



INVITATION TO TENDER

Norwegian Refugee Council (NRC) invites bids from competent Companies/Suppliers in Baghdad for supply of goods listed below for the year 2017:

Bidding documents will be obtained from NRC Baghdad office.

No	Category Reference	Category Description
	001-2017/FWA/ BAG	Furniture for office (desk, chair, filling cabinet, Storage cabinet, Refrigerator ...etc.)
	002-2017/FWA/ BAG	Stationary Supplies (Paper, Pen, Notebook...etc.)
	003-2017/FWA/ BAG	Safety kits, Fire extinguisher, first aid kits...etc.
	004-2017/FWA/ BAG	Kitchen and cleaning supplies (Water, tea, coffee, detergent, broom...etc.)
	005-2017/FWA/ BAG	IT Equipment (Laptop, printer, UPS ...etc.)

Essential Criteria for the Bidders

- Company/ Store / Shops 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 Iraqi Governorate.
- 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 Baghdad as per the addresses below:**

Norwegian Refugee Council
Baghdad, Karada, Masbah District,
Hay Babel, H. # 19, St. # 10, Sec. #929>

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 **Baghdad** on or before **19 - 04 - 2017 at 04.00 pm.**

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 Baghdad.

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.