

Date: 4<sup>th</sup> May 2022

Ref.#: 076



**Subject: Quotation for Hotel Services**

Dear Sir/Madam,

NCCI is Issuing this Request for Quotations to solicit competitive to establish a contract for provision of hotel services including accommodation, renting hall, lunch and tea break for activities in Erbil city and the hotel is ranked in four or five stars over the course of one year for fixed prices as per specification and detail mentioned below:

**Items Required/Specification**

Items Required	Quantity	Prices (To be filled by Hotel)
Accommodation with single room	One Night	
Accommodation with double room	One Night	
Rental hall inside the hotel with a capacity of 30 people	One Day	
Rental hall inside the hotel with a capacity of 100 people	One Day	
Rental hall with capacity of 200 people	One Day	
Rent hall cost, if Lunch and 1 or 2 coffee breaks is already requested	One Day	
Tea Break, morning period	One Person	
Tea Break, afternoon period	One Person	
Cost for 2 tea breaks in one day	One person	
Lunch break	One Person	
Bus to and from Airport	One Bus	
Does above rates include tax ? and what percentage ?		

Quotations may be submitted on same requested day or **before 5:00 pm, 19 May 2022** to the below email address (documents should be in PDF format) or by Hand in closed envelope to below office address:

**Email:** [hr@ncciraq.org](mailto:hr@ncciraq.org) ; [north.sa@ncciraq.org](mailto:north.sa@ncciraq.org)

**Office address: Erbil, Ankawa, Khabat street, house no. 240/1/457**

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than one 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 NCCI 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 on company letterhead, signed and in the pdf format, and free from any virus or corrupted files.

Rue de Varembe 3-1  
1202 Varembe Genève  
Geneva - Switzerland

ههولنير - عنكاوه - گهرهکی خدیاب  
٤٥٧/١/٢٤٠ شهقامی خهبات

بغداد - المنصور - محلة ٦٠٩  
زقاق ٩ - دار ١٧

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:



Currency	USD
Delivery point.	NCCI Erbil office
All documentations shall be in this language	English
Payment Terms:	<ul style="list-style-type: none"><li>• 100% upon satisfactory deliver,</li><li>• The payment will be through Cheque in the name of company or bank transfer to company bank account.</li></ul>
Additional information or requirements:	<ul style="list-style-type: none"><li>• Primary contact person in the hotel.</li><li>• Authorization letter for authorized manager to sign the contract.</li><li>• Bank Account details</li><li>• Valid Tax clearance letter</li><li>• Valid Registration Certificates</li><li>• The hotel will be chosen after a visit by the procurement department.</li><li>• The hotel to be committed to the above provided prices for one year from date of signing the contract.</li><li>• More than one hotel will be chosen for signing a contract with NCCI for providing hotel services.</li></ul>



Please note that NCCI reserve the rights to accept or reject any quotation without mentioning any reason.

**Note:** Beside sending the offer on Hotel's letter head, this RFQ must be filled, signed and stamped by the hotel as well.

Stamp of Hotel

The name and signature of Authorized Manager