

Date: 31 Dec 2018
Iraq Development and Sustainability LLC.
Global Business Center, 40m Street,
Opposite to Turkish Consulate,
Erbil, Kurdistan, Iraq



RFQ Number: ICRI-OPS-BPA-006
Issuance Date: December 31, 2018
Deadline for Questions: 16:00pm, January 6, 2019 by email to ICRIProcurement@icrinitiative.com
Deadline for Offers: 12:00pm January 8, 2019 by email to ICRIProcurement@icrinitiative.com
Description: RFQ for BPA for Generators
For: Iraq Community Resilience Initiative (ICRI)
Funded By: United States Agency for International Development (USAID),
Contract No. AID-OAA-T-1-14-00006/AID-OAA-TO-15-00036

Implemented By: Iraq Development and Sustainability, LLC. (IDS)

Point of Contact: Procurement Department, ICRIProcurement@icrinitiative.com

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

IDS is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. IDS expects suppliers to comply with our Standards of Business Conduct, available at <http://www.IDS.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

IDS does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of IDS are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, IDS will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with IDS or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to IDS' prohibitions against fraud, bribery and kickbacks.

Please contact Joshua Owens Joshua@icrinitiative.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to IDS' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** The Iraq Community Resilience Initiative (ICRI) is a USAID program implemented by IDS in Iraq. The goal of the ICRI project is to support community stabilization in Northern Iraq. As part of project activities, the ICRI requires the regular purchase of stationary and office supplies.

The purpose of this RFQ is to solicit quotations from eligible suppliers for as-needed office supplies and stationary. As a result of this RFQ, the ICRI Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these commodities/services. This will allow the ICRI Project to issue specific purchase orders, on an as-needed basis, for the procurement of these items over the next six (6) months. The Supplier shall furnish the supplies/services described in any purchase orders issued by IDS under this BPA. IDS is only obligated to pay for supplies/services ordered through purchase orders issued under this BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by IDS in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 12:00pm local Erbil time on Tuesday, January 8th, 2019 by email to ICRIProcurement@icrinitiative.com.

Please reference the RFQ number in any response to this RFQ. Offers received after this time and date will be considered late and will be considered only at the discretion of IDS.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 04:00pm local Erbil time on Sunday, January 6, 2019 by email to ICRIProcurement@icrinitiative.com. Questions and requests for clarification—and the responses thereto—that IDS believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by IDS will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of IDS or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the items that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the ICRI Project. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional commodities/services.

5. **Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Iraqi Dinar (IQD) or US Dollars (USD). Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of six (6) months. Offerors are requested to provide quotations on official letterhead or quotation format; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Delivery:** The delivery location for the items described in this RFQ is as requested. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Iraq.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, and Syria.

8. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.
9. **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, charges, tariffs, duties or levies will be paid under any order resulting from this RFQ.
10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. IDS will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets or exceeds the eligibility requirements, lowest-priced, technically-acceptable approach): meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.
Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. IDS reserve the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, IDS reserves the right to conduct any of the following:

- IDS may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, IDS may issue a partial award or split the award among various suppliers, if in the best interest of the ICRI Project.
- IDS may cancel this RFQ at any time.
- IDS may reject any and all offers, if such action is considered to be in the best interest of IDS.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the ICRI Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. IDS, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate IDS, the ICRI Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to IDS' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) IDS' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The ICRI Project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the ICRI Project will issue a purchase order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least three (3) months. The Supplier shall furnish the supplies/services described in any purchase orders issued by the ICRI Project under the BPA. The ICRI Project is only obligated to pay for supplies/services to the extent purchase orders are issued under any BPA resulting from this RFQ.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, and Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to IDS following delivery and acceptance of the goods by IDS. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to IDS.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the list of commodities that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to IDS.

Offered unit prices should include transportation/delivery costs.

No#	Item(s)Description	Item(s)Description	Arabic	Unit	Qty.	Price in (USD)
1	Notebook	Spiral notebook A4	دفتر ملاحظات سيم قياس A4	Piece	1	
2	Notebook	Spiral notebook 5" X 8"	دفتر ملاحظات سيم قياس اي "5 * 8"	Piece	1	
3	Notebook	Spiral notebook 7" X 9"	دفتر ملاحظات سيم قياس "7 * 9"	Piece	1	
4	Notebook	A4 with hard cover (100 sheet)	دفتر قياس A4 مع هارد كوفر (100 ورقة)	Piece	1	
5	Notebook	A4 with hard cover (200 sheet)	دفتر قياس A4 مع هارد كوفر (200 ورقة)	Piece	1	
6	Box Files A4	Black, White, Red, Green	بوكس فايل	Piece	1	
7	A4 Paper	A4 White Paper 80 gram/ sheet (500 pages in a Ream)	ورق ابيض (80 غم للورقة الواحدة)	Ream	1	
8	A3 Paper	White A3 paper 80gm/sheet	ورق الوان (80 غم للورقة الواحدة)	Ream	1	
9	A4 Paper	Color A4 paper 80gm/sheet	ورق A4 ملون	Ream	1	
10	A4 Paper	Certificate paper with golden frame 120 gm (50 sheet)	ورق شهادة باطار مذهب 120 غم (50 ورقة)	Ream	1	
11	Envelopes	4" x 9" (formal and white) 50 Pcs /package	ظرف صغير رسمي "9 * 4" (50 قطعة بالبند)	Box	1	
12	Envelope	A5 (formal and white) 50 Pcs /package	50 قطعة بالبند A5) ظرف رسمي	Pack	1	
13	Envelope	A4 (formal and white) 50 Pcs /package	50 قطعة بالبند A4) ظرف رسمي	Pack	1	
14	Envelope	A3 (formal and white) 50 Pcs/package	50 قطعة بالبند A3) ظرف رسمي	Pack	1	
15	Pen	Boll pen 1.0 pack of 12	اقلام جاف 1.0 حجم 12 قطعة			
16	Pen with all four colors	Soft pen, 0.3	اقلام جاف سوفت حجم اربعة الوان 0.3	Piece	1	
17	Pen with all four colors	Soft pen, 0.5	اقلام جاف سوفت اربعة الوان 0.5	Piece	1	

18	Pen with all four colors	Dry Pen (Ballpoint)	اقلام جاف فقط اربعة الوان	Piece	1	
19	Pencil	Good quality pencil set of 12	قلم رصاص نوعية جيدة درزن	Piece	1	
20	Pencil	Mechanical pencil	قلم رصاص ميكانيكي نوعية جيدة	Piece	1	
21	Pencil	Mechanical pencil cartridge 0.7	قلم رصاص ميكانيكي حجم 0.7	Piece	1	
22	White Board Marker	White board marker (could be erase) different colors/set of 6	قلم صبورة بيضاء 6 قطعة الوان	Set	1	
23	Permanent Marker	Permanent marker for flipchart use (different color/set)	قلم تاشير ثابت	Set	1	
24	Highlighter Pen	Highlighter set with 4 colors	اقلام تاشير فسفورية 4 الوان	Set	1	
25	Stapler	Small size (10 size) Kangaro	كابسة حجم صغير اوراق 10	Piece	1	
26	Stapler	Middle size (24/6) for 25 sheet Kangaro	كابسة وسط ل 25 ورقة	Piece	1	
27	Stapler	Big size for 80-100 sheet	كابسة حجم كبير ل 80-100 ورقة	Piece	1	
28	Stapler	Big size for 150 sheet	كابسة حجم كبير ل 150 ورقة	Piece	1	
29	Stapler	Big Size for more than 200 sheet	كابسة كبيرة ل 200 ورقة	Piece	1	
30	Staples	size 10	كليس حجم الصغير	Box	1	
31	Staples	size 24/6	كليس لحجم وسط ل 25 ورقة	Box	1	
32	Staples	For 80 -120 sheet	كليس حجم كبير ل 80-100 ورقة	Box	1	
33	Staples	Pins for 150 sheet	كليس حجم كبير ل 150 ورقة	Box	1	
34	Staples	Pins for 200 sheet	كليس كبيرة ل 200 ورقة	Box	1	
35	Staples remover	Removal staples	مزيل الكلبسات	Piece	1	
36	Puncher	Small size for 20 sheet	ثاقبة لحجم 20 ورقة	Piece	1	
37	Puncher	Middle size for 50 sheet	ثاقبة لحجم 50 ورقة	Piece	1	
38	Puncher	Heavy duty Puncher for 100 sheet or more	ثاقبة كبيرة ل 100 ورقة	Piece	1	
39	Tape Dispenser	Good Quality and suitable for different tape sizes	قاعدة شريط لاصق مكتبي لمختلف الاحجام	Piece	1	
40	Tape	Transparent packaging tape 60 yard	شريط لاصق طول 60 يارد	Piece	1	
41	Tape	Transparent packaging tape 90 yard	شريط لاصق طول 90 يارد	Piece	1	

42	Tape	Transparent packaging tape 100 yard	شريط لاصق طول 100 يارد	Piece	1	
43	Tape	Transparent packaging tape 200 yard	شريط لاصق طول 200 يارد	Piece	1	
44	Tape	Small transparent tape for paper	شريط لاصق صغير	Piece	1	
45	Tape	Duct tape 90 yards	شريط لاصق غير شفاف 90 يارد	Piece	1	
46	Tape	Paper tape 90 yards	شريط لاصق للورق 90 يارد	Piece	1	
47	Suspension Packs	File A4, Legal size	فايل تعليق	Piece	1	
48	Paper Clips	Paper clips (small size) (box with 100 pcs)	دنايبس ورق حجم صغير صندوق 100 قطعة	Box	1	
49	Paper Clips	Paper clips (middle size) (box with 100 pcs)	دنايبس ورق حجم وسط صندوق 100 قطعة	Box	1	
50	Paper Clips	Paper clip (big size) (box with 100 pcs)	دنايبس ورق حجم كبير صندوق 100 قطعة	Box	1	
51	Binder Clip	15mm	ماسكة ورق حجم 15ملم	Box	1	
52	Binder Clip	19mm	ماسكة ورق حجم 19ملم	Box	1	
53	Binder Clip	25mm	ماسكة ورق حجم 25ملم	Box	1	
54	Binder Clip	32mm	ماسكة ورق حجم 32ملم	Box	1	
55	Binder Clip	41mm	ماسكة ورق حجم 41ملم	Box	1	
56	Binder Clip	50mm	ماسكة ورق حجم 50ملم	Box	1	
57	Sticky Notes	Stick notes Pad (3" X 3") 400 sheets	ورق ملاحظات لاصق (76 * 76 ") 400 ورقة	Piece	1	
58	Sticky Notes	Stick notes Pad (3" X 3") 100 sheets (4 parts)	ورق ملاحظات لاصق (76 * 76 ") 100 ورقة (اربع اقسام)	Piece	1	
59	Sticky Notes	Stick notes Pad (3" X 3") 100 sheets (3 parts)	ورق ملاحظات لاصق (76 * 76 ") 100 ورقة (ثلاث اقسام)	Piece	1	
60	Sticky Notes	Stick notes Pad (2" X 1.5") 100 sheets	ورق ملاحظات لاصق (2 * 1.5 ") 100 شيت	Piece	1	
61	Sticky Note	Stick notes Pad (2" X 3") 100 sheets	ورق ملاحظات لاصق (2 * 3 ") 100 شيت	Piece	1	
62	Note Paper	Unstick note with plastic keeper (500 sheet)	ورق ملاحظات غير لاصق مع محفظة شفافة (500 ورقة)	Piece	1	
63	Pencil Sharpener	Good quality	مبارة نوع جيد	Piece	1	
64	Eraser	Pencil eraser good quality	مساحة رصاص نوع جيد	Piece	1	
65	Scissors	Medium office use size	مقص ورقي وسط	Piece	1	

66	Cutter knife	Small box opener good quality	شفرة (كتر) صغيرة ذو نوعية جيدة	Piece	1	
67	Ruler	Metal ruler 30cm	مسطرة حديد طول 30 سم	Piece	1	
68	Ruler	Plastic ruler 30cm	مسطرة بلاستيك طول 30 سم	Piece	1	
69	Desk organizer		مقلمة منظدية	Piece	1	
70	Correction Tape		شريط تصحيح ابيض	Piece	1	
71	Correction Pen		قلم تصحيح ابيض	Piece	1	
72	Stamp	Small Size	صطمبة صغيرة	Piece	1	
73	Stamp	Big size	صطمبة كبيرة	Piece	1	
74	Ink for stamp	Red Blue and Black color	حبر اصطمبة (ازرق او احمر)	Piece	1	
75	A4 cutter	Ruler Cutter for A4 paper	ماسكة و قاطعة تيب لاصق	Piece	1	
76	Thermal Laminator 2 Roller	for A4 paper	جهاز كبس حراري A4	Piece	1	
77	Lamination Plastic	Plastic laminate small size with (100 pcs)	جهاز كبس حراري	Set	1	
78	Lamination Plastic	Plastic laminate A4 size (100 pcs)	نايلون كبس حراري صغير	Set	1	
79	Wax Glue	Glue Stick	صمغ شمعي UHU	Piece	1	
80	Liquid Glue	Liquid glue tube	صمغ سائل UHU	Piece	1	
81	ID Holder	hard ID keeper with hanging line	محفظة باج هوية عظم عاج مع خيط تعليق للرقبة	Piece	1	
82	ID Holder	Plastic ID badges with hanging line	محفظة باج هوية بلاستيك مع خيط تعليق للرقبة	Piece	1	
83	Business Cards Holder	Business cards keeper	محفظة باج تعريفية	Piece	1	
84	Documents divider	Plastic transparent divider (to keep documents in box files) light thickness (Package with 100 sheet)	فواصل نايلون شفافة (لحفظ الاوراق داخل البوكس فايل) سمك خفيف	Set	1	
85	Documents divider	Plastic transparent divider (to keep documents in box files) middle thickness (Package with 100 sheet)	فواصل نايلون شفافة (لحفظ الاوراق داخل البوكس فايل) سمك وسط	Set	1	
86	Documents divider	Plastic transparent divider (to keep documents in box files) high thickness (Package with 100 sheet)	فواصل نايلون شفافة (لحفظ الاوراق داخل البوكس فايل) سمك ثخين	Set	1	

87	Documents Filing	Plastic clear wallet folder to keep documents with press stud (thick one)	محفظة اوراق شفافة مع طبائكة (ثخين)	Piece	1	
88	Documents Filing	Plastic bag with divider to keep document	محفظة بلاستيك سميكة مع فواصل	Piece	1	
89	Documents Filing	Leather bag (high quality) with business cards pocket and calculator and pen	محفظة اوراق جلد (نوعية جيدة) مع جيب لحفظ كارتات التعريف و حاسبة و قلم جاف	Piece	1	
90	Documents Filing	A4 file Nylon folder/ documents holder thick one	محفظة اوراق مع ماسكة (فايل نايلون) سميك	Piece	1	
91	Documents Filing	Box file A4 big size (English/ Arabic)	بوكس فايل كبير قياس A4 مع ماسكة الورق	Piece	1	
92	Documents Filing	Box file A4 small size (English/ Arabic)	بوكس فايل صغير قياس A4 مع ماسكة الورق	Piece	1	
93	Documents Tray	vertical file tray holder on desk	ماسكة ورق بلاستيك عمودية منضدية	Piece	1	
94	Documents Filing	Hanging file A4 (Cabinet hanging files)	فايل تعليق قياس A4	Piece	1	
95	Documents Tray	portable file document rack on desk. 3 trays	محفظة اوراق محمولة ذو ثلاث طوابق منظدية	Piece	1	
96	Documents Holder	portable Wooden documents holder for writing	بورد كتابة خشبي قياس A4 محمول	Piece	1	
97	Documents Holder	Portable Plastic documents holder for writing	بورد كتابة بلاستيك قياس A4 محمول	Piece	1	
98	Documents Holder	Vertical holder documents on desk for printing purposes	ماسكة ورق عمودية منضدية لاغراض الطباعة	Piece	1	
99	White Board	White board (90x60) cm	صبورة بيضاء قياس (90 * 60) سم	Piece	1	
100	White Board	White board (150 x90) cm	صبورة بيضاء قياس (150 * 90) سم	Piece	1	
101	White Board	white board (180 x 100) cm	صبورة بيضاء قياس (180 * 100) سم	Piece	1	
102	Flipchart Stand	Flipchart stand with swivel base	قلب جارد ستاند مع عجلات متحركة	Piece	1	
103	Flipchart stand	Flipchart stand with fixed base	قلب جارد ستاند مع ارجل ثابتة	Piece	1	
104	Flip Chart Paper	Flip Chart paper rolls for the stand	ورق فليب جارت	Roll	1	
105	Cork Board	Announcement board (200x 150) cm	لوحة اعلانات (200 * 150) سم	Piece	1	

106	Cork Board	Announcement board (90x 60) cm	لوحة اعلانات (90 * 60) سم	Piece	1	
107	Push Pins	pins for fixing papers on announcement cork board (50 pcs)	دنبوس تشكيل اوراق على لوحة الاعلانات (50 قطعة)	Set	1	
108	Magnetic Pins	Magnetic sticks on metal white board (12 pcs)	ماسكة ورق مغناطيس على سبورة معدن (12 قطعة للسبت الواحد)	Set	1	
109	Whiteboard eraser	Magnetic eraser for white board	ماسحة سبورة بيضاء ممغنطة	Piece	1	
110	Whiteboard cleaner	Whiteboard spray cleaner 0.5 liters	منظف سبورة بيضاء 0.5 لتر	Piece	1	
111	Copybooks	A4 Drawing book with 10 sheets	دفتر رسم A4 ذو 10 اوراق	Piece	1	
112	Copybooks	A4 Drawing book with 20 sheets	دفتر رسم A4 ذو 20 اوراق	Piece	1	
113	Copybooks	A4 Drawing book with 40 sheets	دفتر رسم A4 ذو 40 اوراق	Piece	1	
114	Copybooks	Copybook 30 sheets	دفتر كتابة 30 ورقة	Piece	1	
115	Copybooks	Copybook 60 sheets	دفتر كتابة 60 ورقة	Piece	1	
116	Copybooks	Copybook 100 sheets	دفتر كتابة 100 ورقة	Piece	1	
117	Copybooks	English Copybook 60 sheets	دفتر كتابة انكليزي 60 ورقة	Piece	1	
118	Copybooks	English Copybook 100 sheets	دفتر كتابة انكليزي 100 ورقة	Piece	1	
119	Coloring Pencil	Set of Wooden color 12 pencil (normal quality)	سبت اقلام تلوين خشب 12 قلم للسبت (نوع عادي)	Set	1	
120	Coloring Pencil	Set of Wooden color 12 pencil (good quality)	سبت اقلام تلوين خشب 12 قلم للسبت (نوع جيد)	Set	1	
121	Coloring Pen	Set of color 12 pen (good quality)	اقلام ماجك 12 قلم نوع جيد	Set	1	
122	Coloring Pen	Set of color 12 pen (good quality) Crayon bastille	اقلام شحمية (باستيل) 12 قلم نوع جيد	Set	1	
123	Coloring Paints	Face color for program activities	اصباغ وجه للفعاليات	Set	1	
124	Oil Colors	Set of oil color 12 pen (good quality)	اصباغ زيتية 12 قلم	Set	1	
125	Water Colors	Set of Water color 12 (good quality)	اصباغ مائية 12 لون	Set	1	
126	Carbon paper	Blue carbon paper A4	ورق كاربون ازرق للطباعة قياس A4	Set	1	

127	Rubber Band (Elastic Band)	Good Quality	حزمة لاستيك	Pack	1	
128	Key tags	Pack of 50 plastic key tag	علامات مفاتيح ملونة (50 علامة)	Pack	1	
129	Office Calculator	Small good quality	حاسبة صغيرة نوعية جيدة	Piece	1	
130	Office Calculator	Big good quality	حاسبة كبيرة نوعية جيدة	Piece	1	
131	Finger Battery (AA size	باترى قلم	Set	1	
132	Finger Battery	AAA size		Set	1	
133	Certificate paper with Frame	A4	اوراق شهادات مع اطار	Piece	1	

Delivery time (after receipt of order): _____ calendar days

Location of service center(s) for after-sales service, including warranty repair: Offers are requested to list all cities/provinces in Northern Iraq and Kurdistan where they have service centers or shops and can deliver to: _____

The prices quoted above remain fixed for the next six (6) months: ____ Yes ____ No

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: ICRI Project
Global Business Center, 40m Street, Opposite to Turkish Consulate, Erbil, Kurdistan, Iraq

Reference: RFQ No. ICRI-OPS-BPA-006

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any IDS or ICRI project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to IDS’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____