



## Quotation Request

<b>To:</b>	Supplies Providers	<b>Date :</b>	22-Nov-22
<b>From:</b>	iMMAP	<b>Procurement Request Ref:</b>	IQ-159

### **OBJECT :**                    **Supply and Delivery of Office Supplies under FWA**

<b>Item description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Remarks</b>
Supply and delivery of office supplies for iMMAP, supplies include: detergents and refreshments for the office. See Annex I	12	months	The winner will be awarded a FWA for 12 months

**Additional specifications:**

- Interested bidders must fill in the Quotation Form (Annex I)
- The bidder must be able to provide at least 80% of the items listed in Annex I
- The bidder must submit business registration license if its a company

**Payment conditions :**

- Payment after delivery of correct amount of items and within 15 days after receiving the invoice
- Payment by bank transfer or cheque

**Delivery place and terms of transportation:**

- iMMAP office, located at F12-14, Justice Tower Complex, Mosul Road, Erbil, Iraq
- Risks, insurance and cost related to the transportation of the items to the above mentioned address will be the responsibility of the supplier

<b>Minimum information to provide along with the Quotation Form (Annex I)</b>
<ol style="list-style-type: none"><li>1 - Name, address, phone and contact person</li><li>2 - Business registration license (applicable to companies only)</li><li>3 - Delivery time or Ex stock + location</li><li>4 - Unit price</li><li>5 - Currency of the offer</li><li>6 - Validity of the quotation (Minimum 90 days)</li><li>7 - Experience with INGOs or UN organizations (Provide a list of clients and contact details for reference check purposes)</li><li>8 - Date, stamp and signature.</li></ol>
<b>To submit an offer</b>
<b>Response required before : 8 Dec 2022</b>
<b>Offers to be sent to: amahdi@immap.org &amp; ahayni@immap.org</b>

**Note:** This quotation request is not an order and does not commit iMMAP on any obligation.