before Thursday **25th of July 2021 (03:00 PM Iraqi Time)**, as stated in the procurement notice.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,

Logistics Department



Tender Call

For

**DELEVIRING OF SKILLS
DEVELOPMENT TRAINING TO
SELECTED CASH FOR WORK
PARTICIPANTS IN ANBAR
GOVERNORATE / HEET DISTRICT
THROUGH FIXED TERM CONTRACT**

Publication reference: CCR/IRQ/IR23/Tender 001/2021

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A. INSTRUCTIONS TO BIDDERS

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure.

The bidder accepts CCR General Terms and Conditions of Purchase by default or will include its own Sales conditions in its offer.

If the bidder wishes to point out restrictions to CCR Purchase Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

1. Preamble

Caritas Czech Republic (CCR) is a non-profit organization that operates abroad, in the context of humanitarian aid and development cooperation. It is a respected member of the international network Caritas Internationalis. Its foreign activities focus on the health and social sectors and also on developing livelihood for the local population and education of children and adults.

CCR opened a mission in IRAQ in 2017, to assist refugees, IDPs and host communities in several governorates of the country.

2. Purpose of the Call for Tenders

The purpose of this Call for Tenders is to solicit competitive offer for the training must be delivered to at least 2600 participants who have been selected for CFW activities in the following locations: **Heet District including Heet Markaz, Al Furat, Al Baghdadi, Kubisa and Al Mohammadi subdistricts / Anbar Governorate.**

CCR will sign a fixed term contract-one-time supply for the Total quantities mentioned in this Call for Tenders. During this contract period the Selected supplier will have to Provide the requirement per technical specification under “19. TECHNICAL and COMMERCIAL SPECIFICATIONS” in Anbar Governorate – Heet District and (Al Furat, Al Baghdadi, Kubisa and Al Mohammadi) Subdistricts.

A description of the Items/Materials/Services required by CCR is included under the heading 20.1 Technical description of the Materials.

3. Call for Tenders Schedule:

	DATE	TIME*
Deadline for request for any clarifications from CCR	14 th of July 2021	05:00 PM
Last date on which clarifications are issued by CCR	15 th of July 2021	05:00 PM
Deadline for submission of tenders (receiving date, not sending date)	25 th of July 2021	03:00 PM

Tender opening session by CCR staff only	26 th of July 2021	10:00 AM
Notification of award to the successful tenderer	3 rd of August 2021	03:00 PM
Signature of the contract	4 th of August 2021	03:00 PM

* All times are in the local time of Iraq.

Please note all dates are provisional dates and CCR reserves the right to modify this schedule.

4. Questions and Clarifications

If CCR, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address, ideally by email, or by post mail, up to eleven days before the deadline for submission of tenders, specifying the publication reference and the Tender title:

Contact name: Ahmed M. Abdalla

E-mail : iraq.tender@caritas.cz

Phone Numbers: - 07517407752

Any prospective tenderer seeking to arrange individual meetings with CCR during the tender period will be excluded from the tender procedure.

5. Eligibility

Participation in tendering is open on equal terms to any natural and legal persons (contractor) or company.

However, to comply with some of CCR's donors' rules, participants must clearly indicate their company's nationality and origin of the proposed goods.

1. Must be legally authorized individuals or companies to do the business in Iraq - Federal regions.
2. Not involved in violation of human rights (Slavery, child labor, human trafficking)
3. Not restricted to conduct business by any local, national and international legal bodies

6. Instructions to submit an Offer.

7.1 – Response Format

- Application should be in two Sealed Envelope included (one technical reference and one financial reference).
 - For Technical Proposal Annex A (Includes Administrative and Technical Information), maximum 50 pages, **no spiral books in the sealed envelope.** Technical Proposal should include.
 - Proof of Company Registration in the Iraq- Federal Region and/or KRG. Please (Attach a Copy of Registration)
-

- o A copy of the financial statements for last two years (**balance sheet and income statement Sheet Attached**). **OR** an Audit Report for last 02 Years (**Attach Copy**).
- o Proof of work Experience(**copy of similar works**).
- o TAX Registration (**Copy of Tax Registration attached**).
- o listing the overall working experience.
- **Note: Not Providing Supporting Documents to Appendix A may lead to Disqualification.**
- **Financial Proposal Annex B should include Bids only.**

All pages of the supplier's bid must be stamped and signed. Failure to provide all of the above and in the formats stipulated may result in disqualification of the Tenderer's proposal.

The documents should be placed in two sealed and Stamped Envelope.

The sealed envelope shall be titled:

Tender reference: CCR/IRQ/IR23/Tender 001/2021

Tender Name: DELEVIRING OF SKILLS DEVELOPMENT TRAINING TO SELECTED CASH FOR WORK PARTICIPANTS

Address: Erbil, Parkview, B5, Floor17, Apt#66

Contact name: Ahmed M. Abdalla

Contact Number: 07517407752

So that it is received no later than **25 July 2021 at 03:00 PM Iraq time.**

CCR working Days: Sunday to Thursday, Friday and Saturday bids will not be received. Eid Adha Holiday: 16 to 24 July 2021, during this period Application will not be received

Notes:

- Please note that CCR will not accept any tender by Hand personal delivery.
- Submission of tender by Hand personal delivery will be automatically rejected!
- Late Tender will not be accepted and will be returned to the Proponent or discarded.
- Also, all Tenders will be irrevocable after the Call for Tenders closing date.
- Online Application is not Accepted.

7. Call for Tender Process.

CCR reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

CCR does not bind itself to accept the lowest prices or any proposal. All proposals will be irrevocable after the Call for Tenders closing date.

CCR reserves the right to select a shortlist of pre-selected suppliers, based on the criteria announced. Further discussions and competitive dialogue may then be conducted with the pre-selected suppliers.

8. Period of validity

The Contractor shall be bound by their tenders for a period of **one hundred twenty (120) days minimum** from the deadline for submission of tenders.

CCR will provide distribution schedule to the contractor no longer than 15 working days after selecting the supplier. After receiving the distribution schedule, the contractor should complete all component of the project in in 40 days, following which 0.2% penalty of total value per day of delay, the contract will be terminated in case of 30 days delay.

9. Currency of tenders

Tenders must be presented in **USD (United States Dollar)**, Inclusive of all applicable Taxes.

10. Language of offers and procedure.

The offers, all correspondence and documents related to the tender exchanged by the bidder and CCR must be written in English.

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English.

For the purposes of interpretation of the tender, the English version will prevail.

11. Alteration or withdrawal of tenders

Bidders who have presented their offer before the established deadline, may request to withdraw their tenders by written notification (prior to the deadline). Withdrawals must be unconditional and will end all participation in the tender procedure.

12. Costs of preparing tenders.

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

13. Opening, evaluation of tenders and selection criteria

The opening and examination of tenders is for the purpose of checking whether the tenders are complete and whether the tenders are generally in order.

The subsequent evaluation of the tenders shall be carried out in Erbil, Kurdistan Region of Iraq by an Evaluation Committee made up of representatives of CCR.

The contract will be awarded to the technically and administratively compliant tender that is offering the best quality/price ratio, considering the quality of the Materials offered and the price of the tender.

- Tenders will be evaluated on the criteria listed below as well as two separated committees one for the technical offers and the other one for the financial offers:
- **Opening session:**
In the opening session, committee will check all mandatory documents mentioned in article 7 point 2 of this tender dossier, if they are enclosed with the submitted offer, missing any of the mandatory documents may lead to disqualification. CCR Committee reserves the right to ask for Missing documents within **72 hours** of opening.
- **Admin Check**
 - After the opening session, all documents will go through the admin check, to make sure that the mentioned data are matching with the requesting requirement, if the data mentioned in the submitted documents are inconsistent with the requirement mentioned in tender dossier, the company will be disqualified.
- **Technical Evaluation**
All companies that will pass opening session and the admin check, will be subjected to technical evaluation, technical evaluation will be done through checking the quality of the Previous related work and Experience, then the contractors will be ranked based on their quality comparing to each other. As well, this will include the visit to the supplier's business setup as well as their materials and tools in order to confirm the quality of the training and the curriculum.
- **Financial Evaluation:**
Financial Committee offer will evaluate the received offers to record all financial data and checking the accuracy of calculation of unit and totalprices.

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within **72** hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

Before selection, and signature of the agreement, CCR will inspect the material / warehouses, store, and business setup. CCR reserves the right to de-select the tenderer if the capacity is deemed not to be adequate or compatible with that stated in the tender dossier.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing or to influence CCR in its decision concerning the award of the contract will result in the immediate rejection of his tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

14. Notification award and agreement signature

The successful bidder will be informed in writing that its tender has been accepted (notification of award). CCR will send the signed purchase documents in two original copies to the successful bidder.

Within Seven (7) working days following the reception, the successful tenderer will sign, date and send back the contract. The successful tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within seven (07) working days, CCR can consider after notification the award as invalid.

The unsuccessful tenderer will be informed in written shortly after the award.

15. Ownership of tenders

CCR retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

16. Agreement

The agreement that will be signed between the successful tenderer and CCR is done according to CCR standard Supply contract format.

- The agreement will be based by order of preference on the following elements:
- Terms and requirements as defined in the present Tender dossier.
- additional elements not covered in the Tender Dossier.
- The selected supplier's offer.
- Specific conditions that differ from the above, offered by the supplier and explicitly accepted by CCR.
- Additional documentation may be required.

17. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by CCR.

If the tender procedure is cancelled before the outer envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where not qualitatively or financially worthwhile tender has been received or there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or force majeure render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will CCR be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if CCR has been warned of the possibility of damages.

The publication of a procurement notice does not commit CCR to implement the announced program or project.

18. Ethics

CCR pays careful attention to working with companies that commit to respect basic Ethics Rules.

The tenderers will have to fill and sign the Declaration of compliance & commitment to respect CCR code of conduct.

19. TECHNICAL and COMMERCIAL SPECIFICATIONS

In below sections the tenderer will find information on:

- I. Summary
- II. Overall learning objectives:
- III. Duration of Service & Place of service locations
- IV. General Requirements of service provider
- V. Order process,
- VI. Invoicing and Payment processes.

I - Summary

Caritas Czech Republic is planning to deliver of skills development training to selected CFW participants. The purpose is CCR will aim to enhance human capital in targeted district through a wide range organized skills development training targeting various vocations and skills required in the market of the target communities.

The training must be delivered to at least 2600 participants who have been selected for CFW activities. The Service Provider will be responsible for the training curriculum. After successful completion of training, a certificate for graduated beneficiaries will be certified by CCR, DoLSA, and Local Authorities. As a part of the service, the contractor will be required to develop illustrated brochures in each requested subject. These documents will be distributed to beneficiaries to refresh their memory after graduation.

تخطط كاريتاس جمهورية التشيك لتقديم تدريب تنمية المهارات لمشاركين مختارين من برنامج النقد مقابل العمل. والغرض من ذلك هو أن كاريتاس جمهورية التشيك تهدف إلى تعزيز رأس المال البشري في المنطقة المستهدفة من خلال تدريب تطوير المهارات المنظم واسع النطاق الذي يستهدف مختلف المهن والمهارات المطلوبة في سوق المجتمعات المستهدفة. يجب تقديم التدريب إلى 2600 مشارك على الأقل تم اختيارهم لأنشطة برنامج النقد مقابل العمل. مقدم الخدمة المسؤول عن كتابة منهج التدريب على أساس المشاريع سوف تشارك من قبل كاريتاس جمهورية التشيك بعد موافقة كاريتاس جمهورية التشيك والسلطة المحلية، ويقدم شهادة مشاركة للمستفيدين المتخرجين مصدقة من دائرة العمل والشؤون الاجتماعية. كجزء من الخدمة، سيطلب من مزود الخدمة تطوير كتيبات توضيحية في كل موضوع مطلوب. سيتم توزيع الكتيبات على المستفيدين لإنعاش ذاكرتهم بعد التخرج

II - Overall learning objectives

- Theoretical training on work according to the group work subjects such as (Paint, Construction, Plumbing, Electrician, Plastering, Sewerage, etc.)
- Learning how to work in groups, split of responsibilities and communication with supervisors.
- Equip participants with the knowledge and skills required to implement community projects that target the repair, and cleaning of public areas. Furthermore, a project targeting cleaning and improving of irrigation infrastructure in Heet.
- Introduce participants to projects tools and techniques.

Notes:

- I. The above-mentioned learning objectives are the minimum requirements.
- II. Service providers may have a pre-prepared guide to deliver Skills Development Training. In such case, trainer may share the guide along with the offer for review.

III - Duration of Service & Place of service locations

Service provider to provide skills development training to at least 2600 participants who have been selected for CFW activities for 5 days in Anbar/ Heet District, Al Furat, Al Bghadadi, Kubisa and Al Mohamady.

IV - General Requirements of service provider

Service provider to provide skills development training for Cash for Work Beneficiaries in Heet district/Anbar for 5 days per participant. The 2,600 Participants will be split into groups and training will be completed in at least 2 phases (centre and rural). The expected duration of the service will not be less than 10 weeks. with the following requirements:

- Service provider must be licensed from DoLSA.
- Trainer must have at least 5 years of experience delivering technical trainings, The service provider should Provide CV including examples of previous similar trainings conducted.
- Provide Skills development Training for 5 days, Developing the curriculum based on the projects shared by CCR and with Local Authority approval.
- ("Theoretical training on work according to the group work subjects such as (Paint, build, plumping, electrician, plastering, Sewerage cleaning etc.) and agenda will be ready after CCR approval.
- Provide personal protective equipment of (COVID 19 equipment) for the trainees, disposable face masks, gloves, and hand sanitizers present in each class for the 2600 participants.
- Provide daily refreshments for the trainees, (1 water bottle 500 ml, 1 juice 330 ml, 1 cake similar to POP CAKE) for each beneficiary each training day.
- Provide (1 notebook 5x8 inch, and 1 pen) for each trainee.
- Provide a detailed work plan for trainings after CCR approval for the type of the projects, the service provider should provide at least 10 groups trainings each week, two shifts per day, each group have 20 beneficiaries.
- Provide participation certificate for graduated beneficiaries certified by DoLSA.
- Provide Training Venue with chairs, tables, projectors, air condition (AC), and the classroom size should have enough space to accommodate 20 beneficiaries with physical distancing according to COVID19 restrictions, and accessible for people with disability.
- Contacting beneficiaries of location and time of the training. Beneficiaries should be informed 3 days before the first day of the skills development training by coordination with CCR Field Staff.
- Responsible for daily attendance of the trainees and supervised by CCR field team, CCR will provide the Template of the attendance sheet.
- Provide 10 Trainer, Male and Female trainers (female trainer for female classes).
- Provide training materials like cement, bricks, hand tools, warning tapes, painting tools, Plumping tolls...etc.).
- Provide the open area Space for the sessions needed (Plastering walls, Painting etc.)
- To ensure high accessibility for women to the project, Service Provider will cover childcare services. The support will be available for the participants who with not able to

administer care for their child during their participation in the trainings. The eligible category of people would include females that are the head of the household and have no relative to take for the child, similarly single father with no relatives will be also eligible for the childcare program. Service Provider will commission local kindergartens to deliver childcare service.

- Provide final Report after conducted Training.
- In Case of any restriction movement and curfew due to any pandemic the service provider will outline an alternate strategy for completing these trainings, by utilizing tools such as remote learning.

20. Order Conditions

23.2 Late Delivery

- The supplier must notice CCR about any potential delay, as soon as he/she is aware of it, in within (05) working days in advance order to anticipate and minimize the consequences.
- If Materials or Services cannot be provided to CCR on time, CCR reserves the right to cancel the agreement /Contract.

Or

- Penalty: if the selected supplier failed to deliver the materials/implement on CCR requested date (with unjustified reason), then the penalty will be put in place, an amount of (0.2%) of the total financial value of the current signed contract will be deducted against each single working day of delay.

23.3 Relations between CCR and the Suppliers/contractor:

Selected suppliers will be expected to clearly nominate one official representative who will be CCR main contact to manage the ordered needs and information's, the contract, invoicing and payment.

CCR expects the representative to be available and reactive to solve any problem that CCR may encounter during the Agreement validity period. The representative should be actively involved in the management of the relationship between the customer (CCR) and its Company to ensure an effective and smooth cooperation.

21. Invoicing & Payment

A. Invoicing

Payments will occur after reception, acceptance, and installation of total delivery of the Materials by CCR representative and upon the reception of one original invoice issued by the supplier.

This invoice must include the name, address and registration number of the supplier. It must also include the date and number of the invoice, as well as the unit cost, quantity of materials delivered included in the signed contract and the total cost for each material and the total cost of the invoice.

B. Payment

- All payments will be exclusively made to the supplier's/company name by bank wire transfer, Name in the Contract, invoice, and bank detail should Match.
- The selected supplier / contractor will be paid within the level of the work completion in (10) Working days after the final delivery of materials, with the USD as currency of payment.
- **Payment schedule will be as follows:**
 - Upon completion of 15% of the contracted services and Trained 390 Beneficiaries, CCR will wire 15% of the total contractual value of the contract (unless agreed otherwise with the contractor). CCR will release the installments only after signing the completion certificate and completion for 390 beneficiaries.
 - In each stage the CFW Specialist and the Field Team will be required to approve and confirm that contractor implemented the activities according to the contractual technical specifications and under CCR's field team guidance.

In order to claim payments, the supplier must provide CCR with the following documents for each quantity supplied:

- One original invoice -with bank details including swift code.
 - Attendance sheet for the participants.
 - The ID for the participants.
 - Copy Of the certificate awarded to the participants.
 - The Manual for the Training.
 - Completion Certificate from PM
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Appendix

Appendix A: Technical offer

Appendix B: Detailed of financial offer.

Appendix A: Technical offer

Publication reference : CCR/IRQ/IR23/Tender 001/2021

Company Name:	
Company Address:	
Contact Name:	
Contact Position / title:	
Contact Details Phone:	
Contact Details Email:	

Company Information:

1	Is your company registered in Iraq or Kurdistan Region of Iraq if relevant? Please provide a copy of Registration.	
2	When was it registered?	
4	Do you have other offices in the country? Where?	
6	How many employees work for your company in-country?	
7	Do you have company profile (Yes / No) ...? If yes, please attach a copy of Company profile	

Financial Information:

8	What is your yearly income in USD over the last 02 years?	
11	Are you Able to provide Retention money 10% as Guarantee of Delivery after signature of Contract? Yes / No	

Customer References:

14	Please provide names and contacts of 2 customers (public or private companies) to whom you have recently provided the similar kind of services. 1) Name of Reference Company Contact Person Name:	
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	<p>Email Address: (Official Email preferred) Phone: Date of Contract</p> <p>Which Product you Supplied</p> <p>2) Name of Reference Company Contact Person Name:</p> <p>Email Address: (Official Email preferred) Phone: Date of Contract</p> <p>Which Product you Supplied</p>	
Technical Capacity:		
15	What is your core business (activity)?	
16	What are the services You Supply to your customers?	
17	Are able to provide sample of the previous related work?	
18	What is your staff capacity?	
19	What is the Number of staff available for this training and for writing or developing the curriculum?	
21	How long (in average) does it take to deliver the requested materials?	
24	Did you attach copy of previous Contracts / Work order, Purchase order as proof of Experience	
Delivery Capacity:		
26	Can you deliver the training to locations in Anbar governorate and specifically in Heet, Al furat, Al Mohammadi, Kubisa and Al Baghdadi? Knowing that all taxes and custom and transportation costs as well as approval letters will be your responsibility?	
Warranty & Maintenance:		
30	Are you able to replace / item if found broken in the training / unqualified for the required tools?	
Financial Conditions:		
31	What is the validity of your offer?	
32	If you get awarded the Contract, will you offer fixed prices for the duration of contract?	
35	If you selected for this project, could you provide bank Guarantee letter.	
37	Do you have your Company Bank Account? Yes / No	
38	Please provide the Details of your bank account	
Tender Submission (Reminder – Checklist):		

	Did you Signed and Stamped all the pages including the Appendix A.B (Yes / No)?	
	Did you attach the following photocopies? Your Company Profile Your Company Registration Certificate List of your Employees List of Your Works / Products Supplied to Customer Contracts and Purchase order Copies to prove your Experience. Copy of Bank Statement or Audited Financial Report Any other Document you consider valuable during the evaluation should be included.	

Important Note:

Tender must be submitted as per Following breakdown.

1- Administrative / Technical Envelope:

Company Profile Company Registration Certificate/ Products Supplied to Customer, Contracts and Purchase order Copies to prove your Experience, Financial Bank statement or Audited Report.

Financial offer / Envelope:

Appendix B only or Your Financial Quotation

Please Note that Submission of Wrong contents in Envelope may lead to disqualification from Bid process. Therefore, pay full attention to above mentioned "Important Note".

Delivery Lead-time (in days or weeks):	
All Taxes and Transportation included?	

Validity of this offer (minimum 3 Months):	
Commitment to offer fixed prices for 3 months if contract is awarded to your company?	
Payment Conditions:	As per to CCR installment
Signature:	

Appendix B financial offer

Publication reference : CCR/IRQ/IR23/Tender 001/2021

Company Name:	
Company Address:	
Contact Name:	
Contact Position / title:	
Contact Details Phone:	
Contact Details Email:	
Validity of the offer	

Unit Cost of one Participant as per above specification	<i>Provide your offer <u>here</u> in USD (delete this text)</i>
Total Cost of 2600 Participants as per above specification and requirements	<i>Provide your offer <u>here</u> in USD (delete this text)</i>