

REQUEST FOR QUOTATION

PR Ref: 29-10/09/2023-273019

In order to implement the activities of the project Code 29-122, NTERSOS office in Erbil, kindly requests your Company to provide us the best prices (**VAT excluded, included all possible costs and warranties**) for the services and works described as follow:

No	Description (Technical specifications or Terms of Reference)	Unit of Measure	Quantity	Unit Cost	Total Cost
1	Service: Access Control: Watchman	Months	4		
TOTAL QUOTATION AMOUNT					

Name and position of INTERSOS Manager: Sarbast RASHID, Supply Chain Manager

- The main objective of the contract is to ensure the control of access to the INTERSOS building in Erbil and its premises, and to prevent unauthorized access to the INTERSOS premises, data, assets or documentation, as well as providing high-quality reception services and related services. In particular, it is required that – based on the offers’ assessment and possible on-site visits on the current INTERSOS premises– the bidder shall provide a pool of 2 security service staff to ensure that all the duties as described in this Bidding dossier are carried out.
- The request for quotation is not a financial commitment.
- The submission deadline is 24/09/2023 (24 September 2023) 13:00
- Submission will be via email (supply.manager.iraq@intersos.org),(tender.iraq@intersos.org)
- The Selection criteria will be as follows:
 1. The Supplier must provide valid registration in Kurdistan Region-Iraq.
 2. Proof of past experience with NGOs and UN agencies in the past 3 Years only in provision of security or reception services or similar works. Suppliers should include in their Bids, a maximum of 5 Similar contracts with clear description of the services provided or Works carried out. Please note (N.B): reference checks may be requested for previous works / Contracts submitted as part of the supplier Offer.
 3. Economic Offer
 4. The CVs of the Security/Receptionist staff.
 5. Evaluation of offer by committee
 6. Interview of proposed pool candidates by committee.
 7. Leadtime

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 _____