

INVITATION TO TENDER

Norwegian Refugee Council (NRC) invites bids from competent Companies/Suppliers in Kurdistan for supply of goods listed below for the year 2016:

Bidding documents may be obtained from NRC Erbil office.

No	Category Reference	Category Description
1.	NRC/2016/1	Furniture for office (desk ,chair , file drawer , file cabinet , Refrigerator)
2.	NRC/2016/2	Sewing items (Fabrics, sewing threads, beads, pearls, chain, zip, sewing machine etc.)
3.	NRC/2016/3	Hair and makeup items (Hair color, makeups, nails polish, Hair conditioner and shampoo...etc.)
4.	NRC/2016/4	Household items (Cleaning items, cleaning equipment, coffee, tea, sugar etc.)
5.	NRC/2016/5	Printing services (printing banners, booklets, brochures , business cards, poster, stickers) and visibility (T-shirt, vest, cap, polo T-shirt)
6.	NRC/2016/6	Transportation services, truck rental , labor, forklift rental
7.	NRC/2016/7	Petroleum products (fuel, oil, gas)
8.	NRC/2016/8	Custom clearance and forwarding services
9.	NRC/2016/9	Electrical fitting, lighting materials
10.	NRC/2016/10	Safety kits – Fire extinguisher, first aid kits

Essential Criteria for the Bidders

- Company profile indicating key personnel and their contact details.
- Past procurements/contracts
- Volume of business done in last 3 years with evidence to confirm that.
- Valid current license from KRI.
- Copy of bank statement of last 6 months.

Remark: The bids that do not meet the essential criteria will not be considered for evaluation.

The bidders can receive the bidding documents only during office hours from **09:00 hr to 15:00 hr** - Sunday to Thursday; from the **NRC office in Erbil as per the addresses below:**

Norwegian Refugee Council Ekhlash Empire Building, beside Hogir fuel station- Korani Ainkawa Area, 100 Meter Street- Erbil Contact Number: +964 751 172 3215
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Completed bidding documents must be submitted in closed and plain sealed envelopes, **marked with the tender name and category reference number** and deposited in the tender box at NRC Office in Erbil on or before Monday 14th March 2016 at 15:00.

Late bids shall be rejected and no liability will be accepted for loss, late delivery or non-delivery, whatsoever. Bids shall be opened after 2 days of the last day of closing the bids at NRC Office in Erbil and we will have

NRC reserves the right to select/reject any bids, in part or full, as it may deem necessary. No liability or claim in that respect would be admissible or entertained whatsoever.